

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - December 05, 2019

Draft Approved - February 13, 2019

I. **CALL TO ORDER - 4:30pm**

II. **ROLL CALL**

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Finance Director Parker
Clerk Szymiski	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
Members of the Environmental Improvement Committee	HR Director Brainerd
	Fire Chief Riley
	Police Chief Gunther
	PW Arborist Jon Yeater

III. **PLEDGE OF ALLEGIANCE**

IV. **PUBLIC COMMENTS - None**

V. **APPROVAL OF MINUTES** - November 7, 2019 Administration Finance Committee minutes were approved by a motion by Trustee Guzzo and seconded by Trustee Addington, all ayes.

VI. **NEW BUSINESS**

EIC Presentation - Curbside Compost Feasibility Study - Arborist Yeater introduced the topic, one that the committee has been reviewing for awhile. The resident survey results and the discussions with Waste Management were presented by volunteer Christa Stanulis.

- Review of the waste stream and the problem with food scraps in the stream, and the problem this creates.

1. Space in the landfill is limited and expected to disappear in 20 years.
2. Gases (methane) created by food scraps contribute to

climate change/global warming.

- Recycling materials still ending up in landfills due to lack of market for the product.
- Positives of composting and the benefits of a municipal program.
- Logistics of the program were reviewed:
 1. Rental of a toter by the resident.
 2. This will allow for yard waste to be combined with the food scraps as the product is sent to the same facility.
- The Village wide survey showed interest in the topic, there were 223 residents that participated in the survey and 206 were interested in exploring the program further.
 1. FACTORS: Bin size, frequency of pick up, the sharing between neighbors, combining yard waste with food scraps, and if the compost product can be returned to residents.
- EIC recommendations: Short Term- modify the current Waste Management Contract to allow for toter rentals. Long Term- When the next hauling contract is negotiated, allow for compost to be returned to Westmont for residents use.
 1. The only municipality currently doing this is Oak Park, through Waste Management.
- **QUESTIONS:**
 1. Manager May asked if yard waste could be combined with the rental of a toter?
 - a. The rental of the toter could be either 35 or 96. Hesitant on the 35 gallon. Yard waste could be combined and it will be \$16.00 a month to the resident.
 2. Manager May asked if Waste Management had stated it could be done as an amendment, as we are not interested in negotiating the new contract early or primarily at this time.
 - a. The answer was yes.

3. Trustee Barker said that the issue is the toter size.
 - a. Director Parker explained the problem with the sizing in reference to waste and the reasons that Waste Management did not want to do the smaller bins; the wind or animals knocking them over. They agreed for the townhome associations to have the smaller bins, if the townhome association would agree to be responsible for the clean-up that would be required.
 - i. Ms. Stanulis asked if there has been a lot of clean-up required to date? Director Parker replied that the Village has not been notified.
4. Mayor Gunter asked if the program would run year round or only April-November as the yard waste currently runs?
 - a. Ms. Stanulis replied that with the current WM contract it would be April-November.
5. Trustee Guzzo asked about Multi-Family?
 - a. Ms. Stanulis stated that this would require more research with WM.
6. Trustee Liddle inquired as to the toters being clearly marked with what could go into the bins?
 - a. Ms. Stanulis replied that the EIC would need to work with WM on this issue, and it will require education of the community.
 - b. Trustee Liddle remarked that even the regular recycling is not clearly understandable.
 - c. Ms. Stanulis said that this being a program that costs the resident to opt in, it might make everyone participating more conscious of the allowable waste.
7. Mayor Gunter asked about the financial contribution or separate costs that Oak Park has incurred.
 - a. Ms Stanulis replied that it is a self-sustaining

program in Oak Park. The costs to residents pays for the rental of the toters and the return of the compost. The system is 100% 96 gallon bin for yard waste and food scraps at a cost to residents of \$14.95 a month.

8. Manager May stated that it was possible to be an ala-carte option without contract negotiations. The decision for the committee now is to allow the committee to further investigate and follow up with WM to prepare to roll this out in the spring.

a. Ms. Stanulis said that the EIC should follow up with the groups that have the 35 gallon toters to see if it would be worth offering as we would have a higher participation because so many do not handle yard maintenance and would not want a 3rd huge toter of 96 or 64.

b. Arborist Yeater remarked that the positives of the program are the ease of starting the program, that it is not another truck being scheduled for pick up, it runs the current yard waste truck/route, and It is not a forced program- It requires resident buy in.

