

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - August ~~24~~, 10, 2023

CALL TO ORDER - 4:30pm

CALL TO ORDER

ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Assistant Manager Parker
Clerk Szymiski	Administration/Mielcarski
Trustee Guzzo	IT/ Johannpeter
Trustee Barker	Finance Director Cunningham
Trustee Brady	HR Director Brainerd
Trustee Nero	Executive Director Forssberg
Trustee Simonovich	Police Deputy Chief Gruen
	Fire Chief Riley
GUESTS: None	PW Director Ries

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS - None

APPROVAL OF MINUTES

A. July 13, 2023 Administration & Finance Committee meeting minutes were approved by Motion Trustee Barker and seconded by Trustee Simonovich .

NEW BUSINESS

A. 2024 Calendar Date review - The projected dates for committees & board meetings for 2024 were reviewed. Decision to have one November meeting and one December meeting scheduled due to holiday conflicts was reached. If business requires, a special meeting will be scheduled.

B. Code 38-55 (Noise) Hours of Use - Manager May presented on the resident complaints due to the recording of church bells being played over the loudspeakers at Holy Trinity Church multiple times a day. Issues:

- This is amplified sound, not actual church bells ringing - this requires a license.
- Our code of ordinances does not allow for amplified sound on Sundays.
- Our license/permit process is for one time use or in conjunction

with a liquor license.

Discussion of the complaints and the possible remedies ensued.

- Trustee Barker will reach out to Father, and then to the Joliet Diocese if necessary.
- Manager May will wait to hear from Trustee Barker before proceeding with Code Enforcement.

REPORTS

A. Chairperson - Nothing

B. Village Manager -

- Manager May gave updates for ongoing projects listed in the staff report.
 - Trustee Barker asked if the Quincy Street project 2nd round could be postponed for a year to give the businesses on Quincy a rest in between projects and with the Depot construction going forward it really should delay.
 - Discussion of China Chef being sold and the possibility of outdoor dining on that side of town.
 - Discussion of a license agreement with restaurants for outdoor dining.
 - Restriction on the outdoor dining furniture.
 - Community Development is working on this agreement.
 - Discussion of ownership/decorations.
 - Mayor would like the architect to approve 3 design options from which to choose.
 - Trustee Nero would like it to look nice and be something to be useful without being a free for all.
 - Mayor Gunter asked Fire Chief Riley to present on the lack of fire sprinklers in businesses in the downtown area.
 - Discussion of 41 N. Cass and other business locations.

- Fines to encourage compliance.

- Vandustrial Drive parking/storage issues were reviewed.

C. Deputy Liquor Commissioner - Mayor asked that a report be given regarding the Harold's Shrimp & Chicken and Whiskey Hill: liquor License Issues, payment of places for eating tax, issues with landlords and the State of IL.

- Mayor stated that the South Cass location that was El Delphine could be sold.

D. Finance Director - AVM Parker/Manager May announced the resignation of Finance Director Cunningham.

MISC:

ADJOURN 5:41 p.m. (next meeting is scheduled for October 5, 2023)

Calendar for Year 2024 (United States)

