

ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - September 10, 2020

Draft Approved - October 8, 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Guzzo Trustee Barker Trustee Nero <u>Visitors</u> None	<u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg (host) Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Deputy Police Chief Gruen Fire Chief Riley
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III. PLEDGE OF ALLEGIANCE - Due to this being a virtual meeting the pledge was waived.

IV. OPEN FORUM - None

V. APPROVAL OF MINUTES - August 13, 2020 Meeting of the Administration Finance Committee - Clerk Szymiski made a motion to approve and Trustee Guzzo seconded the motion.

VI. NEW BUSINESS

A. Past Due Balances including Water and Places for Eating Tax - Finance Director Parker presented on this topic. The slideshow is attached. The questions that were asked of the committee were:

(1) Do we want to move forward with requesting payment or extend the deferral of the places for eating tax, hotel motel tax, and water bills? The date on the deferment was 8/31.

(a) Trustee Guzzo asked how the restaurants are doing?

(i) Director Parker stated that there are only

about 60% that have reported.

(b) Trustee Guzzo stated that the payment can be delayed if everyone agrees yet the restaurants have to report on what they are collecting whether we defer payment further or not.

(i) Director Parker stated that upon notification to all the restaurants that we are deferring payment and requiring reporting, only one restaurant complied.

(2) Water bill non-payment letter to go out to the 471 accounts with an intent to lien for non-payment, there are a lot of accounts over \$250.00 after 90 days, we cannot issue shut-offs due to the Governor's orders. The issue with this is that the lien could be on a property the account holder does not own but rents.

(a) Trustee Barker did not like the phrase "Intent to Lien" as it is too threatening, believes we have to try to collect if the amount due is over 90 days but would prefer different language.

(i) Director Parker stated that reminder notices have gone out, just no penalties have been applied.

(ii) Trustee Barker replied that he was then okay with the language, as it was not the first notice.

(iii) Director Parker suggested a letter to landlords that advised of the tenants non-payment as ultimately the landlord will be responsible.

(b) Trustee Liddle asked how many of the past due accounts were businesses?

(i) That number was not available.

(c) Trustee Liddle asked how many of the past due

accounts were habitual in going until shut off?

(i) That number was not available.

(d) Trustee Liddle asked that the first lien notice go out to the habitual non payers and a reminder again to the non payers that are more probably CoVid related at this time.

(i) Director Parker replied that they would collect the data for the next meeting and just continue with the reminder notices this month.

(e) Trustee Barker asked that the hardship payment plans are given consideration, and with the landlord.

(3) Notice to businesses that have not paid, it will add time to the collection process if we send a letter first and then a letter from the attorney or the deputy liquor commissioner, is this the way we should proceed?

(a) Mayor Gunter stated that 61 places are collecting & paying, it is time for the rest to start making payments - we can give them until 10/31/20 to begin.

(b) Trustee Liddle asked if we had an option to offer businesses a payment plan.

(i) Director Parker replied that we have done so, right now we have not made that offer yet. We can do so and offer six months to the business to do so.

(a) Everyone agreed.

B. Downtown Parking Requirements was presented by Manager May. As the Economic Development Committee has been unable to meet with the Shelter in Place, there is a small weekly meeting of the Mayor, staff & ED partner reviewing questions & inquiries. A topic that continually is brought up is the inability to meet the parking requirements for businesses in the Central Business District for

patrons. Any business looking to invest in the area is required to seek a parking variance. The question has come up as to why this is required when it is an extra step, requiring multiple meetings of committees, commissions, and the Board. Is it something to be eliminated and just welcome businesses without requiring parking, as there are public lots? Some control would be lost by eliminating. Should it be left to staff to make the determinations? This is something that staff is requesting to save time and money for the Village and the petitioner. This will be brought forward for discussion at the next Community Development Committee meeting in October, just giving an initial overview so it can be in review before the committee meeting.