9. Trustee Guzzo asked if a certain number of residents will be required to begin the program.

a. The reply was that it would not require a "minimum" buy-in.

10. Trustee Liddle asked about the 3rd truck needed?

a. There currently is a recycle truck, a waste truck, and the yard waste truck from April thru November. This program would work with the landscape truck, there is no separation required between yard and food waste.

11. Trustee Barker thanked the members of the EIC, clarifying the hard work that the committee does for the community.

12. Trustee Liddle asked about the education of the nursing homes in the area and the participation of these businesses.

a. Ms. Stanulis said that the single family homes were the first step in a larger discussion: food scraps, insufficiency, and area businesses. The businesses will be part of the discussion at contract time.

b. Mayor Gunter replied that consideration to subsidize the businesses should be looked at, it would be a positive step and a give back to the business community that is not subsidized as homeowners are.

13. Mayor asked Arborists Yeater how much honey was available from Richmond Gardens. The response was over 60 pounds this year, 0 last year.

Solicitor Registration - Deputy Clerk Richards presented information on the current system of solicitor registration (refundable bond) and a consideration of updating to a non-refundable fee format that most other towns use. At the same time amend the ordinance to set specific hours allowing for solicitation. Deputy Clerk Richards stated our ordinance did not have specific hours, only that it was not allowed on Sunday.

- Manager May asked what the noise hours were, the response was 7-7 and the consensus was that those hours were too generous, but the end time sounded like a good match.

- Trustee Barry would like to eliminate it all together.

1. Deputy Clerk Richards discussed the freedom of speech solicitations, religious solicitation and non-profit solicitation such as Boy/Girl Scouts.

- Trustee Liddle said that 10am-7pm sounded reasonable.

- Discussion of requirements and possible permitted hours ensued. Trustee Barry would like to ban it, Manager May said that the possibility to ban might be for Home-Rule Communities only. Attorney Zemanek will be consulted.

Budget - targeted short-term priorities - Director Parker introduced the budget topics, starting with the workshop. This year he would like to have the budget workshop on Thursday, April 16th. If someone has an objection, please let Finance know of the

conflict. To prepare for the budget workshop, this year we are looking at the strategic plan a little differently. To use the budget as a priority system with both long range and short range considerations. To flow village priorities down to the departments in a way that hasn't yet been done. It is important to tie the funds to both big and small priorities as we discuss where the money should focus. Looking at the Board priorities in light of what is going on in the day to day, on the ground decisions. To take a small step in that direction. The dichotomy of our government is that the board sets the policy/direction and the staff makes the decisions on how to achieve the desired outcome.

Director Parker explained the exercise for short term priorities:

- I. 17 items have been identified from the strategic plan/trustee discussion at meetings.
- II. Each Board member is given "westmont monopoly \$" to be placed in the boxes that represent an area of focus that the board member is interested in having staff pursue more in depth.
 - o Green bill \$150,000.00 representing highest priority.
 - o Blue \$10,000.00 bills, 20 each that can be split however you would-one large spend or multiple smaller ones.
 - o Red bill -\$20,000.00 to be used if you feel that there is something on the list that we should not be putting public funds towards. We would like to know if there is something that you do not approve of.
 - o The boxes will be audited tomorrow so you can place your funds in between meetings or after the board meeting. Just remember that the topic is covered by the open meetings act.

Future fee structure changes - Building Commissioner Vitel presented on this topic discussing the Energov build out and the best action being that this would be the ideal time to enter the fees into the new software. Asking for direction/tentative approval for the requested changes in fees now instead of next year to allow for entering into the software at the time of build out so that when the system is ready to be up and running, we do not have to change the fees at that time. There are

4 or 5 different workflows for permits that will need to be done in advance of use. The following were described as additional or updated fees:

- Application fees - to cover the cost of review time
- Base fees - difference in residential/business is \$25.00, would like to eliminate this as it is a lot of staff time for little return.
- \$75.00 plumbing fee and a \$75.00 electric fee, it is not done separately now and would like to be changed to \$75.00 for both.
- Unify flat fee permit costs for residential/commercial.

