

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - September 12, 2019

Draft Approved - October 24, 2019

I. CALL TO ORDER - 4:32pm

II. ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Finance Director Parker
Clerk Szymski	DVC Richards
Trustee Addington	DLC Mulhearn
Trustee Barker	CDD Director Sylvester
Trustee Barry	IT Director Liljeberg (office)
Trustee Guzzo	WCCTB Director Forssberg
Trustee Nero	Director McIntyre
Visitors	PT Communications Clerk Babyar
Brittany Smith	HR Director Brainerd
Gerry Ricther	Fire Chief Riley
Glen Gabryl	Police Chief Gunther
	PW Foreman Jon Yeater
	Accountant Carolyn Illes
	Assistant Finance Director Olsson
	Accounting Specialist A/R Natasha Buh
	Accounting Clerk II Monica Callias

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. APPROVAL OF MINUTES - August 1, 2019 Administration and Finance Committee minutes were approved by a motion by Trustee and seconded by Trustee, all ayes. T

VI. NEW BUSINESS (presentation slides included)

A. GFOA CAFR Award - Director Parker introduced the concept of the award, the fundamental elements of putting together the report together and his staff that accomplished the end result that earned the award.

B. Business License Posting - Implementation of the new ERP Financial System has allowed for review of the current process of printing a paper certificate and presenting to the business along with video gaming stickers.

Deputy Clerk Richards explains that with the new process of online registration will not support stickers as the numbers can not be carried over. The

new system will print paper certificates for the business owner to post.

C. Water Billing of Owners / Tenants - Director Parker explains the previous system referenced the owner/tenant as the reference for the water bills. The new system will reference the property address with a list of names associated with that property and one must be chosen as the person liable for the final bill. Our ordinance states that both the tenant and owner are liable and the old system allows for that; the new system will not. Currently the first bill is sent to the tenant, and if ignored the reminders go to both the owner and the tenant.

- We can shift the money in the account from tenant to owner however that will look like we are moving money all around.
- Or after the deposit is applied, we put the final bill in the landlords name and send a copy to the tenant.
- The software company suggests that we leave the billing in the landlords name always, no matter who the lease assigns the payment requirement. This option makes sense as if there is non-payment it is the property that would be lienied not the tenant, so ultimately it is the landlords responsibility.

1. Manager May stated that the legal issues for payment is between the landlord and tenant, the Village should not be in the middle of this when there are issues. We have had landlords try to force the water department to intervene with non-compliant tenants.

a. Trustee Barker said that the landlord should be the one on the bill, as he is responsible.

b. Trustee Barry stated that the landlord can collect the funds from the tenant, the landlord should be in charge as the owner.

c. Trustee Guzzo & the Mayor agree that it should be the owner going forward. Everyone agreed.

- Trustee Barker asked if the water billing audit results were cleared up and finished?

1. Director Parker said that the company we hired to confirm and fixed the problems that were identified.

2. Director Ramsey explained the water loss form requirements and stated that the Village has always been under 2%. That the required forms have never determined financial loss only the actual loss of water due to fires, stealing, slow meters. The new form required asks about the financial implications of the water loss. We are under 10% so we are doing great.

■ Trustee Barry asked about billing insurance companies for the water used to fight a fire, have we been able to implement that since it was discussed last year?

1. Director Ramsey replied that the usage would be an estimate as we have no way to meter the hydrants.

2. Trustee Barry suggested asking the attorney about a flat fee to insurance companies upon opening a fire hydrant.

3. Fire Chief Riley states that we do estimate a cost when we are training.

4. Director Ramsey stated we do the same thing with a water main break, but it is water we do not receive revenue for.

D. Banking Overview - Director Parker presented a review of the information on the current banking and what are priorities are:

- Protect the public's money
- Be able to access the funds when needed/liquidity
- Can provide the necessary services & efficiencies from a bank
- Generate income/interest
- Support the local community

Balancing the priorities and the important pieces to understand: diversification to make sure we do not have all our eggs in one basket, FDIC insurance, and collateral with a third party, the internal control and protecting against unauthorized transactions. (information/graphs on slide show attached at the end of minutes).

■ Manager May commented on the corporate branches and the willingness of the entity to serve a municipality.

■ Various trustee questions on types of services and banks that handled these services: purchasing cards, payroll, and fund purchases.