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Village Board + Committee

P+Z
T+P

- Building Closed HOLIDAYS

Committee Meeting Rotation	Forecast		2024				
Administrati on & Finance	1/11	2/22	4/4	5/16	7/25	8/22	10/3
	11/??						
Police Public Safety	1/25	4/18	7/11	10/17			
Community Dev	2/8	5/2	8/8	11/14			
Fire Public Safety	3/7	6/13	9/5	12/12			
Public Works	3/21	6/27	9/19	12/26			
Ad Hocs							
Westmont 1st							
EIC							
Committee Meetings Held 2023							
Administrati on & Finance	1/12/23	2/23/23	3/23/23 SP	4/6 RSC + 4/20	5/18/23	07-13	8/10 - 8/24RSC
Community Dev			2/9	05/04	8/10 RSC 8/24	11-03	
Police Public Safety			1/26	4/20 RSC 4/6	7/27		
Public Works			3/23	6/15			
Fire Public Safety			3/9	6/1			
Ad Hocs							
Westmont 1st	4/47	2/12	3/20	4/47	5/45	08-21	9/18
	10/16	11/20					
EIC	1/9	2/6	3/6	4/3	5/1	6/5 RSC 6/12	8/7
	9/11	10/2	11/6	12/4			
Committee Meetings Held 2022							
Administrati on & Finance	1/13/23	2/24/23	4/7/23	5/19/23	7/14/23	08-25	10/6 & 11/17
Community Dev			2/10	4/21 - 5/5 RSC	8/11	11-03	
Police Public Safety			1/27	4/21 RSC 5/5	7/28	10/20	
Public Works			3/24	6/46	9/22	12-15	
Fire Public Safety			3/10	6/2	9/8	12/1	
Ad Hocs							
Westmont 1st	4/48	2/22	3/21	4/18	5/16	6/43	8/46
	9/49	10/17	11/21				
EIC	4/3	2/7	3/7	4/4	5/2	6/6	8/1
	9/12	10/3	11/7	12/5			
Committee Meetings Held 2021							
Administrati on & Finance	1/14	2/11	3/44	4/8 and 4/15	5/6	6/3	7/1
	8/12	9/9	10/7	11/4	12/2		
Community Dev			2/25	5/20	8/26	11-18	
Police Public Safety			3/24	6/23	9/22	12-22	
Public Works			3/25	6/17 RSC 7/15	9/23	12-16	
Fire Public Safety			1/28	4/22	7/15 RSC 6/17	10/21	
Ad Hocs							
Westmont 1st	1/19	2/46	3/15	4/49	5/47	6/21SP	8/46
	9/20	10/18	11/46				
EIC	1/4	2/1	3/1	4/5	5/3	6/7	8/2
	9/13	11/1	12/6				



ADMINISTRATION

31 West Quincy Street, Westmont, Illinois 60559

Tel: 630-981-6210 Fax: 630-604-1250
westmont.il.gov | administration@westmont.il.gov

In compliance with the Open Meetings Act (Chapter 5, ILCS, Sec. 120/1, et seq.), listed below are the 2022 regular meeting dates for Boards, Commissions, and Committees of the Village of Westmont.

These meetings may take place remotely in accordance with the provisions contained in 5 ILCS 120/7(e) during times when a disaster proclamation has been issued by the Governor or Director of the Illinois Department of Public Health, and when the public body has determined that an in-person meeting is not practical, prudent or feasible.

The Village of Westmont Board of Trustees meet every two weeks on Thursday evenings beginning at 6 p.m.

The rotation for 2024 includes meetings on the following dates:

January 11 and 26; February 8 and 22; March 7 and 21; April 4 and 18; May 2, 16, and 30; June 13 and 27; July 11 and 25; August 8 and 22; September 5 and 19; October 3, 17, and 31; November 14 and ???, and December 12 and 26.

The following rotation of 2024 dates have been scheduled for regular meetings of the following standing Committees of the Board.

The following committee meetings will be held at the Westmont Village Hall, 31 West Quincy Street, Westmont, Illinois, 60559, beginning at **4:30 pm** preceding the regular meeting of the Board of Trustees:

- **Administration/Finance:** January 11, February 22, April 4, May 16, July 25, August 22, October 3, and November ???.
- **Police Public Safety:** January 25, April 18, July 11, and October 17.
- **Community Development:** February 8, May 2, August 8, and November 14.
- **Fire Public Safety:** March 7, June 13, September 5, and December 12.
- **Public Works:** March 21, June 27, September 19, and December 26.

**Some months may have an adjusted holiday schedule, which will be published in advance.*

Any changes to this schedule will be published on the Village of Westmont website:

www.westmont.illinois.gov

November 28th is Thanksgiving day

3rd monthly dates without committees are: May 30th and October 31st

	Trustee - 2 Year Rotation	Staff - Permanent
Committee	Jinny Szymiski	Communications Director
		Village Manager
Committee	Marie Guzzo	Fire Chief
	Steve Nero	Village Manager
Committee	Amylee Simonovich	Police Chief
	Marie Guzzo	Village Manager
Committee	Linda Liddle	Village Manager
	Frank Brady	Assistant Village Manager
ing Committee	Steve Nero	PW Director
	Bruce Barker	Village Manager
Committee	Frank Brady	CD Director
	Amylee Simonovich	Village Manager
ent Committee	Bruce Barker	Deputy CD Director
	Linda Liddle	Village Manager

ARTICLE II. - NOISE

DIVISION 1. - GENERALLY

Secs. 38-31—38-50. - Reserved.

