

**VILLAGE OF HINSDALE**  
**Administration and Community Affairs Committee**  
**Minutes of the Meeting October 1, 2012**

Chairman Geoga called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on October 1, 2012 at 7:31 PM.

**Members Present:** Chairman Doug Geoga, Trustees Chris Elder, Kim Angelo and Laura LaPlaca

**Staff Present:** Darrell Langlois, Assistant Village Manager; Gina Hassett, Director of Parks and Recreation; Jennifer Braun, KLM Lodge Manager; and Amy Pisciotto, IT Coordinator

**Staff Absent:** Timothy Scott, Economic Development Director

**Approval of Minutes – August 6, 2012**

Trustee Elder moved approval of the minutes. Trustee LaPlaca seconded and the motion passed unanimously with corrections requested by Chairman Geoga.

**Monthly Reports**

Mr. Langlois presented the Treasurers report. All revenues and expenditures are as expected. Water billing has increased for August due to the warm, dry summer. He noted that the Village had closed on the \$5.0 million bond and that proceeds were received in early September. The initial draft of the Five Year Plan was presented to the Finance Commission and was well received. The Finance Commission will be discussing water meters and meter reading systems at their next meeting.

**Park and Recreation Activity Report**

Ms. Hassett presented her report. The Parks and Recreation Commission have set up two subcommittees- one to review the Village's participation in Gateway Special Recreation Association and the other to review Little League and other similar organizations. The July 4<sup>th</sup> event was evaluated and is an on-going discussion. The Veeck Park field restoration is complete and staff will be working with MWRD to spread bio waste materials.

Ms. Hassett stated that the disc golf course is proving to be very popular and there will be a ribbon cutting and tournament later in the month. The nature based playground and grading of the lacrosse field should start next week. Ms. Hassett explained that the Fall Festival and Movie in the Park will be the weekend of Oct. 12. Falcon Football is replacing the score board at Brook Park.

Trustee Elder asked why the donations have dropped off so much for the parade. Ms. Hassett stated that it was an insert in the newspaper instead of in the water bills. Ms. Hassett commented on options that could be available.

Trustee Elder asked if the Lodge has its own website. Ms. Hassett stated that it is part of the Village's website and agreed it can be difficult to find. Trustee LaPlaca stated that perhaps it could have its own page instead of under Parks and Recreation.

Trustee Elder asked about the platform tennis numbers and Ms. Hassett stated that by mid-November we generally have most of the memberships.

Chairman Geoga asked Ms. Hassett to explain the KLM summary report and changes at KLM. Ms. Hassett explained that she wants the Lodge Manager to focus more on sales calls to promote the Lodge, and in order to accommodate this there would be some changes in part time staffing.

Chairman Geoga stated that there is a combined Finance Commission and Park and Recreation Commission task force that is looking at ideas for the facility. Chairman Geoga also stated that one of the things that Ms. Braun brought to the facility is sales experience. There is great opportunity for business-related meetings and events during the week, and this would not affect the current uses on the weekends.

Ms. Braun explained her experience in the industry and that she doesn't have the time to make any sales calls with the hours she works booking and planning events. She believes revenue can be brought in with ways other than making it a restaurant. Ms. Hassett explained what the new part time person would be doing. Ms. Braun stated that she leaves at 2 pm, so the new person could help in the evening hours when people frequently come to tour the facility.

Ms. Hassett explained the current catering fees for single day caterers and the per person charge currently being charged to every caterer. Chairman Geoga commented on bringing the rental fees up to current market prices.

The Trustees asked Ms. Hassett what is happening with the old HCA building. Chairman Geoga stated that there will be public sales in order to liquidate the building contents owned by HCA. Ms. Hassett stated that staff would like to use the building since we have very little programming space.

Trustee LaPlaca asked how much money we received from the 5K run. Ms. Hassett stated that the village received \$9000 and staff would like to maintain the current financial arrangement for next year's run.

### **Information Technology Coordinator Report**

Ms. Pisciotto presented her report. Chairman Geoga commented on finding ways to have the Lodge website more visible. Ms. Pisciotto stated that website utilization has been tracking relatively the same.

Pisciotta stated that there were 895 KLM page views for September. Trustee Angelo asked if meetings can still be viewed on Channel 6. Ms. Pisciotta explained how long the meetings are available to watch and what the schedule is. The Committee commented on the programming on Channel 6, specifically as it relates to the frequency of the slide presentations. Ms. Pisciotta stated that there are only certain items that can be aired, but staff will look into alternatives.

### **Economic Development Report**

Mr. Scott was not present. Chairman Geoga asked the Trustees if they had any questions regarding the report. Trustee LaPlaca commented on sign review and wants to know why this is being requested again. Chairman Geoga stated that no businesses would be in compliance with the rules with the current Ordinance. The Trustees will talk with Mr. Scott regarding the request.

### **Approval of an Ordinance Amending Subsection 3-3-5G of the Village Code Related to the Number of Liquor Licenses**

Mr. Langlois explained the request. Trustee LaPlaca moved approval of the request. Trustee Angelo seconded the request and the motion passed unanimously.

### **Approval of an Ordinance Amending Title 3 Chapter 9 of the Village Code related to KLM Lodge Catering**

Trustee LaPlaca moved approval of the request. Trustee Angelo seconded the request and the motion passed unanimously.

### **Approval of Proposed KLM Lodge rental fees beginning December 1, 2012**

Trustee Elder moved approval of the request. Trustee Angelo seconded the request and the motion passed unanimously.

### **Approval of an Agreement with Chapman & Cutler LLP to act as Bond Counsel and Disclosure Counsel on the Proposed Woodlands Special Service Area Bonds in the Amount of \$21,000**

Mr. Langlois explained the request. Trustee Angelo moved approval of the request. Trustee Elder seconded the request and the motion passed unanimously.

### **Authorization to Proceed with Replacement of the Village's E-mail Exchange Server as well as Various Upgrades to E-mail Related Technology in an Amount not to exceed \$57,000**

Mr. Langlois explained the request and noted that the current server is full and is out of date. The 2013 budget has a budget of \$60,000 for the server replacement. Mr. Langlois reported that other options were investigated and staff feels that maintaining an in-house email solution is best with improved spam filtering, archiving and redundancy is the best.

Trustee Elder has questions that he would like to address with staff privately.

Trustee Elder moved approval of the request. Trustee Angelo seconded the request and the motion passed unanimously.

**Adjournment**

As there was no further business to come before the Committee, Trustee Angelo motioned to adjourn. Trustee LaPlaca seconded and the motion passed unanimously. The meeting was adjourned at 8:31 P.M.

Respectfully Submitted:

---

Darrell Langlois

Assistant Village Manager/Director of Finance