

Committee of the Whole Meeting
January 17, 2013
Meeting Minutes

Mayor Pro Tem Senicka called the meeting to order at 7:00pm

ROLL CALL

PRESENT

Mayor Pro Tem Senicka, Clerk Szymski and Attorney Zemenak-Perez.

Trustees: Fleming, Emery, Klebenow, Nero, Scott and Senicka.

Staff: Searl, Parker, Malik, Gunther, Kaufman, Mulhearn, Ziegler, Weiss, May

Open Forum

Participants are advised that the Open Forum procedure is a privilege and should not be abused. Persons will be recognized, given the chance to speak and then the question or request will be answered, if necessary, referred to Village Staff for a response. Rules of Order and common courtesy will be rendered and expected. Time limit for each person is 3 minutes, unless previous arrangements with the Mayor have been agreed upon.

Items that will take more than 3 minutes should be placed on the next Committee of the Whole Meeting Agenda. Contact the Village Manager for placement on the agenda.

- **Mr. Bill Baum, 272 Oxford Avenue, Clarendon Hills.** Commented on the Multifamily Licensing (MFL) Ordinance. Asked for a statement regarding outstanding invoices for the MFL program. Was directed to set up a follow-up meeting with staff.
- **Ms. Grace Snyder-Kubica, 545 W. 61st, Westmont.** Commented on the MFL Ordinance and asked for similar information to Mr. Baum request. Likewise referred to setting up a follow-up meeting with staff.

Reports

Reports

- **Mayor**
 - Announced that the Chamber of Commerce 2012 Business Awards will be delayed to the first set of meetings in February.
 - Announced that on Monday, January 21, 2012 Employee Service Awards will be presented.
- **Clerk**
 - Congratulated Westmont Rotary Club on the successful Junior High Basketball tournament.
 - Announced that Finance Ordinance #18 totals \$1,851,862.02
- **Attorney**
 - Nothing
- **Manager -**
 - Requested an executive session discuss personnel and to fill a public office vacancy
 - Introduced members of the Westmont Special Events Corporation (WSEC) to discuss the 2013 Planned events.
- **Trustee Items**

- Trustee Senicka
 - Commented on attending the Annual Chamber of Commerce Membership luncheon.
- Trustee Emery
 - Announced the January 21, 2013 Public Safety Committee meeting at 5:45pm
 - Welcomed back John Ziblis
- Trustee Nero
 - Congratulated the Westmont Rotary Club for their successful basketball tournament.
- Trustee Klebenow
 - Welcomed back John Ziblis.
 - Offered condolences to Senator Dillard on his mother's passing
- Trustee Scott
 - Nothing.

Items To Be Removed From Consent Agenda PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Consent Agenda (Omnibus Vote) PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Village Board Minutes

Village Board Meeting Minutes

MINUTES Board to consider approving the minutes of the Committee of the Whole Meeting held January 3, 2013 and the Village Board Meeting held January 7, 2013.

Background Of Subject Matter

Required parliamentary procedure.

Additional Background

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Recommendation

Approval.

Type

Motion

Budgeted

N/A

Budgeted Explanation

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Documents: [2013-01-07 MINUTES VILLAGE BOARD MEETING.PDF](#), [2012-1-3 MEETING MINUTES COMMITTEE OF THE WHOLE.PDF](#)

Finance Ordinance

Finance Ordinance #18

to be determined

Background Of Subject Matter

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Type

Motion

Purchase Orders

PO 11030184

Don Morris Architect P.C. \$10,595.62

Background Of Subject Matter

December 2012 reviews, clerical work, and inspections
Type Purchase Order
Budgeted Yes
Documents: [PO 11030184.PDF](#)

PO 11030120

Teska Associates, Inc. \$7,017.74
Background Of Subject Matter Professional Services TIF
Additional Background SWBD phase 2 & CBD redevelopment plan
Type Purchase Order
Budgeted Yes
Documents: [PO 11030120.PDF](#)

PO 11030165

ACS Firehouse Solutions, Inc. \$6,955.00
Background Of Subject Matter Yearly Maintenance of Fire Department Records Software
Type Purchase Order
Budgeted Yes
Documents: [PO 11030165.PDF](#)

Purchase Orders Total

\$ 24,568.36
Background Of Subject Matter *
Type Purchase Order

Unfinished Business

Motor Fuel Tax Resurfacing Project - Request For Approval Of Change In Plan #1 (Final) PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance approving a Request for Approval of Change in Plans (Change Order #1 and Final) for the 2012 Motor Fuel Tax Resurfacing Project, MFT#12-00103-00-RS.

Background Of Subject Matter

On 8-20-2012 the Village awarded the 2012 MFT Resurfacing Project to Central Blacktop Co., Inc., LaGrange, IL in the amount of \$728,582.12 (approximately 15% below the Engineering Estimate of \$858,272.00). The current budget for this project is \$900,000.00.

