



draft

Administration Committee- Meeting Minutes May 12, 2016

CALL TO ORDER: 4:32 by Trustee Liddle

ROLL CALL:

<u>Committee</u> Trustee Liddle (Chair) Trustee Guzzo Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker Trustee Nero Trustee Barry (4:55p)	<u>Staff</u> Manager May - liaison Finance Director Parker Fire Chief Weiss PW Director Ramsey DClerk Richards ED Director Forssberg DFC Reilly HR Director Crane CD Director Ziegler IT Director Liljeberg Com Director McIntyre (4:50)
<u>Guests</u>	~none

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: March 3, 2016 minutes - a motion Trustee Addington and seconded by Trustee Guzzo. All ayes.

UNFINISHED BUSINESS: Trustee Liddle asked about the previous discussion regarding the Municipal Code listing so many Liquor Licenses, asking if this was finished? Village Manager May asked Deputy Clerk Richards the status on this change. Deputy Clerk Richards replied that Attorney Zemanek is reviewing the liquor license categories in conjunction with the business license structure to assure the food licenses and liquor licenses are reflective of each other.

NEW BUSINESS:

- A. Intergovernmental Agreement with the Village of Schaumburg for Co-location of servers - IT Director Liljeberg explained the benefit of this agreement to facilitate a secondary backup of the two factor authentication. Trustee Liddle asked about the status of the two-factor authentication. Director Liljeberg replied that it was in the testing phase and would go live in a few weeks. There were no other questions.
- B. Village Board meeting schedule - Manager May stated that the evaluation of possible meeting

night rescheduling to Wednesday showed that:

- a. Preparing for a meeting would be possible,
- b. There would be some staff that would not be able to attend due to commitments.
- c. The larger problem would be the P&Z meeting rotation. This rotation is not on the same schedule as the board meetings.

Clerk Szymiski remarked it would probably be best to just leave it for the summer. Mayor Gunter asked if Fire Truck and Squad Car nights were coordinated with our meeting night - Manager May asked if someone could find Mr. McIntyre to attend the meeting? Trustee Liddle pulled up the website and commented that Squad Car Night was the 16th so it was not a meeting night and Fire Truck Night is not a meeting night. Mayor Gunter requested that WSEC coordinate the Village Events against meeting schedule going forward so that board meetings would not stop officials/staff from attending.

- C. Sister City - postponed to later in the meeting awaiting Communications Director McIntyre's attendance.
- D. Richmond Educational Garden - postponed to later in the meeting awaiting Communications Director McIntyre's attendance.
- E. Honorary Street Name Request for S. Park Street - It came to staff's attention that a group was planning to attend tonight's meeting during open forum to request an honorary street naming. Manager May is sure the group did not realize that there is a legal process to have an honorary street name and it cannot be granted by the board during an open forum only recommended for future consideration on an agenda. If the group had done so, we would have had to turn them away and they had family coming for the request. The application was given and filled out diligently, all the necessary steps were taken and are in your board packet for tonight's meeting. Everything is okay, it is just not timed well. Procedurally we would have reviewed it tonight at admin and it would have been on the next board meeting - allowing for time for review and rebuttal. However, the group is coming in tonight. Questions about the application or procedure? Trustee Barker asked what should the group have done? Mayor Gunter stated a phone call would have steered them in the right direction. Trustee Addington stated he voted it move forward to tonight's meeting. No one objected.

C) Sister City - Communication Director McIntyre arrived and reviewed the TECO Sister City program. The IL Liaison has invited Mayor Gunter to visit Taiwan the first week of August with a group of delegates from the US for the Economic and Cultural exchange program at no cost to the Village. There is some follow through to occur with this. At this time there is no information on the cost of the Sister City Program as Angela from TECO is in Taiwan right now scouting out sister cities. Would like Angela to come to the next administration committee meeting to give a report on her findings. .

Mayor Gunter stated that there are 12 or 13 cultural economic centers in the United States and we have one of them in Westmont. That is an honor. Mayor Gunter remarked that Larry Forssberg would be better suited to go to Taiwan or Chief Mulhearn as the TECO always wants Chief Mulhearn attending. Trustee Liddle asked if there were any details for tonight or would it be presented later? Director McIntyre replied that Angela would attend the next meeting. Mayor Gunter reminded the committee that there is money budgeted for this program.

D) Richmond Educational Garden - Clarendon Hills has raised \$10,000.00 in addition to the funds that have been committed. A meeting will have to occur between all the entities to move forward.

Manager May and Communications Director McIntyre discussed the WSEC Cruising Night's lineup.

