ADMINISTRATION
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draft- Administration & Finance Committee- Meeting Minutes
October 11, 2018

CALL TO ORDER: 4:30 p.m. by Chair - Trustee Liddle
ROLL CALL:

Committee	Staff
Trustee Liddle (as Chair)	Manager May
Mayor Gunter	Director Parker
Clerk Szymski	Attorney Zemenak
Trustee Addington	DVC Richards
Trustee Barker	DLC Mulhearn
Trustee Barry	Director Ramsey
Trustee Guzzo	Director Bourke
Trustee Nero	Director Liljeberg (office)
	DC Gruen
	DC Connolly
Visitors	DC Riley
Demetrios Panos, Peak Custom Homes	Admin Asst Investigations Whitehead
	Admin Asst Communications Babyar
	Assistant HR Director Brainerd

I. **CALL TO ORDER - 4:30 p.m.**

II. **ROLL CALL** - by observation

III. **PLEDGE OF ALLEGIANCE**

IV. **PUBLIC COMMENTS -** Demetrios Panos, Peak Custom Homes working on their 4th & 5th project in Westmont. Wanted the Board to know that the difficulties in dealing with the Village will make this the last project they will have in the Village, even though local homeowners have approached them to develop properties in town they will pass due to the difficulties in dealing with Westmont. Mr. Panos explains that he is not complaining to complain, he would like the board to understand that with the various required fees in Westmont a smaller developer is unable to make it viable to work in a town that has the fee structure of 4 times the amount of other communities, with duplications on the fees required. In addition, the process is a problem. We submitted in July and we still do not have our permits. The Village Engineer has reviewed the drawings 4 times and the 2nd time there were 55 comments. As a licensed engineer I can tell you that is excessive. Architectural and P&Z reviews each had 5 comments to Engineering's 55 comments. This is a detriment to doing business in town.

A. Mayor Gunter asked how many homes were being built at this time? Mr. Panos responded it was just 2.

B. Mayor Gunter asked if there were problems with the first 4 projects. Mr. Panos replied there were some, but not like this.

C. Mayor Gunter asked if it was unique in anyway? Mr. Panos stated that it was a normal subdivide.

D. Mayor Gunter stated that it was hard to know with only the limited information provided by Mr. Panos, more background might be needed.

E. Trustee Nero commented that he had received a phone call from Mr. Panos so he invited him here today to present to the Board, so we can all hear of his experience so we can see if there are things we can be doing differently.

F. Mayor Gunter remarked that it is better to come in than state we are never doing business in Westmont again. Hard to start out with that.

G. Mr. Panos, discussed the surprising fees that came up and the fact that the fees are not posted and transparent to someone that wanted to do business. Manager May responded with the subdivision regulations in the code.

H. Mr. Panos replied that he has had discussions with staff and has been told there is no leeway with the ordinances. Mayor Gunter stated that staff would not have the authority to do any waiving of fees, and thanked Mr. Panos for coming in and bringing this topic to the Board is appreciated.

I. Chair Liddle asked if there were any other questions, and there was no response; she thanked Mr. Panos.

V. NEW BUSINESS

A. **Class 23 Liquor License Review** - Attorney Zemanek presented the criteria that needs to be considered to determine whether to increase the cap when an applicant applies for a Class 23 and the process. There is a two step process when anyone applies for a liquor license of any kind. The legislative determination is whether to increase the cap, if the board does so then, and only then can the Liquor Commissioner determine whether to issue a liquor license. The State of IL Liquor Control Act provides authority to the Village Board to regulate the number and classification and fees for the local licenses. The state act also allows the Village Board to determine the other factors that are relevant for the Liquor Commissioner in granting a liquor license.

When an application comes in the Liquor Commissioner has the Deputy Liquor Commissioner to do a background investigation and look at the factors that are relevant to any liquor license found in Section 10:36 and prepares a report to the Mayor and the Board on the findings. The legislative recommendation considerations are listed, for a Class 23. The Section 10:34b is the considerations for all liquor licenses.

The Board in the past has determined that each request will be judged on its own merit, and has stated on the record that Video Gaming should be there to help with established businesses, formal sit down restaurants. Any decisions that are made need to be done so consistently. There can be consequences, such as a lawsuit, to being inconsistent with voting no to one applicant and voting yes to another similar applicant.

Mayor Gunter asked if when voting no a reason had to be stated? Attorney Zemanek recommended that the criteria be used to make that determination so that the applicant understands the reasoning behind the denial. Noting also that even if the Board votes yes to increase the number of licenses - the Liquor Commissioner can refuse to issue a license. If this happens the applicant can appeal to the State of IL Liquor Commission. That decision, along with the Deputy Liquor Commissioner's report would go to that appeals process. The decision should always be in writing to allow for it to go before the commission during the appeal process. This would make it a higher burden for the applicant to prevail.