1. The handout given to the board is attached.

Discussion of the various fees, meaning and costs ensued. Commissioner Vitell explained that at this time, to be entered into the software build out, the request is to move forward with the change in fees; a formal change in fees will be a Board Meeting item in the future when the software is ready to be rolled out.

1. Trustee Nero questioned the frequency of point 1.
 - a. Commissioner Vitell stated that it wasn't so much the frequency as the staff time required by each occurrence, it can be up to four staff members for an application for a person that changed their mind.
2. Trustee Barker asked about the base fee.
 - a. Director Parker stated that this would not have a budget impact.
3. Trustee Barker remarked that a fence fee would go up \$25.00?
 - a. Commissioner Vitell said that a fence was a flat fee permit, this would be an extra \$25.00 to a home addition or bathroom remodel.
4. Mayor Gunter asked if the homeowner is supposed to estimate the cost of a project?
 - a. Commissioner Vitell replied that for a flat fee it does not change, the percentage of the subcontractor costs for a large project can be calculated by staff with a construction estimator.
5. Trustee Barry asked about the fees on multi-family projects being individual fees for each dwelling, replacing windows would require 20

permits?

- a. Commissioner Vitell explained that this referred to the certificates of occupancy. Discussed the origin of the code language.
- b. Trustee Barry stated that this is too excessive.
 - i. Jason stated that in apartments it makes sense, however in condo's it would be different and should be looked at differently. Explained the certificate of occupancy is what is the language barrier.
 - ii. Manager May asked if it could be tied to the owner?
 - iii. Jason replied that the address is the tie in for the department to look at.
 - iv. The discussion of code language will be covered in a more thorough manner at the next Community Development Committee meeting.
 - v. The fee changes will be an item on the next Village Board meeting agenda.

VII. REPORTS

A. Manager May asked Police Chief Gunther to give a report on the recent burglaries on Megan Court. These are forced entries in the back door that are believed to be the result of being cased by the thieves. Resident cameras have been forthcoming by surrounding neighbors after officers have surveyed the neighborhood. Chief gave a general overview of how the investigation in this type of crime proceeds. Neighbor's vigilance is the best at stopping/catching thieves.

- Trustee Barry asked if the backup at the State with fingerprints and evidence were still over a year behind. Chief Gunter stated that it was, as burglary was a lower priority than violent crimes.

B. DUI prosecution hearing began last week, it was rife with paperwork but our handling of our own cases has begun.

C. 4th Grade School letters were shared electronically with the board, responses to the individual students have been completed and sent back. The

young resident that sent a letter, on her own, asking that the Holly Days Committee consider family donated, large ornaments for the big tree has been sent a response.

D. Mayor Gunter gave a report on the liquor license hearing discussing the issue with license holders that have not paid the places for eating tax that is owed. The hearing resulted in payments being made against the debt to ensure retention of their liquor license along with payment plans being made to catch up on back taxes.

VIII. ADJOURN: 5:53p.m. - A motion to adjourn by Trustee Addington and seconded by Trustee Barry.

Westmont Environmental Improvement Committee Curbside Compost Feasibility Study and Recommendation

Over the years, a number of people have reached out to the Westmont Environmental Improvement Committee to ask if the village plans to offer a curbside compost program. Many communities in DuPage County have already established compost programs including our neighboring communities of Clarendon Hills, Darien, Downers Grove, Lisle, and Hinsdale. The majority of these programs are a subscription based weekly curbside program in which residents pay a monthly or yearly fee to rent a toter / cart which can be used for both yard waste and food scrap composting. Residents renting these toters do not need to purchase yard waste stickers for any waste collected in the toter. The toter rental cost varies by municipality but is typically no more than the cost of one lawn bag and sticker per week. Some municipalities offer a single size toter, and some offer both large (65-95 gal.) and small (35 gal.) toter options to allow for residents who do not collect their own lawn waste but wish to participate in the program for food scrap composting.