REPORTS

- A. Chairperson - Nothing at this time
- B. Village Manager
 - There was no negative feedback from last night's major rain event - the standing water on Warwick was caused by debris and when raked the sewers were clear. 2 emails from residents regarding the plans for Warwick, response to residents that the design has not yet been created.
 - Manager May will be leaving the meeting early due to a family commitment.
 - 9 paid holidays and 3 personal days are a benefit to the full-time employee. One of these 9 is Good Friday, which is an unusual one. Manager May would like to add Martin Luther King Day as that is a common holiday that our employees are not given. Discussion of the removal of Good Friday and the addition of a 4th personnel holiday day along with the useage policy. Would like feedback from the board as we prepare to bring this forward as an agenda item. Trustee Addington asked if there were any complaints that we were closed on Good Friday? Clerk Szyski stated that there were no phone messages left on that date. Mayor Gunter asked if there were any complaints over a religious holiday? Manager May replied that there were not as of yet, however it is not a good precedent that we have a religious holiday off and we work a federal holiday. Trustee Addington stated that you really have to add MLK day. Director Parker reminded everyone that this is fine for non-union employees, however the union employees will request a paid holiday.
- C. Clerk's Office - Nothing at this time
- D. Communications
 - EIC is working on the Climate Action Plan rewrite.
 - Westmont First has subgroups that meeting regularly so there will be initiatives voted on soon by this committee.
 - 100th Anniversary Committee has a long list of 100 items that have been suggested for this celebration. Mural planned to be completed for the 95th.
 - Community Event Request Form should be updated to be reviewed at the next administrative committee meeting.
 - Strategic Plan/Branding update - website update will move forward as we are under contract for this to have begun. CivicPlus would like a committee of 5 to work on this design with them. Director McIntyre will be the Project Manager for this and has chosen staff and community people to be on this committee.
 - Trustee Liddle has updates on the social media pages.
 - Communications has a part time person/intern in Jenny Babyar from the Finance Dept spending a couple of hours a week in communications.
- E. Human Resources
 - HR Director Crane distributed a memo to the board on the last year of activities. Highlighting a few items: IPBC software platform change, chair of the IPBC membership committee program, IRMA report on claims, and personnel updates (18 resignation/retirements and 10 hires).
- F. Information Technology confirmed the 2 factor authentication update status, the security camera installation status, timeclock/scheduling and ERP software, ups

replacement at Police, and the dispatch replacement.

- Manager May stated that the dispatch removal from Downers Grove contract and their removal to DuComm. We have until July 1st to make the decision if we will go to DuComm or Addison. Even if it is just temporary. Manager May asked Chief Weiss to review what has been done so far. Chief Weiss thanked Director Liljeberg for assisting with this, as he has the expertise and knowledge to pull this together. This week we have met with Addison, reviewing the questions to be answered for the information being put together for the Public Safety Committee meeting review. Pleasant View Fire and Tri-State Fire Departments have committed to Addison. Addison would like to bring Westmont Fire in with these departments. The facility we have at the Police Department has been offered as a temporary home to both Addison and DuComm. Addison toured our facility today and Tri-States facility. We have all our equipment still in our facility except the 911 equipment, Tri-State has the 911 equipment; Tri-State would be a less costly move. The Addison staff took a lot of notes - will be moving Pleasant View and Tri-State by the end of September, Westmont Fire can move with them. Addison has also said that they can have Westmont Police in their facility if we choose them. There are some technical things to work through and hurdles to get over.

- IT Director Liljeberg stated that the advantage to Addison IT and the County ETSB is that we have a working relationship with each of them already. Both of our facilities have the proper equipment and connection in place for Comcast. The tour today was to see which would work best for fire dispatch, not for 911 call. Tomorrow we will have follow-up, the county is out for bid for a new connection - AT&T and Comcast are both bidding. We are working forward on the software, to be able to meet the deadline. Mayor Gunter stated that Downers Grove has decided to leave the combined center after the Mayors, Managers and Chiefs met. That is a good thing, as we are not left with bad relations with our neighbors. Trustee Liddle asked about our employees in Downers Grove at the call center. Chief Weiss replied that the call center employees are Downers Grove employees and he believes that DuComm will hire them. Trustee Barry asked about the closure of Downers Grove, Manager May responded that it will be 12-14 months.

ADJOURN (next meeting scheduled July 21, 2016) Motion by Trustee Addington seconded by Mayor Gunter and Trustee Barry, all ayes.

Approved: 7/21/2016