DIVISION 2. - SOUND AMPLIFYING DEVICES^[2]

Footnotes:

--- (2) ---

Cross reference— Loud automatic musical instruments, § 22-906.

Sec. 38-51. - Certain activities exempted from division.

This division shall not apply to radios in homes or in private pleasure vehicles, when such radios are operated in such manner as not to be audible at a distance of 50 feet from such vehicle, nor to noise devices, bands, or other musical devices used in any public parade or procession which is operated under a license or permit issued by the village.

(Code 1972, § 3-44)

Sec. 38-52. - License—Required.

It shall be unlawful to maintain or operate any loudspeaker or amplifier connected with any radio, phonograph, microphone, or other device by which sounds are magnified and made heard over any public street or public place without first having obtained a license therefor.

(Code 1972, § 3-45)

Cross reference— Businesses, ch. 22.

Sec. 38-53. - Same—Application; contents.

Application for a license required by this division shall be made to the village clerk, upon a form provided by him, setting forth the name and address of the applicant, the name of the owner of the device, the date upon which it is intended to be used, and such other information as may be required by the village clerk.

(Code 1972, § 3-46)

Sec. 38-54. - Same—Conditions.

A license issued pursuant to this division shall permit the use of the device subject to the terms and conditions of this division, and only upon the date specified on the application for the license.

(Code 1972, § 3-47)

Sec. 38-55. - Hours of use.

No licensee shall use or employ any device licensed by this division within the village on Sunday, or between the hours of 8:00 p.m. and 8:00 a.m. of any other day.



VILLAGE CLERK'S OFFICE
31 West Quincy Street, Westmont, Illinois 60559
Tel: 630-981-6222
westmont.illinois.gov | clerk@westmont.il.gov

SOUND AMPLIFYING DEVICE LICENSE APPLICATION

Sec. 38-51 - 38-58. Reserved. Division 2. - Sound Amplifying Devices

Important: Please return completed application to Village Clerk's office 30 days prior to the requested date for consideration.

Date: _____

Name of Applicant:	
Address of Applicant:	
Phone No.	
Email Address:	

(if different from above)

Name of Device Owner:	
Address of Device Owner:	
Phone No.	
Email Address:	

Brief Description of the intended use of the device, such as "for advertising purposes", etc...:

Location of Amplified Sound *(if different from applicant address)*:

Requested Dates and Times: *(Example: Monday, 01/01/2020 4pm - 8pm)*

Applicant's Signature: _____

Submission of this application constitutes an agreement to hold the Village of Westmont harmless from liability for damages or losses caused by or during your event.

CODE OF ORDINANCES
Chapter 38 - ENVIRONMENT
ARTICLE II. - NOISE
DIVISION 2. SOUND AMPLIFYING DEVICES

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(Code 1972, § 3-47)

Sec. 38-55. Hours of use.

No licensee shall use or employ any device licensed by this division within the village on Sunday, or between the hours of 8:00 p.m. and 8:00 a.m. of any other day.

(Code 1972, § 3-48)

Sec. 38-56. Restrictions on place of use.

No person shall use or employ any device regulated by this division within a radius of two blocks of any hospital or any church while services are being held in the church.

(Code 1972, § 3-49)

Sec. 38-57. Indecent language; false advertising.

No person shall cause to be emitted from any such device regulated by this division any language or sounds which are obscene as defined in 720 ILCS 5/11-20, or make any false representation of any matter, product, or project or advertise the sale of any product which is prohibited by this Code or by statute.

(Code 1972, § 3-50)

Secs. 38-58—38-80. Reserved.

Sec. 10-88. - Noise restrictions.