- a) Trustee Barker believes that there needs to be a mechanism for review of parking so that it doesn't get out of hand.
- b) Manager May stated that the review of parking requirements would not stop, just the variance/waiver reviews. He discussed the "in lieu" of parking payment that is collected. However, the amount generated is not even close to what it costs to build a parking lot.
- c) Discussion of the formula used to balance the parking needs.

C. CoVid 19 Relief Grant Program was presented by Director Parker. \$30,000.00 of the funds have been awarded. Two recipients, 1 for an outdoor seating grant and 1 for retail businesses. We have denied 4 businesses: 1 due to high revenues, 1 due to a low drop in sales from last year, and 2 service industries as we have not set up an award to service industries. At this time plans for the future are to be reviewed. Suggestions were made, looking to have direction for the next step.

- 1. Mayor Gunter would like to set up a nonprofit grant for loss of revenue for the organizations.
- 2. Trustee Nero agrees and would also like to reopen the restaurants to see if anyone did not know about it.
- 3. Trustee Barker would like to look at hotel/motel funds to see if another community has already put a service organization grant together that we could review.
- 4. Trustee Guzzo would like to revisit restaurants as well as the colder weather is coming so we might need to offer assistance with heaters. The

nonprofits are a good idea as well.

5. Mayor Gunter said that some motel/hotel might be closing for the winter as it is not worth staying open. Also, with the CARES Act we might get reimbursed for some of this spending so the amount could be higher that we have to award.

- a) Manager May stated that we have done outreach to the businesses.

6. Mayor Gunter discussed the cold weather assistance, and this might be a way we could help.

- a) Manager May said that the current outdoor guidelines expire November 1st, and some restaurants are interested in making these areas permanent.

7. Trustee Liddle asked if we know that the businesses have already received assistance from the county?

- a) Director Parker stated that we had not asked that question.

8. Mayor Gunter would like to see our businesses receive as much help as they can.

9. Trustee Liddle replied that she is concerned that smaller businesses are not getting assistance from anyone so she would like to know if the applicant has already received assistance.

- a) Manager May asked if Trustee Liddle was thinking of restaurants or retail, and stated that we had not even discussed service industries.

10. Trustee Nero asked what type of service industries applied?

- a) Director Parker looked up the information and reported that one was a nail salon and one was a sports medicine provider.

- b) Trustee Nero agreed that those were good businesses to assist.

Director Parker stated an overview of the direction of the board:

- 1st priority - restaurant cold weather outdoor seating - asking about previous grants received.
- 2nd priority is nonprofit organizations, and then motel/hotels and service industry.

The board members agreed.

VII. REPORTS:

A. Manager May

- Reviewed the ambulance fee item that will be on the agenda tonight to explain the concept.
 - Trustee Liddle & Trustee Guzzo both agreed to the need to do so.
- Review of the planned parking lot on Lincoln that has passed P&Z Commission at the last meeting, and the questions that were raised, any regarding enough light to be safe. The code can be rewritten to find the proper balance of light versus dark skies optimization.
 - Trustee Barker stated that the light issue is a great idea for code rewriting.
 - Trustee Barker asked about the fence, he would prefer vinyl over wood.
 - Clerk Szymiski would prefer as much light as possible.
 - Mayor Gunter asked how many parking spaces this lot would hold?
 - Manager May said that 1 North has 52 and this would have 61.
 - Mayor Gunter stated that parking on the backside of the Main Road is the positive trend in planning.
 - Manager May stated that it is part of the strategic plan, and Bank of Westmont did it years ago.
- Addington Memorial planned for September 26th on Trustee Addington's birthday. The previous memorial was the family's event and the Village would like to honor him as a public servant.
 - Mayor Gunter stated that the idea is to honor Jim in the downtown area, as a former Mayor and Trustee and all he has done for the community. It is to be Westmont Center Plaza and the family, Lions Club, and Board are invited. We are limited to numbers, but hopefully the Board can save the date and honor Jim.
 - Manager May is looking at the remodel of the whole plaza area as the fountain and Holly Days area are in need of maximum attention.
- Mayor Gunter announced that the Absolutely Delicious 6 month review for Video Gaming is up and Deputy Liquor Commissioner Mulhearn is preparing the report for a future board meeting.
 - Deputy Liquor Commissioner Mulhearn stated the item would be on an agenda in October.