Director Parker reviewed the RFP requests of

- Trustee Addington commented on the fact that Wintrust, Byline, and First Midwest are all willing to work with organizations in town.

- Mayor Gunter replied that Bank of Westmont spoiled us and larger corporate entities that will no longer work one on one with government agencies.

- Trustee Barry believes that we need to have our money in town or in an institution that supports our local efforts.

- Director Parker stated that we are working forward with protecting funds from fraud, liquidity is on target, in terms of deposits we might be better served by opportunities to improve service with online banking. Interest payments might be higher somewhere else. The local support of the banks that we work with is high.

1. The question is do we take the funds from Byline & move to 1st Midwest to receive a higher interest rate? The committee agreed.

- Mayor Gunter asked if we would go out for RFP's again in the future?

1. Director Parker stated that the need to do so would depend on the quotes we receive, however it would be difficult to beat Wintrust based on the business model.

E. Environmental Improvement Committee Report - Trustee Barker introduced members of the committee and discussed how hard they work and what they have accomplished.

- Jon Yeater/Staff Liaison presented the staff present: Glen Gabryl, Brittany Smith, & Gerry Richter. It is a dedicated, proud, group that works tirelessly.

- Glen Gabryl highlighted the bulleted items of the 2018 annual report (attached at the end).

1. Trustee Nero asked about differences since biweekly recycle pick up?

- a. Mr. Gabryl stated he did not have any data to allow for an educated guess on that number.

- b. Foreman Yeater replied that for new residents, use to weekly pick up, it is a common question.
- 2. Trustee Barry asked about the rain barrel numbers and population demographics.
 - a. Mr. Gabryl replied that numbers are given without regard to demographics are not given by the County.
- Trustee Barker discussed the recent EIC meeting that included a review of the Sterigenics information.
- Foreman Yeater & Assistant Library Director Smith discussed the upcoming events of the Committee.
- Discussion of the native planting areas around the Village and how positive it is for the community and the length of time it takes for the areas to be filled in naturally.

VII. REPORTS:

A. Manager May -

- Announced that the Admin/Fin Committee meeting for October 10th is being moved to October 24th and the Community Development meeting will be on October 10th.
- Discussed the request at the last Admin/Fin meeting for more information on the new cannabis law at this meeting. Stated that the information has been given to the board, and the discussion of the text amendment work being done. It was addressed at last night's Planning & Zoning Commission meeting and the public hearing will be at the Planning & Zoning Commission meeting on October 9th, the board meeting scheduled for October 24th will have more to review.
 - 1. Trustee Barker requested any handouts from the committee meeting?
 - a. Manager May referred to the folder of information combined from other municipalities and media information.
 - b. Discussion of neighboring communities decisions.
 - c. Manager May reminded everyone that the only issue is the retail sales of cannabis. The fact is that it is

legal in the state and we cannot outlaw the use in our municipality. So, it is not a decision about use - it is a legal for home use.

2. Trustee Barry asked about home use including smoking in your own yard and neighbors complaining.

i. Police Chief Gunther stated that the legal ramifications are not yet clear as to the legislators intention. It is still being worked out.

3. Trustee Addington discussed the perception of people believing that opt out meant you could not use cannabis in town.

4. Discussion of the unknown legislative guidelines and legal enforcement issues ensued.

5. Trustee Liddle reminded everyone that we could not make use illegal, it was not up to Westmont.

6. Trustee Barry said that the issues for the Police Department will be the same in every town.

7. Trustee Liddle agreed saying that there was nothing a municipality could do to overturn the State of IL.

VIII. ADJOURN:

Motion to adjourn Trustee Nero seconded by Trustee Addington, all ayes.

