



ADMINISTRATION

31 West Quincy Street, Westmont, Illinois 60559

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ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - November 4, 2021

Draft Approved - January 13, 2021

- 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 Simonovich Trustee Nero <u>Visitors</u> EMA Lieutenant Bob Barr & Family James Connolly Family Former Trustee Klebenow Thomas Bills Family	<u>Staff</u> Assistant Manager/Finance Director Parker Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Admin Babyar PW Director Ramsey Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Deputy Chief James Connolly Deputy Fire Chief O'Hare Fire Chief Riley IT Director Liljeberg IT Staff = J. Rice and B.Johannpeter Finance Supervisor Westra Admin Saldivar Lieutenant Bills AND 1/2 the battalion of the Fire Dept staff that was on duty
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- III. PLEDGE OF ALLEGIANCE -
- IV. OPEN FORUM - Public Comment, None - Mayor Gunter advised everyone that the murals behind him were for the 100th Anniversary and the 5th mural will be unveiled next week at the 100th Birthday party.
- V. APPROVAL OF MINUTES - October 7, 2021 Meeting of the Administration & Finance

Committee - Trustee Guzzo made a motion to approve and Trustee Barker seconded the motion.

VI. NEW BUSINESS

A. Fire Department - Service Awards, Certificates & Promotions

1. 45 Years - EMA Bob Barr
2. 40 Years - Deputy Chief Connolly
3. Certificate - Deputy Chief O'Hare
4. Honor Awards - Matthew McCarthy, Patrick Lenzu, Andrew Puckett
5. Promotion of Thomas Bills

B. Property Tax Levy Timeline - Assistant Village Manager/Finance

Director/Treasurer Parker presented information on the timeline for all the Tax Levy - Library/Village/SSA2 and the process that is required by law for a non-home rule community.

1. Public notice publishing, public hearings, and the levy/abatement will be on the agenda in December to be filed with DuPage County.
 - a) Mayor Gunter commented that this was the same for all public bodies and the notices are always in the paper.
 - b) Trustee Barker asked what paper published these notices? Mayor responded it is the Suburban Life.
 - c) Trustee Barker asked what the legal requirements? Director Parker stated it had to do with the circulation area of the newspaper.
2. The different pieces of the tax levy were reviewed: the extension, levy, and estimate of what we will receive. Amounts are based on the inflation, past receipts, and review of property values and new construction.
 - a) Mayor Gunter commented that you never receive what you levy so we always levy higher.

VII. REPORTS

- A.** Chairperson - None
- B.** Assistant Village Manager -

- Manager May is out of town.
- Reminder to the Board to complete the sexual harrassment training.
- Reviewed the committee assignments, schedules, & holidays for 2022.
- Reviewed the Manager's contract item that will be on the board meeting agenda tonight.

1. Mayor Gunter commented that this is the first time that the Manager's Contract has been adjusted since Mr. May has been named manager. This puts him in the "middle of the road" in comparison to surrounding communities.

C. Human Resources -

- Discussed the Federal/state guidelines/recommendation for COVID19. Mandates for Fire personnel and the School Resource Officer.

1. Trustee Barker stated that the guidelines are structured based on number of employees.
2. Mayor asked if the new law requires all to get a booster
 - a. An initial vaccine is what is required
3. Mayor asked if an employee is vaccinated and still tests positive do you have to be out for 10 days?
 - a. Response - yes
4. Trustee Barker stated that the CDC reports that the vaccine works and the COVID19 virus can give immunity.
5. Trustee Guzzo asked if we provide the testing for employees.
 - a. No, there are many free testing sites in the area.

D. Communications -

- Presented the plans for the Monday evening special meeting of the 100th Anniversary Committee to prepare the time capsule, the luncheon on Wednesday, and the evening public celebration.

E. Video Gaming -

- Assistant Village Manager/Finance Director Parker presented on the

state passage of gaming terminals and liquor license fees that will be allowed to be raised in 2022. We will send out notices at the end of the year, as 2021 notices were already sent out.