Mayor Gunter asked about the criteria of distance. Attorney Zemanek stated that it is something to look at, there has always been licenses spaced out throughout town. The Class 23 has a 500 feet regulation, and if that is something you find the most relevant. However, do it consistently in every decision. Trustee Barry replied that the burden of 500 feet would make the downtown impossible to allow video gaming. Attorney Zemanek said that the downtown area might be 200 feet whereas 500 feet is more acceptable on Ogden Avenue where it is less of a cluster. That is acceptable, as long as you are fair and consistent to all applicants.

Mayor Gunter asked about the State regulations regarding location in a strip mall; Commissioner Mulhearn stated the businesses could not be next to each other, interconnected.

Trustee Liddle asked if we vote yes, can we restrict the number of machines going in? Attorney Zemanek responded that he would have to double check that, as the State allows up to five and that is how the Village ordinance reads and that might not be negotiable. He will double check that restriction. Discussion of the various locations and number of machines at each location and the activity at locations ensued:

1. The number of machines is determined by the business, and by the machine provider.
2. The last six months have shown no growth, where previously there has been income growth at a steady rate.
3. One new location will be coming this month, and one location will be removing their machines.
4. Discussion of the number of businesses, the type of business (video cafe and restaurant) and 68 machines.
5. If the State expands video gaming, would this take away any control from the Village? Attorney Zemanek replied that it would depend how the legislation was written, reminding that the Mayor as the Liquor Commissioner has the right to deny based on size, location, and such. Deputy Liquor Commissioner Mulhearn stated that the changes in discussion have to do with horse racing facilities and sports books.

Attorney Zemanek reminded everyone that this is a money maker for businesses and the requests will keep coming in. Reviewing the requirements is a good idea, and please remember that consistency is necessary in treating all requests to the same standards.

Trustee Addington commented that this has not been a problem for us at all, but the concern is that business have the area for segregation away from minors. There needs to be regulation. Attorney Zemanek answers that future regulation needs to wait until we know what the State regulates first to know what the Village's rights are. Discussion of new ownership and delay of 365 day waiting period ensued.

B. **Timeclock project -** Director Parker gave an update on the installation of the new system. The system was chosen to be able to put the entire village, all departments, on the same system, with some custom programing. Currently we have a department that is running payroll out of an access database that was custom built and the professional that built this has to come back and update it for us periodically. This person is now retired, and would prefer not to do this. While this new system was to be able to handle all the customization required, the company has given up trying to make this work as everything they fix messes up another feature. The vendor has decided they are no longer willing to move forward with custom programing a system for us, and staff is frustrated with this vendor. Mayor Gunter asked if they were trying to get more money? Director Parker responded yes, so we are switching to another vendor. It will be on tonight's agenda. The initial outlay will require funding, in the long run it should be a lower cost than what this current vendor requires. It is an unbudgeted expense.

1. Trustee Barry asked if the current vendor had fulfilled the obligation that we had paid for? Director Parker stated that the time and effort that the vendor has put into it so far is what we have paid for.
2. Mayor Gunter asked if the work that had been done will benefit with the new vendor? Director Parker replied that with this work so far, we have identified the needs and the processes we require - overall it is two different systems and not interchangeable.

C. **Gateway Sign project -** Manager May stated that this on the agenda before last Friday's bid opening, however the bids came in significantly higher than estimated, so it was removed from tonight's board agenda. The locations for the gateway signs were to be at Cumnor and Ogden by the carwash and 67th and Cass, bundled together. We will review it all. It is being postponed, we are not comfortable with the bids.

D. **Public Works Facility Funding -** Director Parker reviewed the initial printout of the costs, the $16 million estimate that included $1 million for remediation and $3 million for the water tower. Currently, the cost of steel inflating will make the cost of the building $16 million which means we are currently $4 million short. This is just an update, we will be looking for a source for the $4 million and reviewing the bond interest rates and the changes we could see.

