

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - November 17, 2022

Draft Approved -January

CALL TO ORDER - 4:30pm

CALL TO ORDER

ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Assistant Manager Parker
Clerk Szymiski	IT Director Liljeberg - Online
Trustee Barker	Finance Director Cunningham
Trustee Nero	HR Director Brainerd
Trustee Simonovich	Analyst Mielcarski - Online
	Police Deputy Chief Gruen
	Fire Chief Riley
	PW Director Ries

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS - None

APPROVAL OF MINUTES

October 26, 2022 Administration & Finance Committee meeting minutes were approved by Motion Trustee Barker and seconded by Trustee Brady.

I. NEW BUSINESS

A. Review of Short-term Budget Priorities - Assistant Village Manager Parker inquired of the Board what areas of interest are a priority for departments to focus on in budget processing this next year. This will enable staff to make sure these items are included in the budget so that we can discuss them in more detail at the budget workshop. The strategic plan short term priorities include: Economic Development, Vibrant Downtown, & Infrastructure. All 3 were identified as short term priorities; additionally added short term priorities were safe routes to school, community safety & COVID19. As the pandemic wans, the COVID19 could be moved back to being a part of public safety and not a major priority. The question for discussion are there any that we want to be more pressing

■ Mayor Gunter asked if there was a rating for these? Which is most important out of the 6?

1. AVM Parker stated that these 6 were pulled out of all

priorities and ranked as the most important.

- The committee agreed that these were still the most important priorities.

- AVM Parker then asked if there were any points within these 5 that should be focussed on as high priority? Last year the maintenance of Addington Plaza was a high priority in Infrastructure & Vibrant Downtown; during budget time Public Works added a staff member to dedicate to this area. The question for this budget preparation is if there is anything for this year to have staff consider.

1. Trustee Liddle asked that the tree lights be replaced so the dead lights be replaced and should be LED lights.

2. Trustee Barker asked for a budget timeline.

- a. AVM Parker replied that December starts the first of the budget meetings for staff. January/February/March are the entries and number decisions by Staff and Manager May. Budget Workshop will be April 13th.

- i. Trustee Barker requested more time, & will have new ideas before Christmas.

3. Mayor Gunter asked what would happen to our budget if Fire decides to go full time & unionize now that the workers rights bill has passed?

- a. Manager May stated that the Fire Department already has the right to unionize. It would be Village Hall employees that now have the right with the new law.

- b. AVM Parker explained that a full time Fire Department would require a great deal of restructuring.

4. Trustee Nero asked if AVM Parker could provide details on the 5 priorities and what it means to staff. What does Economic Development mean to staff or Infrastructure? Hard to give feedback with such a general term. Trustee Barker is looking for information on the projects that were discussed last year such as the Adams Street sidewalk.

- a. Manager May replied that updates on priorities

would help. This is not a quiz, we are just looking to see if there are any areas we are not looking at for the board.

5. AVM Parker agreed that the updates would be forthcoming and the priorities of the Board are light replacement, sidewalk replacement and Economic Development.

a. Trustee Barker asked about the stormwater management money. Stated that the low lining area that the park installation should minimize.

i. Manager May stated that the general bonds have assisted in moving forward with land acquisition and the village wide study.

ii. Trustee Barker remarked that the priorities are agreed to, and would like to see the progress and what has been accomplished with an update.

iii. Mayor Gunter asked about the funding and what has been spent and what was left.

B. Fire Testing Process Update - Administration gave an update on the RFP for the Fire Department. It is a 2 step process, asking for both full time personnel hiring moving forward and promotional testing for a deputy chief position. The RFP will go out this week so that responses can be reviewed in the new year. The goal is to set up the F&P Commission to move forward with hiring Fire personnel as they have never done this before in Westmont. It is an educational RFP.

■ Manager May stated that is because we have never had a full-time department so it is not something that has been required of the F&P Commission.

■ AVM Parker replied that this is a proactive move.

C. Busking Initiative - Director McIntyre presented on this topic that Westmont First is interested in moving forward with, the goal is to bring culture to Westmont. Different communities have different programs, some paid, play for tips, or any combination of busking and/or street performing. The question to the committee has to do with suggestions for the program.