Additional Background

Construction was completed and final quantities measured reflects a net increase of \$47,562.12 (approximately 6.5%) to the contract. Majority of the increases are related to necessary curb and sidewalk replacements in addition to required restoration.

Recommendation

Staff recommends approval of the Request for Approval of Change in Plans.

Type

Ordinance

Budgeted

Yes

Documents: [ATTACHMENT- 2012 MFT RESURFACING FINAL BALANCING CHANGE ORDER BLR 13210.PDF](#)

New Business

Downtown Development Permit - 104 South Cass Avenue **PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.**

Board to consider an ordinance approving a development permit request for Amin Westmont Grocers, a convenience store with groceries, cigarettes and tobacco products in the downtown B-1 Limited Business District.

Background Of Subject Matter

New businesses in the B-1 District require the approval of the Village Board. "Minimarts" are a permitted use in B-1, and the applicant intends to sell groceries, cigarettes and tobacco products. The store is proposed in a currently vacant storefront.

Additional Background

Three off-street parking spaces for the convenience store are required. In the B-1 district, when parking regulations require 3 or less parking spaces, such parking spaces need not be provided; instead a payment of \$500 cash-in-lieu must be provided.

Recommendation

Occupancies in the B-1 Limited Business District require a Development Permit which can only be approved by the Village Board. The proposed use includes retail items for sale. A cash-in-lieu fee of \$500 is required for the 3 required parking spaces.

Type

Ordinance

Budgeted

N/A

Documents: [2013-01-17 DEVELOPMENT PERMIT - 104 S CASS - MINI MART.PDF](#)

Downtown Development Permit And Sprinkler Waiver - 246 North Cass Avenue Neat Kitchen And Bar **PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.**

Board to consider an ordinance approving the following requests from Jason Van Lente of Neat Kitchen and Bar to operate a full service restaurant in the Downtown B-1 Limited Business District:

1. Development permit
2. Sprinkler waiver

Background Of Subject Matter

New businesses in the downtown B-1 District require Village Board approval. Restaurants are a permitted use, and Neat is filling a vacancy that was previously occupied by a restaurant (Brickyard Bar & Grill). Parking appears to be adequate for the use.

Additional Background

The applicant is requesting a waiver from the sprinkler requirement, due to the associated cost. There is a moratorium on the sprinkler requirement in the downtown, but "assembly" uses with over 50 occupants trigger the requirement regardless.

Recommendation

The proposed use is consistent with the vision for retail and restaurant uses in the downtown. Neat is proposing a maximum

occupancy of 125, and a waiver of the sprinkler requirement is supported by fire and community development staff (see attachments).

Type

Ordinance

Budgeted

N/A

Documents: [2013-01-17 BOARD ACTION 246 NORTH CASS.PDF](#), [2013-01-17 DEVELOPMENT PERMIT - 246 NORTH CASS - NEAT KITCHEN AND BAR.PDF](#), [2013-01-17 RESTAURANT ATTACHMENTS - 246 NORTH CASS - NEAT KITCHEN AND BAR.PDF](#), [2013-01-17 SPRINKLER ORDINANCE - 246 NORTH CASS AVENUE - NEAT KITCHEN AND BAR.PDF](#), [246 N CASS NEAT KITCHEN AND BAR - SPRINKLER WAIVER FROM FIRE DEPT.PDF](#)

St. Patrick's Day Event & Parade 2013 PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance approving the following requests for Holy Trinity's 2013 St. Patrick's Day Event & Parade:

1. Permit amplified sound in the downtown business district in the Holy Trinity Church south parking lot on Cass Avenue on Friday, March 15, 2013 from 4 p.m. to 10:30 p.m. and on Saturday, March 16, 2013, from 10:00 a.m. to 10:30 p.m.
2. Close a section of Cass Avenue from Traube to 55th Street on Saturday, March 16, 2013, from 10:45 a.m. to 12 noon for the first annual St. Patrick's Day Parade.

Background Of Subject Matter

Holy Trinity Church will be working with other community organizations and businesses to coordinate this event. The goal is to establish a strong, family-friendly event in Westmont associated with St. Patrick's Day.

Additional Background

Event proceeds will go to the Holy Trinity PSO (Parent-School Organization).

Type

Ordinance

Documents: [2013STPATRICKSDAYCELEBRATIONCOMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

Red White & BBQ 2013 PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance approving the following requests from the Westmont Lions Club in regard to their Red White & BBQ event:

1. Request to close Plaza Drive from Burr Oak to Blackhawk Drive, on Wednesday, May 22, 2013 and reopen on Monday, May 27, 2013 (egress for local business traffic to businesses on Plaza Drive between Burr Oak & Blackhawk will be permitted from the intersection of Plaza and Burr Oak).
2. Request to approve a Liquor License fee waiver for the event.
3. Request to approve an Amusement License fee waiver for the event.
4. Request to approve a live amplified sound waiver during event hours.