- (a) All licensed establishments shall comply with the noise restrictions set forth in this section, and shall comply with any additional noise restrictions imposed by the local liquor commissioner as part of an initial or renewed liquor license or as part of an approval for live entertainment or special events.
- (b) Noise originating from a licensed premises, whether caused by live entertainment, recorded audio amplification, patrons, or otherwise, shall not exceed 70 decibels measured from at least 70 feet in any direction from a property line of the licensed establishment.
- (c) The local liquor commissioner or his/her designee or a village police officer have authority to measure the decibel levels originating from a licensed premises. The person measuring the decibel levels shall utilize the following procedures:
 - 1. Decibel levels shall be measured using a Class 1 decibel meter, in proper working order, which measures decibel levels to within 1.5 decibels, and which is calibrated before each use. The person must be first trained in the proper use of the decibel meter.
 - 2. At least two decibel level readings are required, and each reading must exceed the minimum noise standards of this section for a violation to have occurred.
 - 3. Decibel level readings shall be taken at least 70 feet from the property line of the licensed establishment in any direction. The person taking the decibel level readings shall measure this minimum 70 foot distance by using a surveyor's wheel, laser distance measurer, or other reliable and accurate means of measurement.
 - 4. Decibel level readings are not valid where noise from other external sources interferes with the decibel level readings originating from the licensed premises.
- (d) It is unlawful and a violation of this chapter for a licensed premises to violate the noise restrictions set forth in this section.

(Ord. No. 20-095, § 2, 9-10-2020)



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Annual Live Entertainment Weekly (recurring) / Daily Schedule (2023)

Liquor Licensed Holder _____

Address: _____

Your Name, Phone Number & Email _____

Nature of Request:
(Check all that apply)

- ☐ Live Band
- ☐ Indoors
- ☐ Outdoor
- ☐ Acoustical
- ☐ Amplified Sound
- ☐ Undetermined at this time
- ☐ Number of performers
- ☐ Other live event such ie trivia or other non-musical event

Please describe the nature of any non-musical events: _____

Day(s) of the week, type of entertainment and time it will occur:

Example: (Live band from 8 to midnight) or (Trivia Night from 8 to midnight) or (Live DJ from 7 till 10) etc.

Monday: _____	Indoors _____	Outdoors _____
Tuesday: _____	Indoors _____	Outdoors _____
Wednesday: _____	Indoors _____	Outdoors _____
Thursday: _____	Indoors _____	Outdoors _____
Friday: _____	Indoors _____	Outdoors _____
Saturday: _____	Indoors _____	Outdoors _____
Sunday: _____	Indoors _____	Outdoors _____

Will the event reoccur each week on the same day? Yes _____ No _____

Form completed /submitted by: (Please Print Legibly) _____

Submit completed form to: Deputy Liquor Commissioner Tom Mulhearn (tmulhearn@westmont.il.gov)



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Village of Westmont Administration & Finance Committee Staff Reports - 2023-10-05

Village Manager

- Compensation & Benefits Study
 - A draft pay plan is substantially complete, although the job descriptions need significant work and are lagging behind.
 - CDD Recruitment
 - GovHR
 - DWC Contract renewals.
 - DWC Customer Contract (VB 10-19-2023; DWC Board 12/21/2023)
 - DWC Chicago Contract (12/21/2023)
 - Outdoor Dining License Agreements
-