■ Trustee Barker would like to allow the dance schools to give

performances once or twice a year. Questioned whether this would be a street performance or would it be a special permit item?

1. This would not be a busking permit, this would be a scheduled performance.

■ Trustee Simonovich asked if the program would allow for multiple permits/events at the same time.

■ Trustee Nero would like a permit not to be required during an event, it would be under the umbrella of the event. Multiple permits for one event would be overwhelming.

1. Director McIntyre states that the permitting process is to make sure competing performers are not too close to each other.
2. The artist should be asked for submissions to be vetted.
3. These items will be defined as part of the ordinance.

■ Mayor Gunter asked about the permitting to be done monthly or annually or a one time permit?

1. The response states that the days/times would be defined by permit. Discussion of the possibilities ensued.

■ Trustee Simonovich worried about the cost of permitting being prohibitive to be attractive to the performing.

■ Trustee Barker asked about having the street performance evenings 2 or 3 nights in 2023 to grow the idea.

1. Director McIntyre stated that the paid/tipped performances were not busking but might have a positive effect.
2. Discussion on payment and types of artists ensued.

■ Manager May asked for feedback from the committee on moving forward. What does the committee want to see downtown and what does the committee not want to see downtown.

1. Trustee Nero supports this, does not see how it could be a bad thing.
2. Mayor Gunter believes it is good for the Central Business District.

- a. Director McIntyre believes that this should be in the area of Addington Plaza, businesses might not want

this in front of their place. The Park District is also interested and awaits the decision.

- i. Manager May asked if this program would then cover the Park District properties? Would there be a separate permit issued for the parks?
- ii. Director McIntyre said that was to be determined however the Park would need to create their own permitting process.

I. REPORTS

A. Chairperson - None

B. Village Manager -

■ Reported on the North Water Tower Project. A public hearing was held last week as part of the application process for the IL EPA revolving loan. There were no members of the public that attended. We are taking it through the P&Z Commission so the public in that area can attend another hearing if they are interested.

■ The staff of DuPage County & Westmont met with the residents of Liberty Park for the infrastructure installation of water mains to service these unincorporated residences. While most are interested in having the water service, the expense is hard to swallow. Liberty Park has a good website built out about this project. Answers to the questions asked are on the DuPage County website. Based on the feedback the County has received, in January a decision will move forward. Annexation did come up, Manager May stated at the meeting that he believed it could move forward over a period of 5 years. There are 514 homes in this area and over 100 attended the meeting.

1. Trustee Barker stated that the hardship to these people is evident and can it move to a 30 year SSA?

a. Manager May replied that the SSA period is normally 20 years.

i. Finance Director Cunningham stated that SSA terms could be 30 years however, the loan

period for an SSA was 20 years.

b. Manager May stated that the main issue for Westmont is that we will be taking on a massive loan for nonresidents. Westmont has already invested thousands in the engineering reports to get to this point.

c. Mayor Gunter remarked that the County & Manager May did a great job of explaining the options/consequences at the meeting.

d. Trustee Barker asked if this was the only area in the County? The County funding could be lower if there are more..

i. Manager May replied there were a handful and all could be seen on the County SSA website. The County's only funding mechanism is the SSA. The issue is a \$15 million project and we are looking for grant opportunities. There is a 3rd area on Williams Street that has been put on the Downers Grove system.

The problem is currently Liberty Park pays \$100 a quarter for the well water that is not in the best shape to drink. The SSA would be \$2000.00 a month additional on top of any additional costs when the area is annexed. The tax bills for these homes will more than double in addition to a bimonthly water bill.

Trustee Simonovich spoke to the value of their homes going up. Mayor Gunter remarked that this will not help the daily costs of living. The costs of water bottles to have drinkable water might not offset the cost of shutting down a well on your own property.

Mayor Gunter remarked that to move forward the County wants a 60-65% "buy-in" from

the residents of Liberty Park. The community well has failed and if they buy-in is not there, homes on the community well will not have water.

Trustee Simonovich believes that this investment for the Village is too high to not move forward with annexation.

C. Communications - Discussion of the mailing of the Village newsletter/magazine and mailed out to residents. Director McIntyre explained that this issue had problems with the printing - the delay in Holly Days Tree. Discussed the massive process and workload of the magazine.

- Manager May asked if there was any further report, Director McIntyre stated that the communications report submitted had a lot of information in it.