1. Trustee Barry asked about the agenda tonight in spending more money on the project that we do not have funding for, that is a little concerning.
   a) Manager May said that the costs to be approved tonight are the architectural interior design services.
2. Trustee Barry is worried about moving forward with things if we cannot move forward with the project. What if we spend all this money and the project never goes forward or if by the time it does go forward everything we have done has to be redone and paid for again?
   a) Trustee Barker believes that we have to move forward with the project, and believes that if we keep progressing than the project becomes a larger priority and the funding will move into place.
   b) Trustee Barry responds that the funding by places for eating tax and water increase has not been approved and he is not behind raising these costs. So, maybe he should just vote no on all these things, as he is not for the ways that are proposed to raise the money.
   c) Trustee Barker reminds Trustee Barry that we need the building, to which Trustee Barry responds that we do need it but not if we can't pay for it - you do not spend money you do not have. How it will be paid for without hurting the residents?
   d) Trustee Barker stated that we need to move forward.
   e) Trustee Guzzo remarked that the longer we wait the higher the price tag, this increase in steel costs show that. So we need to explore every avenue that we can to fund it.
   f) Trustee Barry states that we need to secure the funding before spending $100,000.00's on reports that will expire and need to be redone, that is just throwing money away.
   g) Mayor Gunter remarked that we had a general consensus to secure the bond to dedicate places for eating and water rates. There is no other way until we have home rule in 2022. The

Mayor asked Public Works Director Ramsey if this portion on tonight's agenda can be delayed approval? Director Ramsey stated that it can, it has been approved by the budget and it is design work that if delayed will take time to move the next pieces forward and things will be on hold.

h) Trustee Nero asks about the timeline. Director Ramsey responded that there is a timeline. The design work is almost finished, this is the final piece. Then the project will go out to bid for a final number, the engineering estimates are what we are looking at now. Discussion of the estimates and the bid process ensued.

i) Trustee Barry asked if we could put it on the agenda and not keep putting little things on, let's put the whole thing on. Director Ramsey explained the process that we need the information that we have been receiving to be able to go to bid and know the costs to move forward.

j) Trustee Liddle stated that the steps that have been taken are appreciated so that we know what it can be now and not go into the project thinking we will commit to $12 million and then have the little things move it up to $16 million or $20 million in small increments.

3. James W. Robinson, Jr. Commemorative Plaque -

a) Manager May was approached by the local VFW (Trout) with a request to hang a commemorative plaque "in the Village Hall". A printed sample of the plaque was distributed to VB for context.

b) The metal plaque measure approximately 16"x26" and weighs approximately 40lbs. It has already been purchased and manufactured. It was unclear if the Village Hall was their original thought or an afterthought. In either case, we were not approached until it was already produced.

c) Ideal location in VH was in the Foyer mounted to the brick wall immediately across from the building construction plaques. The VB generally agreed.

d) There was also a request for an "unveiling" ceremony on Saturday, November 10th at 10:00 a.m. The VFW would be the host agency. The Village Board and staff are invited. There was also a last request to help promote the event. Communications staff have already become involved.

VI. REPORTS - See Attached

A. Chairperson

B. Village Manager

C. Finance Director

D. Clerk's Office

E. Communications

F. Deputy Liquor Commissioner

G. Human Resources

H. Information Technology

VII. ADJOURN (next meeting is scheduled for November 8, 2018)

Village of Westmont
Administration & Finance Committee
Staff Reports - 2018-10-11

Village Manager

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Finance

- State Distributed Revenues
    - We are cautiously optimistic that our budget for State Income and Use tax revenues may increase by up to $100,000. A portion of this is due to the new requirements of the *South Dakota v Wayfair* Supreme Court case that will result in online vendors who don't already collect sales tax will now start to collect use tax, a portion of which will be distributed to municipalities. Additionally, the State reduction of Income tax that has been 10% is scheduled to drop to a 5% decrease.
- Interaction with Residents and Businesses
    - We have been informed the Waste Management has historically given a 2% discount to retailers, so that even with credit card fees the retailer does not lose money by selling the stickers. Waste Management has had internal auditors reviewing their accounts with multiple municipalities, to make sure they are billing for stickers in accordance with the contract. The 2% discount does not appear to be referenced in the contract, so Waste Management has removed the discounts from Westmont retailers.

Clerk's Office

- Election packets are available for pick up at the Clerk's Office
    - Packets must be received between December 10-17
- Business License renewal invoices have been sent.
- Liquor License renewal invoices have been sent.
- 11 Business License were issued in August and 12 in September
- There were 47 FOIA's completed in August, 17 FOIA's in September, and 15 in October

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Communications

- MEDIA COVERAGE
    - Making some headway with Shaw Media
- PRESS RELEASES
    - 18 Press Releases in Sept.
- WEBSITE UPDATES
  13 Different rotating web banners were up in Sept.
  Keep current Press Releases at top of list on Website
- SOCIAL MEDIA POSTS
    - 40 + Social Media Posts in Sept.
- SOCIAL MEDIA POLICY
    - Policy has been drafted, reviewed by the attorney and staff, ready for moving forward
- ELECTRONIC BULLETIN BOARD UPDATES
    - About 12 Different Displays on the boards in Sept.
- 100th ANNIVERSARY COMMITTEE