Presentation materials are below:



2019-09-12
Admin Finance



GFOA CAFR Award



New ERP System Implications



Business License Posting

- MSI - Stickers 5.5in. x 3.5in.
- MSI - Vending Stickers 3.25in. x 2in.
- Energov - sticker #'s not relevant
- Energov - 8.5in x 3in



Water Bills - Owners/Tenants

- Final Bill: 2 person v 1 person
- Options
 - Move back & forth (maybe)
 - All finalized in Owner's name
 - All bills in Owner's name



Village Banking
2019 Overview



Priorities

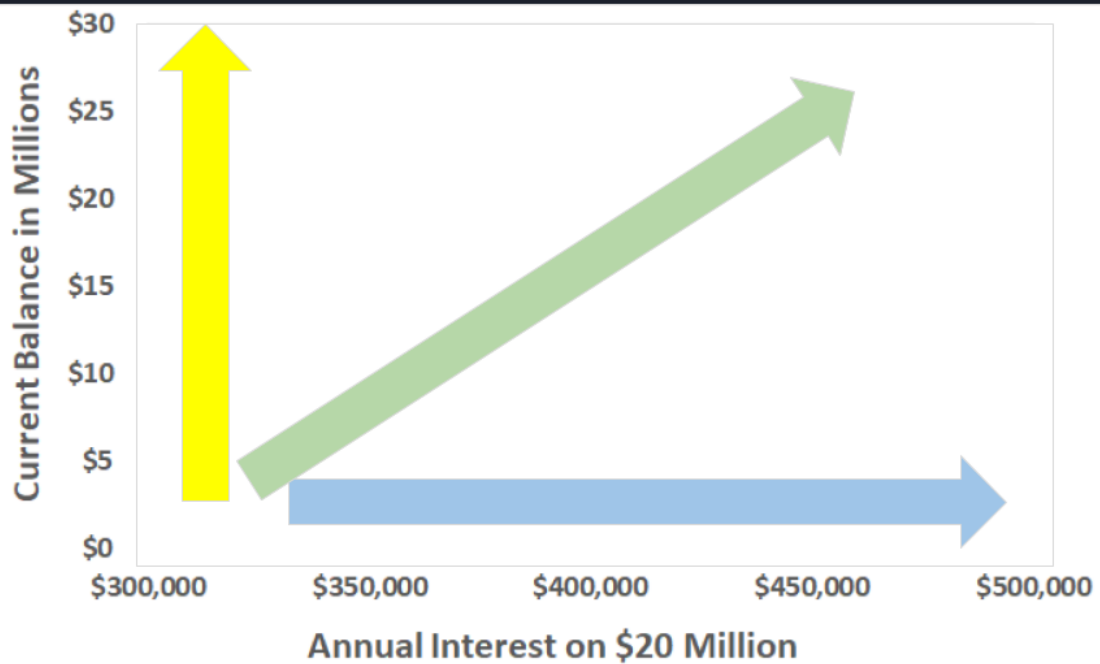
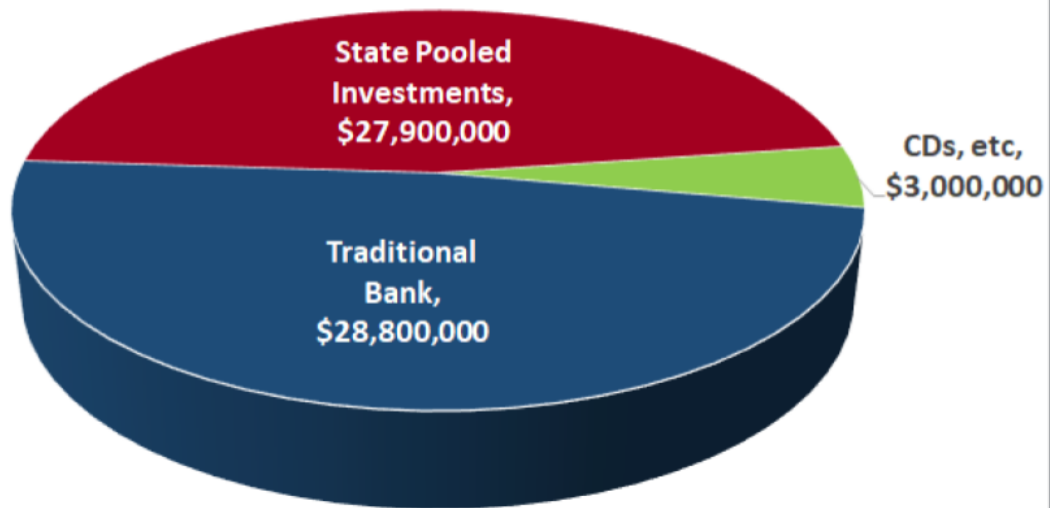
1. Protect the Public's Money
2. Liquidity
3. Maintain Services & Efficiencies
4. Generate Interest
5. Support the Local Community