- Mayor Gunter asked that he mention the two items on the agenda tonight.
 - Deputy Liquor Commissioner Mulhearn reported that the first item is the noise ordinance for liquor licensed businesses, and the second is to create a classification to allow the Natatorium to sell alcohol during certain events.

VIII. ADJOURN - 5:33pm A motion to adjourn the meeting from Trustee Nero and seconded by Trustee Guzzo, all ayes - Meeting Adjourned.

A blue parallelogram and a light green parallelogram are positioned on the left side of the slide, overlapping each other and the dark blue background.

2020-09-10
Administration /
Finance Meeting



Past Due Balances

- Previously deferred until 8/31
- **Are we OK to end deferment now?**
- Water bills
 - Penalties will start
 - Cannot start shutoffs
- Places for Eating



Water Bill 90 days Late

- \$0-\$100 341 accounts \$13,204
- \$100-\$250 110 accounts \$16,512
- \$250 + 20 accounts \$ 9,858

Are we OK to Issue Intent to Lien?



Places for Eating Payees

- 83 - January
- 75 - April
- 74 - June
- 61 - July (due 8/31)



Places for Eating Steps

1. (Already done) - Letters reminding returns
2. Letter from Village - until 10/15
3. Liquor License Notice / Attorney until 11/30
4. (Liquor) hearing notice

Should we still do # 2?



Payment Plans

- Places for Eating
 - Do we want to offer again?
 - Do we allow payment through 6 months?
- Water Bills
 - OK to prevent lien?
 - Are we willing to take on risk for landlords?



Downtown Parking



Grants

- Spent about \$30,000 of \$150,000 earmarked
- So far
 - Temporary Outdoor Seating
 - Retail Businesses



Denied Applications

- 1 Business - Annual Sales exceed our limit
- 1 Business - Revenue drop was too small
- 2 Service Businesses



Potential Next Grants

- Expand Current (size, impact, more seating)
- Service Businesses
- Hotel/Motel
- Not-for-Profits (general, event revenue)

Priority Order?

Other Thoughts?

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-09-10

Village Manager

- **Westmont Centre Plaza - Addington**
 - Ceremonial Memorial Dedication scheduled for Saturday, September 26, (time TBD), at the Westmont Centre Plaza - fountain area (discussion)
 - **Public Parking Lot**
 - Zoning and site plan approvals granted at PZC (last night) for N. Lincoln Parking Lot. Plans will next be refined and submitted for permit review. It can be bid over the Winter for construction early Spring, 2021 in advance of development at 1 N Cass (recap)
 - **Dark Skies**
 - EDC recommendation (introduction)
 - PZC lighting comments when discussing Public Parking Lot (recap)
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Finance

- **Investments**
 - Because interest rates at our banks are falling, we are looking at shifting about \$5million in cash into the IMET investment pool, as it has higher interest rates. It does take a couple of days' notice to get the money, but I feel that our other accounts provide enough liquidity to handle those couple of days. Over the past few years we have been hesitant to increase our investment with IMET because several years ago they purchased an investment that turned out to be a fraudulent investment. That resulted in about \$100,000 being moved to a restricted account. About half of that amount has been restored to us. Since that time, IMET has moved to new management and seems to be heading in a very positive direction. Given the improvement in IMET and the fact that interest rates for banks have fallen, I believe it may be time to start adding back into that investment.
- **Customer Service**
 - As you may recall from last month's reports, a company managing some multifamily properties was frustrated by the charges they received from Waste Management when their lid did not fully close. In an attempt to reduce the refuse and avoid fees, they are considering encouraging residents to recycle, as our contract requires Waste Management to provide a free recycling container. When they reached out to Waste Management, the account manager said they "would not recommend adding the recycling service" because if the recycling container included anything not acceptable as recycling, they would be charged yet another fee. I informed our government contact, and expressed that I felt it was an unfortunate phrase and that we do not want to discourage recycling, especially since our code requires that this option be provided to tenants. Our contact said he would reach out to the account manager at Waste Management to make sure they are aware of our ordinances in this regard and our perception of that phrase.
 - Due to an error, the July 31st ebill information was sent to customers on September 1st. A follow-up email confirmed it was sent in error and asked people to disregard the 9:50 email. A subsequent email with accurate August 31 ebill information was sent out about an hour later. This generated some confusion. Customers who responded quickly and paid their bills online after getting the 1st email, but before seeing the retraction email, who reached out to us were offered a choice to either have that carried forward as a credit on their bill or to have the charge reversed on their credit card.
 - A resident asked us to pass on to the Village Board that she feels the Village should provide a discount on water during droughts because her care of her lawn and garden promote a positive image of the Village for prospective new residents.
- **Economic Assistance Grants**
 - **Outdoor Seating Grant**
 - Total set aside: \$76,000