Economic Development

Projects Underway or Completed in 2023

- West Quincy Street Scape Project - Project work is underway to update the streetscape configuration in the first block of West Quincy Street. Streetscape improvements are projected to be completed in the third quarter of 2023.
- 3 West Quincy Street - Whisky Hill Brewing approved, projected opening is October 2023.
- 15 W Quincy Street - Will be the location for the new Toyoko Restaurant in the winter of 2023.
- 21 W Quincy Street - Secured Kicks, a shoe and clothing retailer opened July 15, 2023
- 7 South Lincoln Street - Shop for Less Minimart was approved for a B-1 Business Development Permit.
- 13 - 19 & 21 East Burlington Avenue - Village purchased property for future development purposes. Two buildings have been razed. Restoration is underway.
- 15 East Burlington - Phoenix Nail Salon was relocated to 6344 South Cass, rebranded as CK Nails.
- 4 West Burlington - TRACK-NUTRITION was approved for a B-1 Development Permit.
- 10B West Burlington - Roci Hair Salon was approved for a B-1 Development Permit.
- 6490 South Cass Avenue - Belle Tire Store opened a new store on June 8, 2023.
- 6320 South Cass Avenue - Medical Office to open in the fall of 2023.
- 6104 - 6154 South Cass Avenue - Evolve Dental opened March 2023.
- 6100 South Cass Avenue - Encore Car Wash will be built at the former Westview South Plaza property. The business plans to open in the fall of 2023. A new retail store pad will also be located south of this site for future development.
- 111 South Cass Avenue - New Holy Trinity Parish Center approved, construction is expected to begin in late 2023 or Spring of 2024. Groundbreaking ceremony was held on Saturday, June 17th at 108 South Linden Avenue.
- 110 South Cass Avenue - The Lash Doctor Beauty Studio opened on April 18, 2023.
- 100 South Cass Avenue - Dr. Annie Ubatuba, DVM has opened Companion Animal Rehab and Athletics, the grand opening was held on June 10, 2023.
- 36 South Cass Avenue - Feydom Furniture Showroom opened on March 1, 2023.
- 1 South Cass Avenue - State Representative Jenn Ladisch Douglass opened a district office on February 3, 2023 at Westmont Centre.
- 34 North Cass Avenue - Beauty and the Baker, plan to open spring of 2024.



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- 109 North Cass Avenue - Village of Westmont purchased property for future development purposes. Current building will be demolished in August.
- 124 North Cass Avenue - L Boutique & Spa plans to open in the fall of 2023.
- 134 North Cass Avenue - Agsant Insurance Group opened this summer.
- 246 North Cass Avenue - Neat kitchen & Bar was approved for an addition to the building, construction is underway, projected completed September 8, 2023.
- 2 West Naperville Road - Mrs. T's Pizza - Projected to be opened June 6, 2023.
- 420 North Cass Avenue - Cass Avenue Dream Homes - Final Phase is Under Construction, estimated time of completion is fall of 2023.
- 3500 Midwest Road - Willow Crest Golf Course Redevelopment proposal for new homes will be presented to the Planning and Zoning Commission.
- 80 West 63rd Street at Market Center - Freddy's Frozen Custard and Steakburgers, grand opening is on August 2nd, 2023.
- 725 Pasquinelli Drive - McGrath Auto Body repair shop will open in fall of 2023 (on hold).
- 910 Pasquinelli Drive - 5/3 Bank Operations Center opened in February of 2023.
- South Linden & East Dallas - Westmont Park District multipurpose building, projected opening in January 2024.
- Harold's Shrimp and Chicken closed the business on June 14th. A new business is being sought for this location.

Finance Department

- **Accounts Receivable/ General Billing / Tyler Software Update:** Staff completed all necessary survey questions and sent the responses to Tyler prior to the initial all day kick off meeting held via ZOOM on 9/21/23. Staff conducts weekly updates with Tyler. A DRAFT completion schedule is circulating among the implementation team which should be completed and posted shortly.
- **Time Clock Update:** An initial meeting was conducted on 9/27/23 with the contractor. Staff recently completed the required survey material which will be shared with the contractor shortly. An implementation schedule is in process and will be posted shortly.
- **Interim Finance Director:** Nick Narducci, through GovHR was appointed Interim Finance Director pending the hiring of a new Director. Nick has (18) eighteen years of experience as a full-time finance professional in Joliet, Hazel Crest, Lombard, and Oak Park. In addition, Nick has served as a private finance consultant over the past (30) thirty years in (20) local governments in (3) three different states, along with several small businesses.
- **PAYMERANG:** PAYMERANG the payment automation service has been in operation for (2) two payment cycles. The first cycle, (5) five payments were processed the second nearly \$400,000 in payments were processed.