In November of 2018, the Westmont Environmental Improvement Committee met with Waste Management to discuss Westmont's waste tonnage rates as well as the waste diversion strategies of recycling and composting. We learned that the compost facility currently used by Waste Management for Westmont's lawn waste is also permitted to accept food scraps. Therefore, no changes would be necessary to the current collection schedule or destination of Westmont's lawn waste collection program in order to add food scrap collection. What would be needed is the opportunity for Westmont residents to rent a toter from Waste Management for the collection of food scraps in order to prevent pest problems that would arise if food scraps were placed into paper lawn bags. Waste Management is currently offering curbside compost programs in Lombard, Northfield, and Oak Park; all are opt-in programs where only residents who wish to participate pay to rent a toter for this service.

From April to June of this year, the EIC conducted a survey to gauge community interest in a curbside food scrap compost program. Of the 223 responses, 206 respondents indicated they would be interested in a curbside compost program depending on the program details and a majority of these noted that they would be open to paying for this program as well as having an additional toter. See attached spreadsheet of complete survey responses.

As the benefits of landfill diversion and reduced greenhouse gas production are clear, and as there is community interest in a curbside compost program, the EIC recommends that the Village of Westmont consider modifying the current waste contract to offer Westmont residents the ability to participate in curbside composting of food scraps. We believe that a curbside compost program would offer the most immediate and significant near term answer to reducing Westmont's unfavorable solid waste tonnage trend.

Based on the community feedback received, we believe a curbside program offering the following features would generate the greatest enrollment.

- Volume based / variable cost program – A program which offers both a large (65-96 gal.) toter option for residents who wish to combine food scraps with lawn waste and a small (35 gal.) toter option for residents who wish to utilize this only for food scraps and do not wish to have another large toter. Some residents either mulch their grass clippings in place or utilize a lawn service that hauls away grass clippings. If only a large toter size is offered,

Westmont Environmental Improvement Committee Curbside Compost Feasibility Study and Recommendation

Food currently makes up the largest percentage of material ending up in landfills. The U.S. Environmental Protection Agency estimates 22% of total waste being landfilled or combusted for the goal of energy recovery is attributed to food. Based on the latest EPA data, only 5.3% of food scrap is being composted. Why is this important?

Landfill space is limited. The cumulative lifespan of Illinois Landfills is estimated to be 20 years.

- ♻️ The total generation of municipal solid waste continues to rise. In the Village of Westmont, the quantity of waste sent to landfill continues to rise at a steeper rate than that of materials being recycled or yard waste being composted.
- ♻️ The current global recycling marketplace is presenting challenges for recycling companies to find an end market for the products they produce.
- ♻️ Diverting food waste extends the life of our landfills by saving space.
- ♻️ Composted food waste, either at home or in a municipal curbside program returns organic matter to the soil. Once landfilled, food waste cannot be recovered.
- ♻️ Illinois banned yard waste from landfills in 1990 with the goal of diverting compostable material from landfills. Food waste is also compostable and many IEPA permitted compost facilities are already set up to accept food waste in addition to yard waste.

Food Waste in Landfills contributes to global warming.

- ♻️ Food waste in landfills decomposes anaerobically producing methane in addition to CO₂. Composted food which is turned regularly to be exposed to oxygen decomposes aerobically and produces CO₂ instead of methane.
- ♻️ Methane is a potent greenhouse gas which is more effective than CO₂ at trapping heat in the atmosphere. According to the U.S. Environmental Protection Agency, Landfills are the third-largest source of human-related methane emissions in the United States, accounting for 20% of total U.S. methane emissions.
- ♻️ In 2015 the EPA, in conjunction with the U.S. Department of Agriculture, announced a domestic goal to reduce food loss and waste by 50% by the year 2030.

The benefits of compost are numerous including soil water retention, improved soil structure and nutrients, and a reduction in the need for chemical fertilizers.

How can Westmont residents get involved with food scrap composting?

Home composting is the preferred solution in that food scraps are handled at the source and the resident reaps all the benefits of the finished compost. Many Westmont residents do currently compost at home. However, many people find the chemistry of composting challenging, are logistically not able to manage a compost pile, or find the process too labor intensive.

Westmont Environmental Improvement Committee Curbside Compost Feasibility Study and Recommendation

this may deter participation. See attached community compost program comparison for communities currently offering this multi-size toter option. Rental price should be based on the size of the toter rented.