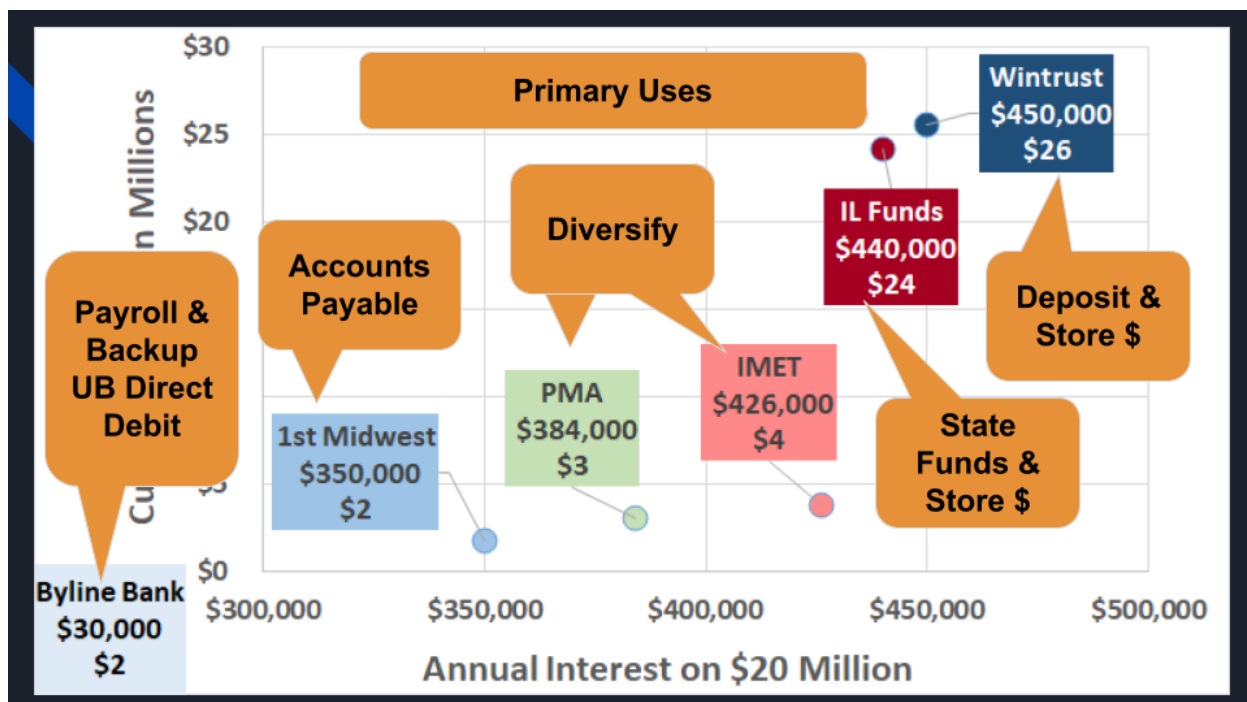


Protect the Public's Money

- Diversification
- FDIC Insurance (\$250,000)
- Collateral
- Internal Controls
- Unauthorized transactions

Types of Investment





Community Involvement

- Byline was in the community
- 1st Midwest is in the community & active in the chamber
- Wintrust not physically in community, but likes to be involved



Wintrust Community Involvement

- Assisted victims during Speedway incident
- Member of Chamber
- Hosts a Chamber after hours
- Various Employees attend local events
- Sponsor Local Events



Wintrust Chamber Participation

- | | |
|-------------------------|-----------------------|
| • Train Station Display | • Fall open house |
| • Golf Outing | • Pole Banner |
| • Pet Promenade | • Multi-chamber lunch |
| • Winter Ball | • Westmont Awards |
| • Winter open house | |



Wintrust Other Participation

- Last Straw
- Haunted Forest
- Pumpkin Flotilla
- Street Fair & Cruisin' Nights
- Westmont High Sports Marketing



Room for Change?