- Total Award \$17,070 (including \$2,000 that is waiting full compliance before being released)
- Applicants
 - 12 Restaurants that met the criteria
 - 1 Restaurant that did not meet our “small business” criteria
- **Retail (Sales Tax) Business Grant**
 - Total set aside: \$50,000
 - Total Award: \$8,330
 - Applicants:
 - 2 service business that do not apply because they do not generate sales tax
 - 5 restaurants that participated in the outdoor seating grant
 - 1 restaurant that did not participate in the outdoor seating grant
 - 1 other retail business.

Clerk’s Office

- Business license contact update information has been requested.
- Packets for the April 6th election can be picked up starting September 21, 2020.
- The licenses are set to go out for renewal for the 2021 year in October.

Communications

- **PIO Update**
 - Communicated with staff re: News story on Ch. 9 re: local property issue
 - Created immediate response press release regarding fire at Uncle Pete’s Pizza
- **Website**
 - New website launched in July, updates continue
 - Scheduled meetings re: dropdown menus on website main page to reduce the number of options, especially under the DEPARTMENTS menu
 - Updated picture on main page
 - Continue to update main page banners and slideshow
 - Worked with CD re: significant updates
 - Working with IT to update Westmont 311
- **Press Releases**
 - 11 new press releases created and published in the last month
- **Media Coverage**
 - Monitor local social media posts to oversee accuracy, or lack thereof, of discourse
- **Media Materials**
 - Neighbors Magazine - Summer issue published and delivered
 - Working on Oct/Nov issue
 - Westmont Word - No issues during COVID
 - Updated and published new water bill info notices
 - Created updates for the digital bulletin boards
- **Committees:**
 - Westmont First
 - Meeting scheduled for Sept 21 cancelled
 - Supported HOPE Mural project which had good participation. Will publish one last collage
 - Sister City
 - All events and student exchange cancelled for this year
 - Virtual student exchange proposal being considered
 - Public Information
 - Meeting in August - received updates for local agencies regarding community events and programs
 - 100th Anniversary

- Held meeting on Aug 13
- Planning 2020-2021 schedule in COVID environment
- Collected and provided copies of over 100 Village of Westmont photos for the Historical Book
- Historical Book final review completed and sent to printer
- Committee reviewed first draft of 100th Anniversary logos - working to continue to develop final logo
- **Misc:**
 - Special Events / Programs
 - Working with Public Works on Ribbon Cutting Event planning for Nov. 10
 - Assisted with coordination of a marriage over which Mayor Gunter is presiding
 - Continued to work with resident Clara Joyce on her Master's Degree project in which residents were surveyed regarding various aspects of the community - results expected this month
 - Helped coordinate Internship for Calvin Herion with WSEC and Chamber
 - Worked with Fire Dept on postcard and Google Survey