- ♻️ Sharing ability – Oak Park's program with Waste Management offers residents the ability to share a toter with one neighbor and the cost of the rental is split between the two household's bills.
- ♻️ Finished Compost – Currently, only Oak Park is offering the finished compost back to residents in the spring and the fall. However, compost facilities are looking to expand their markets for their finished compost product. If there were a way to incorporate a similar bi-yearly finished compost pickup for participating Village of Westmont residents, we believe this would further encourage community participation.

BACKGROUND:

Over the past two to three years, staff has been monitoring the 2016-2017 building permit fee structure changes and applicant responses. Staff has also been noting fee discrepancies and ways to streamline or improve overall processes. (Such as the specification sheets, flat fee permits, express permits, etc.)

During the ENERGOV buildout, it became clear that altering fees after the buildout was completed would be a particularly intensive and complicated process. As such, staff is seeking approval, *in theory*, for the below indicated items so that the ENERGOV implementation can move forward in a timely fashion. If approved, staff will officially ask for these items to be on the next possible Village Board agenda for approval.

In anticipation of this, staff has met with the Village Attorney on multiple occasions in order to determine final ordinance language (which is not part of this packet tonight), as well as, the Finance Director in order to determine how the potential changes would impact budget projections and revenue.

Please note that these discussions have also engendered a desire by staff to perform a complete overhaul of Appendix C of the Municipal Code- SCHEDULE OF FEES, TAXES AND CHARGES. This will be part of a larger discussion at the next CDC subcommittee meeting.

REQUEST:

To tentatively approve proposed changes to certain building permit and occupancy fees in order to make the fee structure easier to understand; increase staff efficiency in both permit processing and fee recovery for abandoned projects; eliminate unnecessary fees; aid in ENERGOV implementation.

Please see the below recommendations regarding Building permit (Section 18-487) and CO fees (Section 18-489) indicated in **RED**. The proposed includes structural, as well as, monetary changes - the changes are based upon the last couple of years of processes, staff input, applicant input, and contractor input. Highlights include:

- **Introducing a Building "Application" fee** (a la the Engineering "Filing" fees and the PZC "Escrow" fees) which does not increase permit fees - it only ensures third party/outsourced review charges for submitted and reviewed projects, that are subsequently withdrawn prior to permit issuance, are accounted for.
- **Unifying the Commercial and Residential "base fees"** by raising the existing Residential cost from \$75 to match the existing \$100 Commercial cost (thereby creating a singular base fee) in an effort to streamline permit generation processes and aid in the implementation of both the ENERGOV software transition, as well as, promoting an "easier to understand fee structure".
- **Eliminating the superfluous \$75 Electric and \$75 Plumbing fees** in an effort to offset the (proposed raised) base fee adjustment and promote an "easier to understand fee structure" (also, the intended purpose of covering third party/outsourced trade specific reviews never came to fruition and are, resultantly, redundant/onerous fees).
- **Unifying the Commercial and Residential "flat fee" permits** by lowering the existing \$150 Commercial cost to match the existing \$100 Residential cost (thereby creating a singular flat fee) in an effort to streamline permit generation processes, as well as, aid in the implementation of both the ENERGOV software transition and the forthcoming "Express" permits.

Although included for continuity and reference purposes, Bonds (Section 18-488) and Inspection Fees (Section 18-490) are not proposed to be changed, at this time.