■ Review of classifications were presented per Board Members' requests to confirm that video gaming restaurants are operating as restaurants and not video gaming cafes. The liquor license classifications and food/beverage taxes to determine the gaming versus the food/beverage revenue for the business.

1. Mayor Gunter commented that this shows that only one seems to be in question.
2. Deputy Liquor Commissioner Mulhearn added that we were working on the issue.
3. Trust Nero stated that this was a positive step

II. ADJOURN Trustee Guzzo made a motion to approve and Trustee Barker seconded the motion. (next meeting is scheduled for December 2, 2021)



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Village of Westmont Administration & Finance Committee Staff Reports - 2021-11-07

Village Manager

- Reminder: Complete the mandatory online Sexual Harassment training as well as sign and return the Village Policy receipt document. Lastly, please update the HR emergency contact form included in the same HR email. (Copies in your inbox)
 - Committee Chair Assignments
 - Committee Meeting Schedule
 - Personnel Update
 - Video Gaming Update
 - Monday 100th Anniversary Time Capsule Meeting
 - Thursday 100th Anniversary Luncheon
 - Thursday 100th Anniversary Evening Event
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Finance

- We are currently hiring for the Accounting Specialist - AP/Cashiering position. This will finally be filling the full number of positions we have discussed previously. Our next step will be to hire for a position that has been filled with a temp, and to make some rearrangements of duties.
 - We have received our final payout from IMET's liquidating trust account, and in total we received about \$60,000 out of the \$100,000 in question. Around 2015 IMET (an investment pool the Village participates in) purchased an investment that turned out to be fraudulent. The investment represented 2.8% of the entire fund, so they put 2.8% of our money in a liquidating trust. For us that was about \$100,000. It was still designated to us, but they were not sure how much we would actually receive. The process included lots of parties, lots of litigation and confiscation of assets of the perpetrator of the fraud. Around 2018 we got an update that estimated we would receive 50% of our funds. Now the process has finally concluded and we have received about \$60,000, so better than we had been led to expect, but still not great. I will note that after that was discovered IMET changed their investment practice and we stopped adding more funds to them. We, like several municipalities, did not remove all of our funds. Partly that was because they did make significant changes, partly it was because they were still better than other major alternatives, and partly it was because we expected that as a member we would have the most up-to-date information. Now that the entire situation has resolved, we are looking into other alternatives again. Another factor in this decision is that IMET's recent change in online access and our recent reorganization are putting us into a situation where access levels are not what we would like. As such, we may be looking to move money that has historically been at IMET into a relatively new offering that one of our other vendors, PMA, has that utilizes investments of a similar risk-return level to what IMET uses. Our police pension had a small amount with IMET, so we will probably want to time our exit to be at the same time as theirs.
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Administration/Clerk's Office

- Business and Liquor licenses are in process: emails, mailings, billings, and payments.
- The Park District has applied for a community event permit. The event is the Westmont Winter Beer Fest and it is scheduled to take place in February.
- All permissions have been issued for the 100th Anniversary on November 10, 2021.

- The 100th Anniversary celebration has increased the purchasing for administration! Hoping for beautiful weather to celebrate under the tent.
- The Public Access Counselor's website is still down and training for FOIA and OMA has not yet been made available.
- The Clerk and Deputy Clerk continue to organize their new space, which is located upstairs.