D. Mayor Gunter had a few items:

- He reported that the Liquor Commission hearing had 10 violations and 1 code violation item. 4 of the 10 had previous violations in the last five years. Twice a year this is done throughout the village. It is a learning experience for the businesses with liquor licenses.

- 2nd point, the Mayor asked about the lights on the football field at WHS and if we monitor the use as was done years ago when first installed. This might affect the water tower.

1. Manager May responded that there have been no complaints regarding the lights. The water tower will not have lights to bother the residents.

- The refuse left by homeowners on the parkways on 55th Street have generated some complaints.

1. Manager May stated that this is an issue by rental homes that not being home rule we cannot enforce this as the landlord responsibility. We are working towards finding a solution that we legally can enforce.

- a. Trustee Barker asked if we can just remove it and put a lien on it.

- i. Manager May stated that this is not a

solution for rentals.

b. Trustee Simonovich and Trustee Liddle stated that this issue has to be the landlord's responsibility.

c. Mayor Gunter stated that the property owner is responsible for the water bill, and the mechanism was put in place.

d. Trustee Nero remarked that the rental inspections need to be a part of the code, even if we are not home rule there has to be a way to put this in process.

e. Manager May reminded everyone that it is not our parkway in question, it is DuPage County.

II. ADJOURN - Motion by Trustee Guzzo and seconded by Trustee Nero at 5:49 p.m.
(next meeting is scheduled for January 12, 2023)





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ADMINISTRATION

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Village of Westmont Administration & Finance Committee Staff Reports - 2022-11-17

Village Manager

- Anniversary - 2014
- Public Hearing - North Water Tower

As part of the IEPA revolving Loan application it is necessary to now hold a public hearing. This hearing was held last Thursday (11/10) at 6:00p in the Village Hall. Notice was published accordingly, but with no extra outreach. There were three staff present together with the consultant from Baxter & Woodman. There were no visitors. The PH was adjourned at 6:30p. The Public Comment period remains open for several more weeks. There will be a separate public hearing scheduled before the PZC - December, maybe January.
- Public Information Meeting - Liberty Park Water Main Extension Project

There was a joint meeting held by DuPage County and the Village of Westmont with the residents of Liberty Park. This was in response to great outreach by newer LP residents about the water quality (and intermittent availability) of their community well. This is a response over a year in the making. The meeting was held Monday (11/14) at WHS Auditorium. Nick Kottmeyer and myself were the only presenters. There were ~150 attendees. The meeting itself went very well, lasting about an hour with another hour of informal Q&A. It was video recorded and will be published soon on both our websites.

Finance

- The tax levy public hearing notices will be published in the newspaper on Nov 24, 2022
- The budget kickoff meeting for Village staff will be held Dec 7, 2022
- Assisted with preparation of slides for Liberty Park Presentation

Administration/Clerk's Office

- Liquor License renewal invoices have been sent out to 55 businesses and 38% have been renewed.
- Business License renewal invoices have been sent out for 874 licenses and 353 have been renewed.
- The 2023 governmental calendars have been updated and paper copies delivered to the board.
- The Service/Holiday Luncheon is scheduled for December 15th at Fire HQ.

Communications

- Committees
 - Environmental Improvement Committee
 - Completed review of Recycling/Waste Hauling contract and created and submitted RFP recommendations to Village staff in October
 - Coordinated and participating in the Pumpkin Smash Event at Wicked West Fest, which promotes pumpkin composting
 - Coordinated and participated in annual Pumpkin Composting event at Westmont Library
 - Worked on coordination of the Special Recycling Event scheduled for Dec. 3
 - Created and promoted Green Business and Residential Award program to recognize businesses and residents that are environmentally friendly
 - Developed and distributed specific marketing for the Recycling Contest to target Westmont businesses
 - Working on a Dark Sky Contest for citizens and businesses that demonstrate a commitment to the Dark Sky concept - to be debuted in early 2023