    - 97th Anniversary Celebration will be at the Nov. 8 Board Meeting at 5:30pm as part of the Admin-Finance Meeting
    - Taking steps to move forward on the creation of a Westmont historical booklet
- SISTER CITY COMMITTEE
    - Participated in the Double 10 Parade and Ceremony on Oct. 6 in Chinatown including a float and the Westmont High School marching band - thank you to all of our Sister City volunteers, especially Jenny Babyar and Linda Liddle, for coordinating all of the details regarding the float
    - Completed the Sister City Brick Display reveal on Oct. 10 at 10 a.m.
    - The recent trip to Taiwan was a big success and we will have an update soon
- WESTMONT FIRST COMMITTEE
    - Recent meeting invited local institutions of faith to come and get more involved with the community
    - Next meeting will be Oct. 15
- COMMUNITY BRANDING INITIATIVE
    - The Westmont is the Bestmont contest is being promoted - winners will be announced during the 97th Anniversary Ceremony
- COMMUNITY MURAL PROJECT
    - With the departure of key staff in Community Development, this project is on hold until new staff is in place
- NEIGHBORS MAGAZINE
    - Oct/Nov issue has been delivered
- WESTMONT WORD
    - Next issue will be completed and distributed within the next week
- WHAT'S HAPPENING IN WESTMONT
    - Next video project will promote Public Works Model Water Tower building contest
- COMMUNITY EVENTS
    - Very busy with Wicked West Fest events - promotions are going well
- WESTMONT SPECIAL EVENTS
    - New board and officers were sworn in this past month
    - WSEC is working on their 2019 budget and work plans
- PIO UPDATE
    - Completing details regarding the Police Dept. Facebook page which will launch soon

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Human Resources

- Government Insurance Network (GIN)
    - Proposed By-law updates were approved.
    - Benistar quotes discussed for other GIN members (Romeoville and Westmont currently only members offering Benistar to their retirees).
    - Discussed GIN health/dental plan performance and loss ratio to date (July and August claims processed):
        - PPO $300 loss ratio = 65%
        - PPO $750 loss ratio = 91%
        - PPO $2700 loss ratio = 56%
        - PPO $3500 loss ratio = 43%
        - HMO loss ratio = 66%

        - Large claims over $50,000 - 1 claim totalling $51,738
        - Dental loss ratio = 80%

      Note: A loss ratio below 100% is good.
    - Next GIN Board Meeting is Thursday, November 15, 2018 at 9:30 am here at Westmont.
- Insurance Committee
    - No decision on PUSH Wellness replacement program to date.
        - May need to explore more options and delay implementation date.
- Battalion Chief
    - Interviews scheduled for Monday, October 15th
- Community Development Director
    - Successful candidate completed background check, was offered position, and accepted. Mr. Bruce Sylvester's start date is October 31st. We are excited for Mr. Sylvester to begin his work here.
- Human Resource
    - We worked with GovHR to secure a temp to hire for an Assistant HR Director, Renee' Brainerd. Renee' started on Friday, October 5, 2018.
- Records Clerk
    - Applications being reviewed
    - Interviews to take place the week of October 29th
- New Hires
    - Natasha Buh, Accounting Specialist A/R
- Retirements/Resignations/Separations
    - Carl Witt, Support Services, 9/17/18
    - Marco Montaini, Firefighter Paramedic, 9/20/18
    - Marc McCann, Probationary Police Officer, 9/26/18

Information Technology

- Continued work on ERP, Time Clocks, Cameras, and other projects.

Liquor Commission

My activities for the month of September:

- Complete employee background review for employment (financial clerk)
- Process Margie's Gyros and Beef Class 23 liquor license application(Oct 11 agenda item)
- Follow up on Neat Kitchen and Bar closure and forfeiture of license (Oct 11 agenda item)
- Process The Sweet and Savory Spot Class 4 liquor license application (Oct 11 agenda item)
- Notify Woodgrain Pizza on their delinquent status for Places for Eating Tax.
- Met with 7-11 landlord on possibility of 7-11 getting a liquor license (requires changing license language concerning the issue of needing 5,000 square feet to qualify for a license)
- Address loud music complaints at Myths & Legends along with addressing issues over ownership and management change.
- Begin processing and meet with new owners of Neat Kitchen and Bar.
- Review calls for service at liquor licensed businesses
- Compile monthly video gaming revenue report
- Complete background review for ownership change at Tobacco outlet (transfer from husband to wife)
- Review with Napleton Porsche their grand re-opening plans and license requirements
- Meetings with staff on liquor related issues and updates