1. Protect the Public's Money
 - Unauthorized transactions
 - - 1st Midwest
2. Liquidity
 - 90% liquid
 - 5% a few days; 5% laddered
 - No need for increasing liquidity



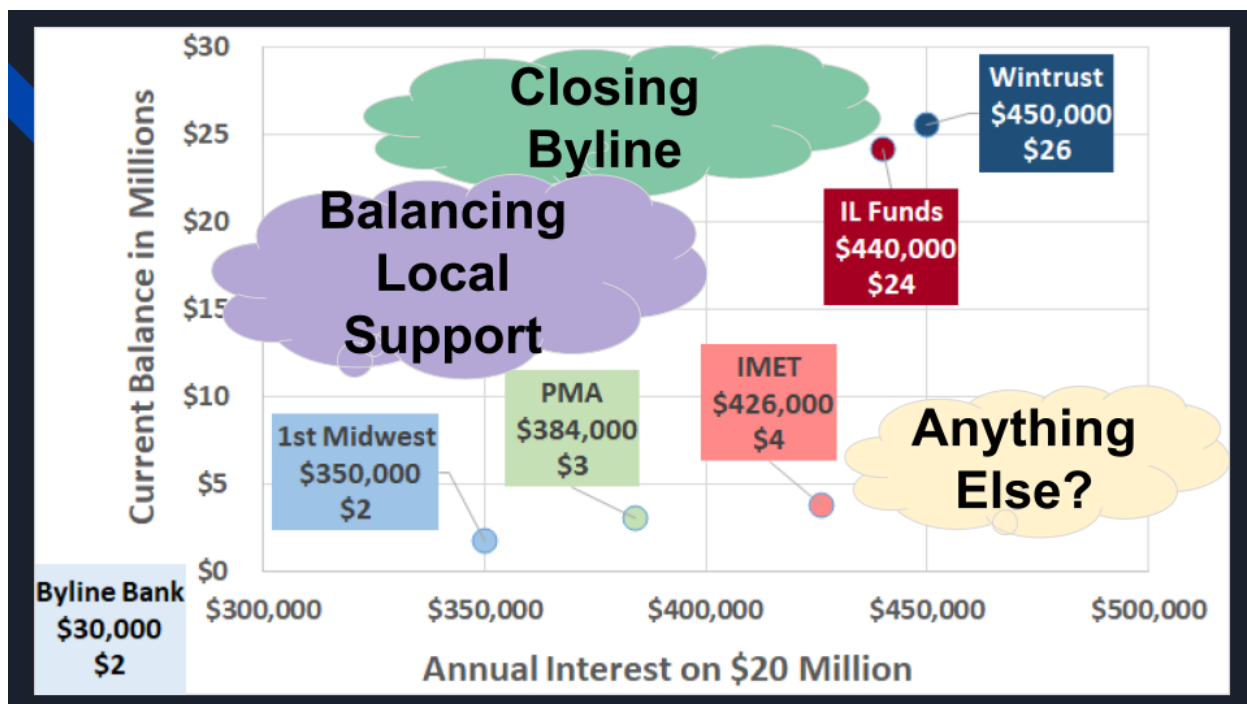
Room for Change?

3. Maintaining Services & Efficiencies
 - Inefficiencies in deposits
 - Wintrust
4. Generate Interest
 - Low interest accounts
 - Byline



Room for Change?

5. Support Local Community
 - ½ of major storage at location that supports community events
 - 1 operating account at bank with physical location and support community events



EIC Report

2018 Environmental Improvement Committee

Annual Report - Summary

- **Waste Stream Minimization**

- Diverted at least 2.77 tons of material from landfill or other collection

- **Local Environmental Improvement**

- Tagged ~100 trees, distributed ~50 seedlings for planting, stenciled ~ 300 storm drains for watershed protection, cleared ~1.5 acres of invasives at Smith Woods, sold ~30 native plants

- **Community Information & Events**

- Provided ~11 hours of information and guidance to residents at Library speaker series
 - Supported Chamber and Westmont First with Pumpkin Smashing event

- **Professional Engagement**

- Conducted 3 field trips to recycling facilities to improve EIC knowledge base esp. for contract renewal deliberations
 - Spent 8-10 hours at seminars and Mayors Metropolitan Caucus meetings representing the VOW as well as acquiring knowledge for fact based decision making

- **Resolutions / Policy Evaluations**

- Reviewed a potential ban on single use straws, forwarded suggestions to the Chamber of Commerce
 - Voted to bring a resolution to the Village Board for parkway tree watering and published information to residents
 - Evaluated signing onto a letter request from the EC2 Compact for a "climate lobby fee & dividend" ... this was rejected at this time due to the wording of the letter

- **VOW Recognitions**

- The Village received a Monarch Watch recognition for establishment of it's first Monarch Waystation along the public parking lot at the northeast corner of Cass Ave and Irving St. with the support of the EIC and in conjunction with The Conservation Foundation.