Human Resources

- **COVID-19**
 - Throughout the month of August, HR continued to assist staff in navigating COVID-19 related situations based on current policy guidance and also issued several revised policies based on updated guidance from the CDC about close contacts and who is at increased risk for severe illness if they contract COVID-19.
 - In light of the remote learning challenges that some are facing with the start of the 2020-21 school year, a policy was created to allow for flexible scheduling options and telecommuting to help staff balance the demands of the virtual learning environment with their job duties. To date, we have received five (5) requests for flexible scheduling and/or telecommuting and have been able to work with each employee to effectively accommodate their personal needs with their Village responsibilities to both parties mutual benefit.
 - Due to the success of telecommuting (aka teleworking) arrangements that have been allowed due to COVID-19, staff is exploring a general policy allowing teleworking in circumstances where it is appropriate for the employee and the position. This would allow greater flexibility for both staff and the Village in accommodating personal or family situations without interruption of work responsibilities, which would help ensure continuity of service for our community.
- **Health & Wellness**
 - The Health and Wellness Committee held a virtual meeting on August 18. Among topics of conversation was the status of the Village's wellness program based on the unfortunate bankruptcy and subsequent closure of Interactive Health (IH). The two potential replacement vendor options were presented to the committee and feedback was requested on the pros/cons of each provider. The next step is to schedule vendor presentations to get a demonstration and have the opportunity to ask direct questions about program options. We are hoping to accomplish this in September.
 - The committee also discussed options for continuing the health and wellness program in-house while searching for a replacement vendor. A committee member suggested a virtual walking challenge, and staff is currently outlining that activity with the hope of offering it as a fall activity.
 - Another outstanding item is getting the participant data from IH. As more time passes, this looks less and less likely; so staff is still developing ideas on how to award appropriate participation points for those that participated in the program prior to IH closing on June 14.
- **IRMA / Safety and Risk Management**
 - In August, IRMA offered members another complimentary training tool called My Community Workplace, which focuses on public and not-for-profit entities. This platform is geared more toward legal compliance and provides training, including state-specific harassment training, articles on a variety of topics and model policies and procedures.

- Staff is currently investigating this training tool as a no-cost way to deliver our annual harassment prevention training as required by the Illinois Department of Human Rights.
 - **Recruitment**
 - Open Positions
 - Community Development - Code Enforcement Officer hiring has been put on hold .
 - Retirement/Resignations/Separations
 - Andrew Sciaky - Firefighter/Paramedic - 07/13/2020 *(not included with last month's report)*
 - Grant Van Buren - Firefighter/Paramedic - 08/13/2020
 - Ryan Walsh - Firefighter/Paramedic - 08/17/2020
 - Scott Teeter - Police Officer - 08/22/2020
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Information Technology

- **Public Works New Facility**
 - Started the installation of network infrastructure in new public works facility
 - Door access system PO awarded and installation to start soon
 - Fiber optic connection to new building to be installed near the end of the month
 - **Board Room**
 - Installed new Zoom computer for hybrid meetings
 - **ERP**
 - Started the implementation for Enterprise Asset Management and 311
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Liquor Commission

A summary of my activities for August 2020

- Addressed several outdoor seating issues & concerns and met with Management of Dolces Pizzeria to resolve these issues.
- Reviewed plans for suicide prevention motorcycle run charitable event at 3 locations in Westmont.
- Processed several outdoor entertainment requests at various restaurants
- Attended the August Admin Finance Committee meeting
- Met with management for the Natatorium. I also worked with Village Attorney to create a new liquor license class for any Natatoriums that are located in Westmont.
- Distributed reminders (via Westmont Chamber of Commerce) on the new IDPH Covid 19 rules for restaurants.
- Created report on IGB revenue for July. Revenues for July reached an all new high for the village.
- Began research w/staff on winter outdoor seating areas/tents and began research w/staff on permanent outdoor seating areas for restaurants.
- Addressed complaints of litter (Cigarette Butts) outside Laura's Place and Fremont Grill on 63rd Str
- Renewed research for a sound decibel meter for use by the Police Department
- Worked with the Village Attorney on creation of a loud music/noise regulation to be added to our ordinance and for liquor licensed businesses only. Any violation will be addressed by a hearing in front of the liquor commissioner.
- Sent Clique a Class 23 (video gaming) application at their request. Their opening anniversary is Oct. 28.