Administrative Services/Clerk's Office

- Statistics from August and September, 2023
 - 50 completed FOIAs including another large request was sent out
 - 2 Special Event requests this last month (Sept)
 - 7 Block Party applications have been processed during the months of August & September. There are 4 scheduled block parties in October.
 - 10 Business licenses have been issued in August & September
 - 18 ordinances have been processed during the August & September meetings



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- Working with Communications on updating the Clerk/Administration webpages
- Lion's Club solicitation days are 10/13 and 10/14
- Business License Renewals have been created and emails have been sent to the businesses, 59 responded in the first day.
- 20 agendas/reschedules/cancellations were created & posted in August & September.
- 2024 calendars have been entered into the internal & external calendars, not posting the external until December so changes can be made if necessary.
- Waste RFP has closed and 7 responses have been received to be reviewed.

Liquor Commission

The following is a summary of my activities for the months of August & September :

August

- Worked with the Police Department on Underage Alcohol Compliance checks. 9 Businesses failed and were adjudicated by the Liquor Commissioner at a hearing.
- Answered several inquiries concerning video gaming in the village
- Responded to a DMMC survey inquiry on gaming Kiosks
- Made several attempts to reach out to Whiskey Hill concerning a liquor license for their proposed restaurant with no response as of this report. No liquor license application has been received.
- Several meetings with the Liquor Commissioner and Village Attorney on various liquor issues
- Finalized the declaration of the liquor license for Harold's Shrimp & Chicken as lapsed/forfeited due to the closure of the business.
- Completed a background review for employment concerning a PT/Admin Position with the Fire Department
- Completed the Illinois Gaming Board revenue report for July
- Sent out letters and hearing notices concerning the recent round of Alcohol (underage) Enforcement Compliance checks
- Completed a survey for the DuPage Chiefs of Police Assoc. concerning video cameras in liquor licensed establishments.

September

- The Illinois Gaming Board notified us that Margie's Beef & Gyros State Liquor License had expired (by 2 days). It was renewed the very next day.
- Several Fire Dept. requirements were not being adhered to by Margie's Beef & Gyros., It was discovered they were given a deadline of September 30th to become compliant. If not, the Liquor Commissioner may consider action against their local liquor license along with FD discipline.
- Oak Brook Hills resort made two ownership changes (2 previous owners are no longer involved with the resort) however no changes to their current license are necessary.
- Began background review of Net Games LLC for a Class 10 liquor license. This business will consist of indoor pickleball courts.
- Reviewed and evaluated entertainment issues involving TQLA Mexican Cantina on Ogden Avenue & assisted Community Development & FD with various infractions they discovered.
- Compiled the video gaming revenue report for August.

Human Resources

- **Affordable Care Act (ACA)**
 - Based on regulatory changes from the IRS related to electronic filing of ACA forms, staff is exploring a partnership with a third party vendor, CXC Solutions, to handle ACA reporting.
- **Compensation & Benefits Study**



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- A draft pay plan is substantially complete, although the job descriptions need significant work and are lagging behind. Staff plans to present a status update to the Board at the October 5 Administration and Finance Committee Meeting.
- **Health & Wellness Committee**
 - The Committee is again hosting a flu shot clinic for staff, which will be held on October 18.
 - Discussion has been started around whether the relationship with our current wellness vendor, Empower, should continue into 2024 or if the program could effectively be run in-house. This is based on feedback that the Empower Portal has some challenges (*not user-friendly, confusing, access issues*) and many of the features aren't used, so we aren't certain the product is worth the cost. Whatever is decided about the portal, staff has expressed that they would like to continue having the annual wellness screening, which can be done independently.
- **Insurance Committee**
 - Open Enrollment will be October 30 through November 11 with an effective date for any changes of January 1, 2024. Staff is working with individual departments to establish preferences for in-person open enrollment meetings versus a recorded presentation.
- **Policy Revisions**
 - Staff is working on policy updates to comply with multiple pieces of legislation, including:
 - **Victims Economic Security and Safety Act (VESSA)** - effective immediately
 - Adds additional reasons that an employee can take leave under VESSA for family or household members who are killed in a crime of violence to:
 - Attend the funeral or alternative or wake
 - Make arrangements
 - Grieve
 - **Child Extended Bereavement Leave Act** - Effective 01/01/2024
 - Provides 6 weeks unpaid leave for employers with between 50-250 full-time employees if an employee experiences the loss of a child by suicide or homicide
 - **Smoke-free Illinois** - Effective 01/01/2024
 - Adds prohibitions on use of electronic tobacco/nicotine products in most public places
 - **Paid Leave for All Workers Act (PLFAW)** - Effective 01/01/2024
 - Requires ERs to provide up to 40 hours paid leave in a 12 month period
 - Working with Attorney Zemenak on options under the law
 - **Employee Blood and Organ Donation Leave Act** - Effective 01/01/2024
 - Adds up to 10 days of leave for EEs to serve as organ donors
 - Updates to the Section 62 - Personnel of the Westmont Code of Ordinances are anticipated to be discussed at the November 16 Administration & Finance Committee meeting with the code revision expected to be on the Village Board agenda for consideration shortly thereafter.
- **Recruitment**
 - **Open Positions / Interviewing**
 - **Public Works**
 - A conditional offer was made to a candidate for the Maintenance Worker I - Forestry & Grounds position.
 - Several positions are open between the Water Division and the newly created Forestry & Grounds Division. HR and Public Works are collaborating to fill the open positions.