***Complete report on the flip side -->**

EIC 2018 Annual Report

Event	Date	Who	Actions & results	Objective
Recycling Collections:				
Paper Shredding & Bulb Smashing Event	10/20/18	Geri, Kate	No data available but response reported as positive	Waste stream diversion, cooperate w/ WPD
Pumpkin Compost Collection	11/3/18	Geri, Jon, Kate, Mary, Glenn	2,840 lbs collected	Waste stream diversion
Holiday Light Collection	12/31/18		2,694 lbs decorative lighting was collected	Waste stream diversion
Local Environmental Improvement:				
Arbor Day Tree Tagging	4/20/18	Mary, Glenn	~100 trees tagged w/ informational placards	Promote tree awareness
Arbor Day Tree Seedling Giveaway	4/20/18	Jon, EIC	Distributed ~50 seedlings to residents	Increase local tree population
Storm Drain Stenciling	4/28/18	Geri, Christa, Kate, Glenn	Stenciled / labeled ~300 drains	Watershed protection
DuPage County River Sweep	5/19/18	Various	Cleared ~1.5 acres at Smith Woods of invasives	Local bio diversity
Native Tree and Shrub Sale	10/13/18	Jon, EIC	Sold ~30 plants w/ Conservation Foundation	Increase local plant population
Community Information & Events:				
Library Speaker Series -				
-Beautiful Gardens for Pollinators	4/24/18	Jon, Mary		
-Energy Efficiency Ideas - ComEd	5/8/18	Glenn		
-Dark Skies : Light Pollution & Responsible Outdoor Lighting	6/11/18	Christa	Provided ~11 hours of information and guidance to residents	Enhance community awareness of environmental issues, improve community values and assits resident money savings
-Pest Control and a Healthy Home	7/10/18	Glenn		
-Solar Power for Your Home	9/19/18	Christa		
Pumpkin Smashing Event	10/20/18	Mary, Glenn, Tyler	Pumpkin decorating judging and smashing contests	Community awareness, cooperate with Special Events
Professional Engagement:				
Site Visits / Field Trips -				
-MRF - WM at Greyslake	5/18/18	Jon, Geri, Christa, Glenn	Walk the processing lines, observe recovery and operational problems	Improve EIC knowledge for decision making esp. for contract renewal review
-MRF - Lakeshore at McCook	6/29/18	Geri, Christa, Glenn	Walk the processing lines, observe recovery and operational problems	
-Compost Site - WM at Romeoville	11/13/18	Christa	Walk the processing lines, observe recovery and operational problems	
-SolSmart Presentation	12/1/18	Christa	Represent VOW, observe presentation on environmental issues	
-DuPage Environmental Summit	1/25/18	Glenn	Represent VOW, observe presentation on renewable energy & tracking	Improve EIC knowledge for decision making
-Mayors Metropolitan Caucus- Chicago	9/18/18	Glenn	Represent VOW, observe presentation on EV vehicles, charging stations	
-Mayors Metropolitan Caucus- Warrenville	10/29/18	Glenn		
Resolutions / Policy Recommendations to Village Board:				
EIC Considered a Ban on Single-Use Straws	3/1/18	EIC	Consider best practices, engagement w/ Chamber	Waste stream minimization
Parkway Tree Watering Resolution	5/1/18	Jon, Glenn	Presented to Board, launched public information campaign and PWD	Community values, environmental improvement
Dark Skies		Christa	Gathered information for potential resolution to VOW Board	
EC2 Compact - Letter	10/3/18	EIC	EIC debated and rejected signing onto Sustain / EC2 "climate lobby fee & dividend plan"	Rejected signing at this time due to wording of the letter
VOW Recognition:				
Monarch Watch- Certified Monarch Waystation	6/4/18	PW	Conservation Foundation partner for PW project at Irving parking lot. Certified Monarch Waystation #20935	Community values, environmental improvement