

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

Chairman Orlor called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on May 5, 2008 at 7:30 P.M.

Members Present: Chairman Vic Orlor, Trustee Cindy Williams, Trustee Bob Schultz and Trustee Michael Smith

Members Absent: None

Staff Present: Doug Cooper, Assistant Village Manager/Director of Administration; Carrie Hauptert, Director of Parks and Recreation; Tim Scott, Community Development Strategist

Others Present: Jeff Finlay, Parks & Recreation Commission

Approval of Minutes

Chairman Orlor stated that the minutes were being presented for approval and asked if there were any questions or comments. Hearing none from the other Committee Members, Trustee Schultz moved to approve, and Trustee Williams seconded. Chairman Orlor asked for a clarification on page 7. "The contributions to reserves will be between \$20,000 to \$100,000 for the upcoming Fiscal Year", and Chairman Orlor clarified that it should be stated as for "the current Fiscal Year". The motion was then passed unanimously.

Treasurer's Report

Mr. Doug Cooper said that through the end of April, total sales tax for the fiscal year ending April 30, 2008 amounted to \$2,693,989 including base sales tax and local use tax. This was \$118,207 above the previous year, but slightly below budget (\$40,000 less), but year-end accruals could bring it up by half that amount. It was noted that total sales tax receipts were still 4.6% higher than in the previous year. On the Income Tax receipts, Mr. Cooper stated that the Village had received a total of \$1,651,797 for the Fiscal Year, or 9.2% more than the previous year.

Chairman Orlor asked Mr. Cooper what the budgeted increase in sales tax revenues was estimated for the 2009 Fiscal Year. Mr. Cooper replied that for both income tax and sales tax, there was no forecasted increase. Mr. Cooper then discussed the Food and Beverage Tax expenditures for the year and the various expenditures of those funds.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

Park and Recreation Activity Report

Ms. Carrie Hauptert stated that the Arts & Crafts firm which produces the fair for the Hinsdale Fourth of July activities has decided not to participate this year. She has been attempting to contact them, but they have not replied to her correspondence. She stated that the Department is working on finding a substitute. She also showed the new booking report for KLM activities. The Parade Committee is trying to get neighborhoods involved again in the parade. Swim Lesson and Pool pass sales are going well, and early-bird rates end on June 1st. She also thanked retiring Commissioners Tish Lubenow, John Deppe, and Kate Witham. The revenues this year were up \$163,000 from last year, an increase of 19%, while expenditures were only up 3%. The bride's room at KLM has also been completely redone.

Communications/MIS Coordinator Report

Mr. Cooper went through the report noting another 24 subscribers have been added to e-Hinsdale. There has been a small, sustained growth over the past few months. Amy Pisciotto, MIS Coordinator, is working with AT&T to set-up a counterpart to Channel 6. Chairman Orlor asked if it requires a new set of equipment, and Mr. Cooper said that it does, but that the equipment would be provided by AT&T. The Village would be responsible for any internal wiring costs which would be minimal. Trustee Schultz felt that maybe in connection with the ATT service install, the Village may be able to acquire the services of a consultant who could help with the quality of airing issues.

Trustee Smith asked when the taped meetings are aired on Channel 6. Mr. Cooper said a schedule is set on a weekly basis and appears on the website. The live televising of meetings is noted every week on the e-Hinsdale newsletter as well as the web site. Chairman Orlor mentioned that committee meetings are re-aired once, while Board Meetings are shown several times. Trustee Schultz asked about certain videos available for airing, including one for Zak's Place that hasn't been shown yet. Chairman Orlor said that Hinsdale Broadcast Club intends to film all the restaurants and other businesses, and this is just the first in a series. He then asked if the Village Promotional Video is completed and Mr. Timothy Scott replied that it is and will be in the TV schedule soon.

Community Development Strategist Report

Mr. Scott said that residents should have received a mail piece on the importance of shopping locally. The media kit and promo video should be ready to go shortly, to

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

take to trade shows and to encourage more retailers to come to Hinsdale. The Business Licenses for Hinsdale business retailers are at 83% compliance and the estimated goal of \$50,000 is nearly met. Chairman Orler suggested possibly having different merchant parking rates for those businesses that have paid the registration fee, and charge unlicensed businesses double what the normal parking permit costs.

Mr. Scott stated that EDC is working through its initiatives for this fiscal year. He mentioned a grant program to give incentives to those generating sales taxes in the Village. Three new historic district signs have been installed. The way-finding signs are done, but he is waiting on the poles before they can be installed. A statement was sent to the ICC regarding the electrical service in the Village, and that statement will continue to be used and tweaked as Hinsdale moves forward in working with the ICC. Central Business District/Northtown Parking Task Force is completing their work, and they hope to have it done by the end of the school year. The Task Force would like to have a town hall meeting or two. Chairman Orler asked if they are still pursuing the Arts Center. Mr. Scott said members have been looking into it, and it may be part of a larger mixed-use entity located in Northtown as a long-term proposition.