- Completed project with Kye Johnson and Girl Scout Badge relating to Richmond Gardens
 - Continuing to review request to create and/or support a resolution regarding a styrofoam cups ban
 - Dark Sky Initiative - Continuing conversations and ideas regarding this topic
 - Continuing to work with Westmont High School student on scout badge project
- **Public Information Committee**
 - Coordinating and completed PIC meeting held on October 26, created comprehensive minutes for upcoming events
 - Information submitted by more than 10 organizations and/or departments
 - Next meeting will be in 2023 - working on schedule
 - Future meetings will not require official posting of agenda - meetings will be held as an internal, staff-based work group
- **Westmont First Committee**
 - Westmont Community/Business Mural Program - Continuing to develop final details, most recent draft shared with Westmont Special Events and feedback will go back to Village soon
 - Next Westmont First meeting will be November 21
 - Westmont First has begun reviewing programs from other communities and creating a list of best practices to be considered by the Village Board and staff
 - Busking Initiative presentation scheduled for Nov. Admin Finance Meeting
- **Sister City Committee**
 - Participated in TECO's National Day Double 10 Ceremony
 - Composed and sent letter to TECO regarding National Day Double 10 Ceremony
- **100th Anniversary Celebration Committee**
 - Continuing to work on 100th Anniversary Historical Interview Videos editing & final output
 - CUSD201 written history project including editing & formatting - determined to be released in 2023 to coincide with CUSD201's anniversary event
 - Removing final 100th Anniversary logos from village items
 - Village celebrated its 101st Anniversary on Nov. 10, 2022
- **Holly Days Committee**
 - Continued coordination of all aspects of Holly Days Committee and festival as the co-chair of this committee
 - Coordinated the photo shoot for the planting of the new Holly Days Tree
 - Working on the publicity for the Holly Days Festival
- **Community Events**
 - **Wicked West Fest** - Planned and promoted all events associated with Wicked Westmont, which had record crowds
 - **Holly Days Committee** - Two meetings scheduled within the last two months to plan and follow-through on Westmont Holly Days; Larry McIntyre serves as Co-Chair of this committee
 - **Misc. Events** - Publicity for various local government & non-government events
- **PIO Update**
 - Continuing correspondence with Talk DuPage, the PIO training group through DuPage County
 - Attended specific virtual PIO meeting with Talk DuPage on Nov. 10 regarding the topic of PIO response to the Highland Park Shooting
 - Worked with Police Department to create press release regarding death investigation - limited media inquiries on this item
- **Website**
 - PDF, make links clickable and upload e-newsletters and Community Magazine on the website
 - Complete 311 requests for website updates as they are submitted to Communications
 - Update Press Release order to show most current on top of list weekly
 - Update rotating banner weekly
 - Working with Public Works and IT to post link to online/website GIS map information, expected to be published by the end of 2022
- **Volunteers**
 - Continue follow-up to volunteer requests via the village website

- **Press Releases 15 new community press releases for the Village & local entities**
 - Pumpkin Composting at Westmont Library Nov. 5
 - 2022 DuPage Voting Information
 - 2022 Green Business and Residential Recycling Contest
 - Free Leaf Collection Oct. 31 - Nov. 26
 - WESTMONT 311 Request System
 - Westmont Construction Projects Update
 - Wicked West Fest Contest Results
 - Wicked West Fest Decorating Contest Results
 - 2022 Halloween Trick or Treating in Westmont
 - Police Department Promotions and Service Awards
 - Wicked West Fest Home & Business Decorating Contest
 - Wicked West Fest Events Oct. 22
 - Community Invited to Vote in Halloween Decorating Contest
 - Wicked West Fest Costume & Photo Booth
 - Fire Dept. Silent Parade Oct. 14
- **Social Media Posts**
 - Over 50 social media posts in the month of Sept/Oct, graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design**
 - Created & published numerous graphics to assist with communicating village new: Wicked West Fest, Construction Updates, Green Biz Contest, Voting & more
- **Village Newsletter Printed Westmont Magazine**
 - Nov/Dec. issue of Community Magazine sent to printer and to be delivered week of Nov. 7
- **Electronic Bulletin Board Posts**
 - More than 10 different messages posted over the past 45 days by the Village & the Library
- **Westmont E-Newsletter**
 - Published on the Fridays after Village Board Meetings, getting new subscribers every week
 - Reinforces village information published on the village website and via social media
 - Most recent issue promoted the 10/22/22 Wicked West Fest, had an all-time attendance record
- **News Media Coverage**
 - Monitoring local social media posts to oversee accuracy
- **Special Projects**
 - **Park District Award** - Assisted with the writing of a successful awards submission regarding the FMC Natatorium
 - **Andy Warhol Exhibit** - Working with MAC Center, Choose DuPage, DCVB, WSEC and Creative Arts Network to coordinate promotion and programs for the 2023 Andy Warhol exhibit that will be at COD
- **Media Materials**
 - Updated & published new water bill info notices

