

**Village of Hinsdale  
Administration and Community Affairs Committee  
Minutes of the Meeting On  
April 6, 2009**

Chairman Connor called the meeting of the Administration and Community Affairs Committee to order in the Board Room of the Memorial Building on April 6 at 7:30 P.M.

**Members Present:** Chairman Kevin Connor, Trustee Bob Schultz, Trustee, Trustee Michael Smith

**Members Absent:** Cindy Williams

**Staff Present:** Dave Cook, Village Manager; Darrell Langlois, Finance Director; Tim Scott, Community Development Strategist; Amy Pisciotto, MIS Administrator and Communication Coordinator

**Others Present:** Finance Commission Members Adam Waldo and Leslie Savickas

**Approval of Minutes**

Chairman Connor stated the minutes from the March 2, 2009 ACA meeting were being presented for approval and asked the Committee if there were any questions or comments. Hearing none from the other Committee Members, Trustee Smith moved to approve the minutes from March 2, 2009. Trustee Schultz seconded. The motion passed unanimously.

**Treasurer's Report**

Mr. Langlois presented the Treasurer's Report the ACA Committee and provided information regarding a number of items. Sales tax receipts were down 24.1% for the month of March. He noted this was significantly lower than the state wide average but will be accounted for in the new budget. Interest income number have been lacking due to record low interest rates but with a rally in the market in recent months pension contributions should begin to rise. Mr. Langlois noted the permit revenue forecast was lowered to \$986,000, which is about \$474,000 below budget. The ACA Committee engaged in a detailed discussion regarding how these numbers were calculated and what the next few months could expect to see.

**Park and Recreation Activity Report**

Mr. Cook provided an abbreviated report. The spring summer report was sent out on March 11<sup>th</sup> and the lottery deadline for summer programs is on April 9. The 4<sup>th</sup>

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of July parade will now be on the normal route due to a delay in construction on Garfield Rd. Trustee Smith questioned why the cost of water was so high this season. Mr. Cook stated he would obtain a detailed list of operating costs from this past year to confirm the water expenses of the ice skating rink.

**Communications/MIS Report**

Ms. Pisciotto stated there are now 532 subscribers to the E-Hinsdale Newsletter compared to 419 the previous year with an open rate of around 40%. Discussion ensued regarding ways to sign up for the newsletter. Ms. Pisciotto stated the email sign up link could be forwarded to other Hinsdale Residents and a link is also provided on the Village's main web page. The ACA Committee also discussed the possibility of issuing two-year vehicle sticker in an effort to cut down on labor and postage costs.

**Community Development Strategists Report**

Mr. Scott stated the Economic Development Commission is continuing to work on a variety of tools for the Village to Utilize. The Distinctly Hinsdale website can be reached by its own website and also through the Villages website. He stated new material is continually being uploaded and they are working on it to become even more user friendly. He discussed a new feature, which displays available commercial property in Hinsdale and provides contact info as well as details regarding the property itself. He also discussed a sponsorship book that will be mailed out to every business in Hinsdale, which will provide a marketing opportunity to the business and advertisement revenue to the Village. Business License Registration is currently at 84% compliance rate. Late notices have been sent out and the compliance rate continues to rise each month. Village Place Signing and the Rotary Clock are still under the design stage with additional field measurements needed and design standards critiqued. The Village newsletter will also be mailed out next week with information regarding the sale tax referendum and new garbage contract details.

**Reject All Bids for the 2009 Road Project on Garfield Street, First Street, and Park Street. IDOT Section Number: 08-00086-00-RS, presented at the February 26, 2009 Bid Opening**

Mr. Cook stated through the American Recovery and Investment Act the Village of Hinsdale has been awarded 1.6 million dollars to reconstruct Garfield Rd. and he requested the ACA Committee to reject all bids for this project since additional engineering work is required as a condition of the grant. Trustee Schultz motioned

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to Reject All Bids for the 2009 Road Project on Garfield Street, First Street, and Park Street. IDOT Section Number: 08-00086-00-RS, presented at the February 26, 2009 Bid Opening. Trustee Smith seconded. The motion passed unanimously. General discussion took place over the detail and design standards that will be associated with this grant money.

**Approve a Certain Contract Addendum for the 2009 Road Project Preliminary Engineering and Contract Plan Preparation Services in the amount of \$25,875.00 for Smith Engineering Consultants Group Inc.**

Mr. Cook provided some information regarding this proposal and stated the grant will produce a higher upfront cost but will create a lower engineering cost in the long run. Trustee Schultz motioned for the approval of a Certain Contract Addendum for the 2009 Road Project Preliminary Engineering and Contract Plan Preparation Services in the amount of \$25,875.00 for Smith Engineering Consultants Group Inc. Trustee Smith seconded. The motion passed unanimously.

**Approve and Award the bid for the Lease Agreement between C & W Concession and the Village of Hinsdale**

Mr. Cook provided background information regarding this proposal to the Trustees. Trustee Schultz motioned for the approval of and Award the bid for the Lease Agreement between C & W Concession and the Village of Hinsdale. Trustee Smith seconded. The motion passed unanimously.

**Approve an Ordinance Amending Title 3 (Business & License Regulations), Chapter 3 (Liquor Control), section 3-3-5 (Local Liquor Licenses), to Create a New Class A-Premium Higher Alcohol Content Spirits Liquor License Classification.**

The ACA Committee discussed the details in this ordinance and clarified any confusion that may have been present including bottle size and license cost. Trustee Schultz motioned to approve an Ordinance Amending Title 3 (Business & License Regulations), Chapter 3 (Liquor Control), section 3-3-5 (Local Liquor Licenses), to Create a New Class A-Premium Higher Alcohol Content Spirits Liquor License Classification. Trustee Smith seconded. The motion passed unanimously.

**Closed Session – 5 ILCS 120/2 c (1)**

Chairman Connor motioned to adjourn into closed session and reconvene. Roll call taken: Trustee Schultz, Aye, Trustee Smith, Aye, Trustee Conner, Aye

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**Review and Adoption of the FY 2009-10 Annual Budget**

Chairman Connor introduced the review and adoption of the 2009-10 budget. Trustee Smith motioned to approve the Review and Adoption of the FY 2009-10 Annual Budget. Trustee Schultz seconded. The motion passed unanimously.

**Approval of the FY 2009-10 Pay Scales**

Mr. Cook noted this would be voted on tonight but would be held off the next Board of Trustees meeting just to make sure the data was correct. Trustee Schultz motioned for the Approval of the FY 2009-10 Pay Scales. Trustee Smith seconded. The motion passed unanimously.

**Adjournment**

As there was no further business to come before the Committee, Trustee Smith motioned to adjourn. Trustee Schultz seconded. The motion passed unanimously and the meeting was adjourned at 8:55 P.M.

Respectfully Submitted:

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Darrell Langlois  
Assistant Village Manager/Finance Director