Trustee Smith asked about standardizing the poles for the historical signs. Mr. Scott replied there are three different pole types that are located within downtown, but that the way-finding signs will be standardized. Trustee Smith then asked about the way finding signs that currently exist on the roads, and his concern that things may begin to get too cluttered. Mr. Scott responded that it is important for them to remain, as they are still useful, but that they can be cleaned-up over time. Trustee Williams complimented Mr. Scott on the signs.

Consideration and Approval of a request for the Village's support from the Hinsdale Center for the Arts for the year 2008

Chairman Orler said that in past years the Village has given \$60,000 but due to budget constraints, the Village is authorizing \$50,000 this year. Trustee Williams moved for approval and Trustee Smith seconded. The motion passed unanimously.

Award of 2008 Street Resurfacing Program Bid to Brothers Asphalt Paving, Inc. in the amount of \$258,299.20

Chairman Orler confirmed that this project was budgeted for FY '08-'09. Trustee Williams moved for approval and Trustee Schultz seconded. Trustee Smith asked if the listed roads will be just repaved or repaired entirely. Mr. Cooper said that all of

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

the asphalt will be replaced to the layer of underlying cement, or base. Trustee Schultz asked how quickly the project will be done. Mr. Cooper said it would be as soon as possible, but it needs Board Approval first. The motion passed unanimously.

Request from Tree Top Kids for use of Burlington Park and Other Uses of Village Property

Chairman Orler said that Tree Top Kids toy store, which was previously C. Foster Toys, is having their grand opening on May 17th and wants to use Burlington Park on this day for activities. Trustee Schultz moved for approval and Trustee Williams seconded. The motion passed unanimously.

Consideration and Approval of an Ordinance Amending Title 7 (Public Ways and Properties), Chapter 3 (Public Parks), Adding Section 2 of the Village Code of Hinsdale

Chairman Orler asked Ms. Hauptert for verification that this would give the Village Manager the authority to approve various special uses of parks. She said that is correct and clarified that it would apply only for not-for-profit organizations. Trustee Schultz asked why it doesn't include for-profit businesses, and Ms. Hauptert stated that this amendment would be in-line with the original ordinance regarding only not-for-profits.

Trustee Smith inquired as to how many requests usually come in, and Ms. Hauptert replied that it is sporadic; sometimes 4 or 5 requests will come in, while at other times of the year there will be none. Trustee Smith asked what the downside could be. Ms. Hauptert said that in other municipalities, she probably wouldn't need Village Board approval to permit groups to use the parks. Therefore, passing this would save time. Trustee Schultz moved for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of a recommendation from the Economic Development Commission regarding Annual Support to the Hinsdale Chamber of Commerce for the "Uniquely Thursdays" summer event series in the amount of \$7,500

Chairman Orler said the amount is consistent with what has been given the past several years. Trustee Williams moved for approval and Trustee Schultz seconded. The motion passed unanimously.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

Approval of an Ordinance Authorizing the Sale and/or Disposal of Items of Personal Property Owned by the Village of Hinsdale

Mr. Cooper said that the surplus items belong to the Fire Department. Trustee Schultz moved for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of a Contractual Agreement with Ms. Linda Pieczynski to prosecute Local Ordinance Cases

Chairman Orler said that this is a contract renewal. Trustee Williams said that her fee is going up only \$8 per appearance. Trustee Williams moved for approval and Trustee Schultz seconded. The motion passed unanimously.

Approval of a Contractual Agreement with the DuPage Metropolitan Drug Enforcement Unit to Assist in Drug Investigation

Chairman Orler said Hinsdale participates in this with many other villages in DuPage County. Trustee Williams asked if Police Chief Brad Bloom recommended this and Mr. Cooper said that he did. Chairman Orler said he believes this provides training and other support programs, so Hinsdale does benefit. Trustee Schultz moved for approval and Trustee Smith seconded. The motion passed unanimously.

Approval of a Supplemental Appropriation Transfer Ordinance

Chairman Orler explained that in the FY 2007-08 the Village expended funds in several areas for which there was no budgeted amount, or where overspending occurred. Trustee Williams asked what the total was for the Ogden Avenue Corridor. Mr. Cooper replied that it was about \$90,000 over the two years. This year \$76,000 was spent. It had been anticipated that \$67,000 would have been spent in FY 06-07 (the previous year).