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- **New Hires**
 - Jory Patrey - Firefighter 3rd Class - 08/15/2023
 - Jake Kenna - Firefighter 3rd Class - 08/25/2023
 - Keegan Daly - Firefighter 3rd Class - 08/25/2023
 - Eric Jensen - FD Training Officer - 09/18/2023
 - Denisa Hoxha - Administrative Assistant - Fire Prevention Bureau - 09/26/2023
- **Promotions / Job Changes**
 - Jesse Raap - Horticulturist - 08/14/2023
- **Retirement/Resignations/Separations**
 - Jason Loeb - FD Training Officer - 07/31/2023
 - Jackson Cates - Seasonal Public Works Maintenance - 08/04/2023
 - John Sisul - Seasonal Public Works Maintenance - 08/04/2023
 - Nathan Svoboda - Seasonal Public Works Maintenance - 08/08/2023
 - Matthew Bunetta - Firefighter 3rd Class - 08/08/2023
 - Sam Abbatacola - Seasonal Public Works Maintenance - 08/18/2023
 - Damian Medina - Seasonal Public Works Maintenance - 09/01/2023
 - Dominic Santore - Seasonal Public Works Maintenance - 09/01/2023
 - Miranda Hartell - Probationary Police Officer - 09/05/2023
 - Jamie Cunningham - Finance Director - 09/15/2023
 - John Buschman - Public Works Foreman-Water - 09/19/2023

Information Technology

- ~none

Communications

- **Board Meeting & Board Reports** - Coordinated, edited, published, and distributed trustee reports for Village Board Meeting
- **Committees** - Staff Liaison to 5 committees, currently
 - **Environmental Improvement Committee**
 - Developed, published and coordinating the Dark Sky Community Contest
 - Currently reviewing 6 Dark Sky Grant applications
 - Reviewing and determining details of Rain Barrel Program
 - Coordinated and attended presentation of Clarke Grant to the Village of Westmont
 - Committee is reviewing Eagle Scout's recycling project for Village
 - Coordinated and staffed Sept. Special Recycling event which had a record turnout of 432 vehicles
 - Coordinating details for involvement with Wicked West Fest promotion
 - Coordinating details for involvement with Pumpkin Composting event
 - 2024 meeting schedule approved
 - **Westmont First Committee**
 - No Aug., Sept. or Oct. meeting
 - Quarterly meetings set for 2024
 - **Sister City Committee**