Communications

• **Committees**

- **Westmont First** - Next meeting - Nov. 15
 - ☐ Assisting with revisiting the Facade Grant Program
- **Sister City**
 - ☐ Representatives participated with Taiwanese National Day (Double 10) events in Chinatown on Oct. 9
 - ☐ Continuing to look into updating the Sister City Brick display in front of village hall with new elected officials and staff
- **100th Anniversary**
 - ☐ Continued meetings and sub-committee meetings for planning events
Coordinating Nov. 10 Anniversary Celebration including:
 - ☐ permit request form completed
 - ☐ food and beverage vendor participation
 - ☐ time capsule participating and ceremony
 - ☐ Legacy Awards presentation
 - ☐ special dedications
 - ☐ Entertainment
 - ☐ Past employees luncheon
 - ☐ more
 - ☐ Coordinated and followed through on all aspects of:
 - 100th Anniversary Historical Video
 - CUSD201 written history project
 - 100th Anniversary License Plate program
 - 100th Anniversary Ceramic Plate program and Historical Society
 - Future of Westmont mural
 - Historical book signings scheduled for various events
 - Designing & creating a historical mural brochure

• **Community Events**

- Holly Days Committee - continuing to work on all details for the Holly Days Fest
- Worked with various agencies and organizations regarding community events publicity, including:
 - ☐ Wicked West Fest
 - ☐ Trick or Treat Trail
 - ☐ Scarecrow Contest
 - ☐ Window Painting Project
 - ☐ Pumpkin Smashing
 - ☐ Pumpkin Composting event
 - ☐ Drug Take Back Day
 - ☐ Paper Shred Event
- Continuing to work with agencies to promote:
 - ☐ Holly Days

• **PIO Update**

- Continuing correspondence with Talk DuPage, the PIO training group through DuPage County
- Beginning discussions with Fire Department & various County PIOs to create an official Communications Disaster Plan; Received template from other municipalities

- **Website**
 - Continuing to work with Departments to update website pages & dropdown menus
 - Weekly updates to main page banners & slideshow
- **Volunteers**
 - Continue follow-up to volunteer requests via the village website
 - Recent volunteer inquiries have resulted in placements with EMA, PRC, and WSEC
- **Press Releases**
 - 15 new press releases created and/or published in the last month
 - ☐ Carjacking Safety Tips
 - ☐ Trick or Treat Trail & Wicked West Fest Smashing Success
 - ☐ Drug Take Back Big Success
 - ☐ WWF This Sat Oct 23
 - ☐ 100th Anniver
 - ☐ Keep Storm Drains Clear
 - ☐ Pumpkin Smashing Extravaganza
 - ☐ Costume contest Downtown Westmont Oct 23
 - ☐ Village 100th Celebration Schedule
 - ☐ WWF Home & Biz Decorating
 - ☐ Berlin Legal Aid Domestic Violence
 - ☐ Pumpkin Composting Event at Library Nov 6
 - ☐ Catalytic Converter Theft
 - ☐ Local Artists to Paint Downtown
 - ☐ Trick or Treat Guidelines
- **Social Media Posts**
 - More than 22 social media posts in the month of October. Posts including graphics & links to Facebook, Twitter, & Nextdoor
- **Graphic Design**
 - Created & published numerous graphics to assist with communicating village news including graphics for: Carjacking, Keep Storm Drains Clear, Pumpkin Smashing Extravaganza, Home & Biz Decorating, Drug Take Back Success, Catalytic Converter Theft, Trick or Treat Guidelines, Artists Painting
 - Creating brochure for 100th Anniversary Event
 - Creating slide presentation for 100th Anniversary Event
 - Created signage for presentations at 100th Anniversary Event
- **Neighbor's Magazine - Working on Dec/Jan issue**
- **Electronic Bulletin Board Posts - Updated posts with the library staff.**
- **Westmont E-Newsletter**
 - Published on the Fridays after Village Board Meetings - Almost 3000 subscribers
- **News Media Coverage**
 - Monitoring local social media posts to oversee accuracy, or lack thereof
 - **Media Materials**
 - ☐ Updated & published new water bill info notices

Human Resources

- **COVID-19**
 - As of October 31, OSHA still has not released their Emergency Temporary Standard (ETS) regarding mandating COVID-19 vaccinations for certain groups, including federal workers, health care workers, some education sector employees and private employers with 100 or more employees (*the suggestion for private employers includes the option for offering weekly testing in lieu of vaccination*). Staff continues to monitor this situation to determine its application to Village staff.