Human Resources

- **Compensation and Benefits Study**
 - Staff is recommending Pontifex as our vendor partner for the comprehensive compensation and benefits study; there is an agreement on the agenda this evening for Village Board consideration.
 - Of the four responses received, Pontifex was the only vendor who was able to fulfill all of our deliverables, which is impressive considering the breadth of our requests:
 - Classification
 - Job Evaluation
 - Total Compensation, including pay and benefits
 - Employee Survey
 - Pay Analysis Tool
 - Merit-based Compensation
 - Performance Management
 - Pontifex includes staff at multiple levels during the development and implementation process, and they provide ongoing support for a minimum of 12 months after completion of the study.
 - Additionally, Pontifex' proposal came in significantly under budget at \$44,750 (approved project cost was \$100,000).

- **Insurance Committee**
 - 2023 Open Enrollment concluded on November 11.
- **Personnel Policy Updates**
 - Staff is working on incorporating several legislative changes into the personnel policies and plans to have these updates on the agenda at one of the December Village Board meetings.
- **Recruitment**
 - Open Positions / Interviewing
 - Finance
 - A candidate is in processing for the Accounting Specialist - Payroll (PT) position.
 - New Hires
 - Amy Ries Wolak - Public Works Director - 11/16/2022
 - Promotions / Job Changes
 - Timothy Collins - Police Officer; assigned to DEA as Task Force Officer - 11/03/2022
 - Tyler Sage - Detective - 01/01/2023
 - Retirement/Resignations/Separations
 - Patrick Hir - Probationary Firefighter - 09/22/2022

Information Technology

- Information Technology is IT...

Liquor Commission

Listed below is a summary of my activities for the month of October 2022

- Assisted the Clerk's Office with the issuance of Harold's Chicken's liquor license
- Conducted research for Neat Kitchen and Bar on packaged good sales
- Processed Taste Greek Street Food's liquor license application (approved by board)
- Consulted with the Village Manager of La Grange Park, IL on video gaming
- Attended the Administrative/Finance Committee meeting
- Notified liquor license holders of passing/failing recent alcohol underage enforcement checks.
- Monitored Fremont Grill's illegal use of adjacent empty space at 1119 Fairview Ave. They eventually came into compliance and were granted permission to use this space.
- Fielded questions for a potential sports bars operation at 6117 S. Cass Avenue
- Attempted to contact former owners of El Delfin to check on the status of the building. They have not returned my inquiries.
- Fielded questions from Tapatio Restaurant and Prestige liquors about the recent underage liquor enforcement checks.
- Reviewed and processed a request for a craft brew/record type business in the CBD. This would have been considered a bar/tavern and the applicant eventually withdrew his interest.
- Addressed concerns from Neat Kitchen and Bar and Bishops Chili on the village raising the cost of an individual entertainment terminal fee (video gaming) from \$25 to \$250.
- Assisted our Finance Department with delinquent Places For Eating Tax businesses, namely Fremont Grill and Whiskey Hill. Fremont Grill is now in compliance and Whiskey Hill is still in arrears.
- Assisted the Police Department with processing a massage establishment license applicant. The applicant later withdrew their application.
- Spoke to a representative of Oak Brook Hill Resort about the recent under age liquor enforcement checks.
- Completed and distributed a summary of the 2022 Gambling Review for Illinois with the emphasis on issues involving video gaming.
- Was notified of an ownership change involving Sushi Nova (St. James Crossing) which requires a temporary liquor license and background review
- Was notified of an ownership change involving the current liquor license holders of Pot Belly Pub. A review of this change is underway.
- Attempted to contact a person interested in opening a tobacco distributorship in Westmont. They have not returned my calls.
- Reviewing a tobacco license application for Great Halal on S. Cass Avenue.
- Reviewed a battery report by the Police Department that occurred at Uptown Tavern. No action was taken.