Trustee Schultz moved for approval and Trustee Williams seconded. Trustee Smith inquired about the appropriation of \$1.4 million to balance the budget, and how it aligns with the \$20,000 to \$100,000 increase in reserves that were mentioned in the meeting minutes. Mr. Cooper said there is an estimated end-of-year surplus of \$19,000 to \$20,000. The original estimated surplus was around \$1.7 million, but based on the actual revenue and expense picture this year, the variance from budget is approximately \$1.7 million. The Supplemental Appropriations Ordinance only reflects the need for additional appropriations for items which were not budgeted, or for line items which were over spent. The motion passed unanimously.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

Approval of the FY 2007-08 Appropriation Transfer Ordinance

Chairman Orler said that this ordinance complements the previous item and is just a formality. Trustee Smith moved for approval and Trustee Schultz seconded. The motion passed unanimously.

Approval of Fiscal Year 08-09 Blanket Purchase Orders in the amount of \$1,091,750

Chairman Orler said that this is an annual procedure in order to identify known areas of certain amounts of expenditures. Mr. Cooper referred to it as a housekeeping activity for staff, allowing them to purchase supplies when needed. Trustee Schultz asked for how long the Village Manger's purchasing power has been \$10,000. Chairman Orler said that it was about one and one-half years. Trustee Smith moved for approval and Trustee Williams seconded. The motion passed unanimously.

Approval of an Ordinance Authorizing the increase of Class C Liquor License from Three to Four to accommodate a request from Thomos, Inc. DBA/Grant Square Restaurant

Mr. Cooper said that it is a limited service (beer and wine only) restaurant. Trustee Smith moved for approval and Trustee Williams seconded. The motion passed unanimously.

Discussion and Consideration of an Ordinance Amending Title 3 (Business and License Regulations), Chapter 3 (Liquor Control), Section 3-3-5 (Local Liquor Licenses), To Create a New Class G Fine Wine Sales Liquor License Classification

Chairman Orler said this ordinance would allow for a bottle of wine to be sold with a take-out meal. The state liquor code doesn't allow a full-service restaurant to sell at retail a bottle of wine. Trustee Schultz stated restaurants are allowed to sell a bottle of wine with a meal, open the bottle, and then re-cork an uncompleted bottle which the patron may take home with him in an appropriate container. He recommended approval of this ordinance.

Trustee Williams asked about other towns. Mr. Cooper said he surveyed other towns, most of which don't have such a service. Cooper's Hawk in Burr Ridge has a mixed-license that enables them to sell a bottle of wine, as it has a separate retail

Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008

section adjacent to the restaurant. Mr. Cooper also stated that this ordinance only applies to Class-B full-service restaurant liquor license holders (Wau Ting, Zak's Place, Jade Dragon, and Embrace) in town.

Chairman Orler asked what about any downside. Trustee Williams said some segments of the community may be opposed. However, she didn't want to hamper the success of Zak's Place, which has been beneficial to Hinsdale. Trustee Schultz suggested approving for a one-year trial, and Trustee Williams agreed that this should only be approved with a trial period. Trustee Smith said that it may be a slippery slope, and sometimes it's necessary to just say "no". Mr. Cooper said the ordinance only specifies fine wine. Trustee Smith asked for a definition of a space "adjacent" to the restaurant.

Mr. Cooper gave Trustee Smith a brief summary of the discussion of this issue from the previous month's ACA meeting. He then explained the "adjacent" space as an area where food was not served, which is in agreement with state statute. Trustee Williams asked if the Chamber of Commerce and the Wine Shops had any positions on this issue. Mr. Scott said the owner of Zak's insisted he was not in competition with the Village Wine Shops, and was just providing a service to customers ordering take-out. However, Mr. Scott could not speak on behalf of the Chamber or Wine Shops, although he believed the Chamber would accept the ordinance with its stipulations.

Trustee Smith asked if under the ordinance, the Liquor Commissioner could give out as many Class G licenses as he deems necessary without any Board approval. Mr. Cooper said one Class G license would be allowed, and if the number needed to be increased, the same process for approval as previously done tonight for the Class C license increase would be needed. It would come back to committee, and then to the full Board for a vote. Chairman Orler said he doesn't see a whole lot of downside. Trustee Williams pointed to a trial period done before, allowing alcohol to be consumed in a lounge or bar area that was successful. Trustee Schultz suggested one year, Trustee Williams suggested six months. Chairman Orler asked for approval through January 1st. Then, Zak's Place ownership should present its experience.

Trustee Schultz moved on a modification, allowing approval through January 1st, and then being brought back to committee. Trustee Williams seconded and the motion passed unanimously.

**Village of Hinsdale
Administration and Community Affairs Committee
Minutes of Meeting On
May 5, 2008**

Adjournment

Since there was no further business to come before the Committee, Trustee Smith moved to adjourn. Trustee Williams seconded, and the motion passed unanimously. The meeting of the ACA meeting was declared adjourned at 8:42 p.m.

Respectfully Submitted:

Douglas E. Cooper
Assistant Village Manager