- We only had one (1) new COVID-19 case amongst Village staff with no close contacts, which speaks to staff's mindfulness of adhering to safety protocols and the effectiveness of masking, social distancing and other safety precautions.
- **Health & Wellness Committee**
 - A virtual Lunch and Learn about Fad Diets vs. Health Eating was offered on October 12 and another virtual event about Lowering Sugar in Your Diet was held on November 3 in recognition of Diabetes Awareness Month.
- **Insurance Committee**
 - Annual open enrollment is taking place from November 1-12.
 - Supplemental Benefits Fair was held on November 3 with participation from AFLAC, our two 457 plans and our Employee Assistance Program (EAP), Perspectives. IMRF was unable to send a representative but is offering virtual consultations to staff that have questions or want to begin retirement planning.
- **Occupational Health Provider**
 - We are still working to transition occupational health services from Edward Elmhurst to Premier Occupational Health and anticipate a January 1, 2022 completion date.
- **Personnel Policy Manual**
 - Staff has started working on a full review and update of our personnel policy manual and plans to have a draft version available by 2nd Quarter 2022.
- **Recruitment**
 - Open Positions
 - Community Development
 - Applications are being accepted for a full-time Planner I.
 - A candidate is in background processing for the part-time Permit Coordinator position.
 - Finance
 - Applications are being accepted for a full-time Accounting Specialist - AP/Cashiering.
 - Fire
 - Candidates are under consideration for the Firefighter Candidate Program and PT Firefighter EMT-B/EMT-P.
 - Public Works
 - A candidate is in background processing for the full-time Mechanic position.
 - Promotions
 - Joe Hennerfeind - Deputy Director of Community Development - Planning - 10/25/2021
 - New Hires
 - Brian Johanpeter - Help Desk Technician - 10/04/2021
 - Retirement/Resignations/Separations
 - None reported.

Information Technology

- Tyler 2021 Upgrade: We are upgrading our entire ERP system from 2018/2019 to their latest 2021 version on November 18th. This will result in at least one day of downtime with November 19th to deal with any lingering issues. Due to past experience with Tyler we do anticipate issues after the upgrade and will work with them to resolve them as soon as possible.
- New Employee: Brian Johanpeter has been working out great. His past experience in IT has been a great benefit for the Village
- We have been working with the 100th team to accommodate the AV needs for the upcoming event.
- Started GIS discussions with Public Works to provide enhanced GIS services to the community and improve backend process and data management.

Liquor Commission

Listed is a summary of my activities for the month of October 2021:

- Processed two requests concerning live entertainment at Moskova Cafe. One request was denied.

- Reviewed a noise complaint/loud music at Moskova Cafe.
- Reviewed and presented a Class 23 liquor license application for El Delfin 6010 S. Cass. The request was approved and a license was issued.
- Assisted in processing and issuing Special Event Liquor Licenses for the Village's 100 year anniversary to Dolces and Whiskey Hill Brewing
- Attended both an Administrative Finance Committee meeting and a Village Board regular meeting.
- Completed a background review for employment for an applicant with Community Development
- Finalized liquor license addendum to Amazon Fresh Liquor License
- Completed revenue report with information from Illinois Gaming Board monthly report
- Reviewed happy hour rules involving an ad for Standard Market. The ad was showing lower drink prices from 4 to 6 p.m. which is allowed if certain conditions were met.
- Reviewed Anna's Place places for eating tax and learned of a possible change in restaurant operations at Anna's.
- Began processing background review for the open mechanic's position.
- Replied to an inquiry from Lisle, IL on how we handle alcohol on public property for our street fair. They are looking into something similar.
- Received liquor license for Cafe Ruta 6551 S. Cass Avenue due to ownership change
- Responded to inquiries on obtaining a new license due to a change in ownership involving the current owners, and a possible location change for Dolce's.