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- Westmont will be participating in the Taiwanese Double 10 Ceremony and Parade, Oct. 6 and 7
 - Planning to coordinate Sister City update meeting with CUSD201
- **Illinois Reads**
 - Communications specifically recruited to be part of a new Illinois Reads program being coordinated by CUSD201
 - Designed the logo for Illinois Reads Westmont
 - Communications will be publishing more info once it is confirmed
- **Holly Days Committee**
 - Members of the Committee met to coordinate and confirm all details of the event
 - 2023 HD Parade will be the exact same plan as last year
 - 2023 HD Community Events form filled out and submitted
 - Working to relocation Holly Days decorations from Westmont Centre to Public Works
- **Community Events**
 - **Publicity** - Created/distributed publicity for various local government & non-government events
 - **Waste Management Event Participation** - Annually and on-going, coordinate and communicate the specific requests from the village for all community events that require resources, including but not limited to: Cruisin' Nights, Trick or Treat Trail, Haunted Forest, Pumpkin Composting Event, and Holly Days; recent communications re: Fire Dept Open House, Trick or Treat Trail and Holly Days
 - **Clarke Mosquito Event Spraying Coordination** - Annually and on-going, coordinate and communicate the specific requests from the village for all community events that require pre-event mosquito spraying.
- **PIO Update**
 - Scheduling follow-through on NIMS Training
 - Received links to online training
- **Website**
 - Completed website requests for CD, IT, Clerk's & Admin
 - Completed various calendar event additions
 - Met with Admin/Clerks regarding several specific website updates
- **Volunteers** - Continue follow-up to volunteer requests via the village website
- **Press Releases** - 46 new community news releases for the Village & local entities
 - WNV Update
 - RR Crossing Closure Aug. 26 & Sept 16
 - Westmont Finance Dept. Awarded Achievement of Excellence
 - Electronics & More Event Sept. 23
 - Dark Sky Grant opportunity
 - 2023 Westmont Pets in the Park
 - FD 100th Anniversary & Open House
 - PD Shred Event Oct 21
 - Skill Up at WPL



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- CTA & Metra Lollapalooza Schedule
- DuPage Co Seeks Feedback
- Fire truck Night at CN
- Village Offices Closed Sept 4
- 2023 Garage Sale Listings
- Window Mural Program Chooses Fall in Love With Art theme
- Dementia Friendly this Fall
- Mayor Gunter Honor's Westmont's Sarah Jindra on WGN TV
- REGA Receives Grant from Clarke
- Back to school Safety
- CPA Sept 27, JR CPA Sept. 28
- Back to School Resource Fair
- IL Reads Returns to Westmont in 2024
- DuPage Co Hosts Veteran Suicide Awareness Events
- Rx Take Back Oct 28
- Endless Summer Car shows
- Patriot Day Ceremony Park/American Legion
- Wicked West Fest Schedule
- Monarch Festival Sept. 23
- Pedestrian Fatality Near Train Station
- FD Silent Parade Oct 13
- Westmont Garden Club Off to a Great Start
- Mosquito Treatment Scheduled For Aug. 23
- Excessive Heat Warning
- Taiwanese Music & Dance Performance at WHS Sept 3
- Free Leaf Collection Nov
- Pumpkin Composting Nov 4
- Village Offices Closed Oct 9
- BNSF RR Tracks Construction Sept. 30 & Oct. 1
- NEW DATE - Pets in the Park
- West Quincy St Construction Update
- Two West Nile Deaths Confirmed in DuPage Co
- DuPage County Energy Assistance Program
- Dementia Friendly Caregiver Support Group Meetings
- Homecoming Parade Sept 21
- Village Zoning Ordinance Review & Update
- **Social Media Posts** - 50 graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village news: Taiwanese Performance, Patriot Day Ceremony, Homecoming Parade, IL Reads and more
- **Westmont Community News Magazine - Village Newsletter**
 - 2023 Fall issue designed, completed and delivered
 - Digital version created and posted on website



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- On-going coordination of all aspects of news magazine production including research, soliciting and following up on information requests and submissions, photography, graphic image creation, cover layout, complete document layout, coordination of editing and proofing, coordination of delivery to printer and then distribution via post office, follow up on vendor payment schedule
 - Next issue, Winter in progress
- **Electronic Bulletin Board Posts** - Over 40 different messages posted by the Village/Library
- **Westmont E-Newsletter**
 - Published on Fridays after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
 - Digital versions with working links created and posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
 - Coordinated special segment with WGN with the Mayor and Sarah Jindra
- **Special Projects** - Concluding Muddy Warhol exhibit end of Sept., however, artists have been asked to keep their art on display, which will be on-going
- **Media Materials** - updated & published new water bill info notices for next billing cycle
- **Misc.** Continuing to work with local Eagle Scout on recycling project