Short-Term Priorities

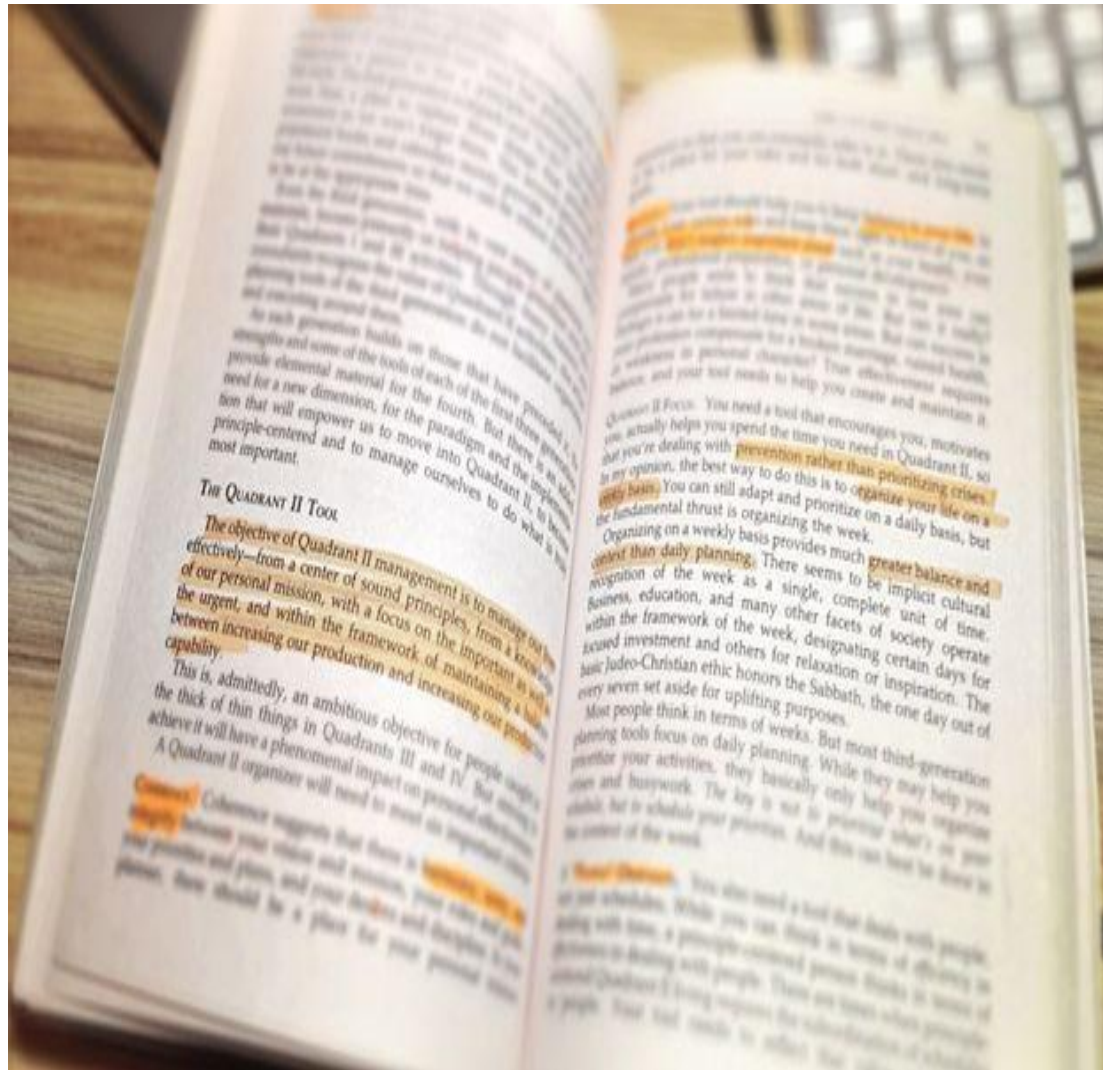
Budget As Prioritization

- GFOA Best Practices
- Strategic Plan → ST Priorities
- Ties Departments to Village-wide
- Includes Performance Measurement
- Now baby-step of Short-Term Priorities



- **Direction**

- **Mode of Transportation**
- **Lodging on the Way**
- **Luggage**
- **GPS**
- **Vehicle Maintenance**
- **Other travel**



“If you’ve highlighted everything, then you’ve highlighted nothing”

Short-Term Priorities

- Top (3-5) General - Focus For This Year
- Board Prioritize
- Departments to Provide Info
 - Current Services
 - Potential Objectives
 - Action Plan to Improve

Prioritization Process

- Open for Discussion
- Prioritization - not \$ in Budget
 - \$150,000 for highest priority
 - \$10,000 split 20 bills as desired
 - - \$20,000 (optional) if opposed or lowest
- Now, or later today, but remember OMA



Optional Discussion

Selected Resources

- [GFOA Best Practices for Strategic Plans](#)
- [Village of Glencoe Strategic Plan](#)