

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - November 7, 2019

Draft Approved - December 5, 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 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
	PT Communications Clerk Babyar
	HR Director Brainerd
Visitors:	Fire Chief Riley
Family of Gregg Pill	Police Chief Gunther
Oakwood Homeowners	

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. **APPROVAL OF MINUTES** - The 10/24 meeting minute preparation is not complete, the December 5, 2019 meeting will list two sets of minutes for approval.

VI. NEW BUSINESS

A. **Honorary Street Sign for Commissioner Gregg Pill** - Manager May presented the information that this item would appear on the 11/21 meeting agenda and Mr. Pill's family would be present to receive the sign made. After the meeting, the signs would be up on Williamsburg Street in Oakwood.

- Mayor Gunter stated that a Key to the Village would also be presented to Patti and her son's in honor of Greg's service to the community.

B. **Sexual Harassment Policy and the Drug Free Workplace Policy** - Director Brainerd stated that revisions to the two policies will be on the agenda for the 11/21/2019. The Harassment policy was a minor change and the Drug Free policy

was to accommodate the legalization of cannabis. Both were revised to make things easier and clearer for all, supervisors and employees.

- Mayor Gunter remarked that the impairment would be the same as with alcohol. Director Brainerd agreed.
- Trustee Guzzo asked if there were levels for cannabis in the system. Police Chief Gunther explained there was a blood draw test possible that had impairment levels.
- Trustee Addington stated that a person could refuse to be tested, just like with alcohol. Director Brainerd agreed, stating there would be consent form required for testing.

C. Aggregate Property Tax Levy - Director Parker went through the steps of the property tax levy: newspaper publication and public hearing to levy an increase of 4.9%. This is a smaller number that does not require more than a notice of hearing in the paper. The board agreed that this is fine as it is the practice as we have done it this way the past few years.

- Mayor Gunter asked if we had hit the 4% in the past? Director Parker replied that we had not and explained the difference between a non-home rule answer of what we could get compared to a home-rule community and the new construction tax.

Director Parker reviewed the aggregate spreadsheet showing areas of the levy, the sheet is attached as an appendix of this document.

- Mayor Gunter asked about the special assessment and the library. Director Parker said the special assessment did not affect the levy and the library was governed by our tax cap.
- Mayor asked if any of our funds are close to the max rate? Director Parker stated that nothing was near the top.

VII. REPORTS:

A. Manager May reviewed the background on the security issues at Village hall with the review of processes. While the board approved the purchase order to construct a barrier wall on the first floor at a cost of over \$29,000 plus \$8,000 to install the IT requirements on a door, Director Liljeberg found that the security could be done with the electronic barriers in a much more cost effective manner.

The stairwells and elevator will be locked during the day, requiring a fob to access; after 4pm the locks will be opened for access of scheduled night meetings. The elevator can be called/overwritten by Community Development & Business Office to allow for a guest to be let upstairs.

- Director Liljeberg said that the installation of the electronics is still in process, the fob access for trustees/commissioners will be worked out.

- Trustee Barry stated that he was locked out at the community room door to access his desk. The physical key does not work and there is no fob access on that door. Discussion of who has or doesn't have a physical key ensued.

- Manager May replied that he normally opens that door before a meeting. Trustee Barry stated that he is locked out of the actual Trustee Room.

- Discussion of the access of Trustees and employees ensued.

B. Manager May reviewed the Halloween experience this year including the normal recommended hours from the Police Department every year to the decision to delay trick or treating until Saturday. Facebook states that many people were upset, however the view of ice storms and fallen tree limbs had safety being the number one focus. The opinion that we should reschedule was a joint decision. Halloween doesn't belong to the Village, the suggested hours are just that, no one is going to arrest children. The public safety decisions are made on the village events, such as Trick or Treat Trail - this might not be a village event but the safety of the children was what made the decision.

- Clerk Szymski & Trustee Liddle both stated that on Saturday they had more trick or treaters than ever.

- Trustee Barry commented that it was government overreach, the decision was for parents to make and not the Village. The way it was communicated to the public was social media & not everyone receives social media and the word out in town was "the Village cancelled Halloween."

- Mayor Gunter said he handed out candy and talked to everyone.

C. Manager May distributed the meeting calendar for 2020 reviewing the rotation, no committee meeting dates & New Year's Eve meeting possibility.

D. Deputy Liquor Commissioner Mulhearn reported on the businesses that the Mayor asked him about in regards to video gaming:

- NEAT Kitchen - NEAT is in process with the State
- Margie's Beef has contacted the Village regarding the reapplication but it has not yet been received.
- Sushi House is interested, however it is right next to Stella's. No application has yet been received.
- Dotty's - Has not yet opened. The IL Gaming Board said that there is a problem with the State Liquor License.
- Clique has opened, it will be 1 year before machines can be requested.
 - Mayor inquired about all businesses wanting 6 machines, Commissioner Mulhearn replied that most do if they have the room.
- Las Palmas has submitted to move to East Ogden Avenue and would like to include the video gaming license in the move, trying for the first of the year.
- Discussion of the State Report on Video Gaming, and the relaxing of attitudes.
 - Trustee Liddle asked about Fremont Bar & Grill.
 - a. Commissioner Mulhearn replied that the garage doors have been installed in the window area in the front. The wall for video gaming has not yet been installed - an extension was granted to the end of the year. He is hoping to expand to the suite next door and is waiting to hear from the state.
 - i. As a side note, he is 3 months behind on paying the places for eating tax.
 - b. To make this change he is required to have the Mayor's permission.

- Trustee Barry objected to our working with and giving approval to business owners that do not pay their bills or follow the required ordinances.

- a. Director Parker stated that Fremont Grill came in today and paid two of the past due three months owed.

- Clerk Syzmski asked how many behind businesses do we have?

- Mayor Gutner responded that we have one that refuses to pay the past 11 months, and today paid November & December of 2018. There will be a hearing coming up, as you cannot remove a license without a hearing.

- a. Deputy Liquor Commissioner Mulhearn stated that there were two restaurants that have been in arrears for all of 2019 and would be at the hearing in two weeks. The liquor license for 2020 will not be issued until the past due is paid. If a business does not have a liquor license, there is no recourse through the Liquor Commission.

- Trustee Nero said this was fraud as the tax had been collected by the business, can we charge late fees or penalties?

- a. Director Parker explained that there are penalties charged, the attorney sends a letter explaining the charges. Right now that are 5 businesses that are more than two months past due. If the state taxes are not paid, the state also can revoke a liquor license.

- Discussion of the complications and possibilities ensued.

- Carmen's Mexican Restaurant is expanding, and will be interested in video gaming.

- Trustee Barry asked about the landscaping problem at that strip mall. Discussion of the Chicago Avenue strip mall and removal of all landscaping was brought to Director Sylvester's attention, he will look into it.

E. Manager May presented a report from the Environmental Improvement

Committee on curbside composting. The committee will be here in two weeks to give a presentation. Discussion of the cost of the curbside composting to the residents, and what other benefits are found in composting.

- Trustee Addington stated that 30 years ago yard composting created a landslide of complaints: animals, smell, and more.
- Trustee Liddle discussed what other communities are doing.
- Trustee Barry commented on Clarendon Hills having a service to wash the bins out after the garbage truck picked up. Has anyone else seen this?
 - Manager May will inquire of Clarendon Hills.

VIII. **ADJOURN: 5:42pm**

- A motion by Trustee Addington, seconded by Trustee Nero, with all ayes.