Background Of Subject Matter

This 3-day event is an annual State sanctioned BBQ competition that brings competitors from throughout the country. Considered one of the best BBQ competitions in the area & grows stronger yearly. Promotes tourism & helps kick off Westmont summer events.

Additional Background

The Lions Club has sponsored this event without incident since the first year in 2007. They will deliver information notices to the area businesses to ensure that they are aware of the event dates

over Memorial Day weekend & can plan accordingly.

Recommendation

Great music, fabulous food, an all-ages carnival & fun for the whole family.

Type

Ordinance

Documents: [RWBBQ 2013 MAP FINAL.PDF](#),
[2013REDWHITEBBQCOMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

Race To The Flag 5K - 2013 PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance approving the following two requests pertaining to the 2013 Race to the Flag (RTTF) event held in the Oakwood Subdivision on May 26, 2103:

1. Street closures for the Race to the Flag 5K.
2. Issuance of a license for amplified sound.

Background Of Subject Matter

4th annual RTTF 5K this year. The 2012 race had over 250 participants and raised over \$5000 for St. Jude Children's Hospital. Committee members are: Village employee health & wellness committee members & community volunteers along with the Lions Club.

Additional Background

Westmont Lions Club lends use of their 501C3 status to provide for charitable donations & provides insurance coverage. The event is held in conjunction with the Lions Club's Red, White & BBQ over Memorial Day Weekend. This is a CARA & USATF certified race.

Type

Ordinance

Documents: [ST. JUDE RACE TO THE FLAG 5K COURSE MAP.PDF](#),
[RTTF2013COMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

Banking Services PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance selecting a vendor for Banking Services and approving a contract in accordance with terms and conditions presented in the Request For Proposal (RFP) and the Bank's Proposal.

Background Of Subject Matter

Of the 24 banks notified, 7 picked up RFPs & 4 submitted proposals. At the 1/7/13 Administration/Finance Committee meeting proposals were compared, as were each Bank's ratings by Bauer Financial.

Additional Background

Clarendon Hills Bank & First Midwest Bank were the 2 which responded to all RFP items, had the highest Bauer ratings, & had the highest community involvement. First Midwest is in Westmont, but both banks are within 1.5 miles of Village Hall.

Recommendation

As discussed in the attached memo, staff recommends selection of Clarendon Hills Bank due to the following: highest Bauer rating, lowest fees, best incentives, competitive interest rates, & greatest assurances of ability to perform requested services.

Type

Ordinance

Documents: [2013-01-17 - BANKING SERVICES - BANKING RFP.PDF](#), [2013-01-17 - BANK RESPONSES - BANK RESPONSE.PDF](#), [2013-01-17 - BANKING SERVICES - BANK PROPOSALS ANALYSIS MEMO.PDF](#)

REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance to authorize the Village Manager to sign any documents related to the Department of Commerce and Economic Opportunity Grant Project HR120325.

Background Of Subject Matter

The State of Illinois allows the Village Manager to sign documentation related to Grants if so authorized by Village Ordinance.

Type

Ordinance

Budgeted

N/A

Documents: [FY12 GRANT SURVEY DCEO.PDF](#)

Review Of Class 16 Liquor License PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to review the liquor license classification permitting the practice of a customer bringing their own bottle of alcohol (BYOB) into a licensed premises.

Background Of Subject Matter

At it's inception, the board requested a periodic review of the BYOB liquor licenses issued within the village. Bakersfield Restaurant holds the only Class 16 BYOB license issued by the Liquor Commissioner.

Additional Background

Bakersfield management indicated very positive feedback from their customers who utilize the BYOB.

Recommendation

Due to the limited number of licenses issued, recommendation to continue the periodic review of Class 16 licenses annually rather than every six months.

Type

Discussion Only

Stray Animal Agreement With VCA Arboretum View Animal Hospital PLACED ON THE JANUARY 21, 2013 REGULAR BOARD MEETING FOR CONSIDERATION.

Board to consider an ordinance approving a stray animal agreement with VCA Arboretum View Animal Hospital in Downers Grove for the treatment of injured stray domestic animals.

Background Of Subject Matter

Hinsdale Humane Society is used for the storage & adoption services of healthy stray animals. Injured animals are accepted & treated during business hours at West Suburban Animal Hospital in Westmont. After hours another facility is required.

Additional Background

VCA Arboretum View Hospital in Downers Grove, Illinois has been chosen to provide after hour services. They have requested an agreement which specifies prices for treatment and disposition of the animal.

Recommendation

Board approval to enter into this agreement with VCA Arboretum View Animal Hospital.

Type

Ordinance

Documents: [ARBORETUM VIEW AGREEMENT .PDF](#)

Adjourned to Executive Session at 8:42pm