



Village of Westmont

31 West Quincy Street, Westmont, Illinois 60559

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PUBLIC NOTICE

ADMINISTRATION & FINANCE COMMITTEE

Thursday, July 10, 2025 - 4:30 PM
Village Hall - 31 W. Quincy Street

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Public Comment
5. Approval of Minutes
 - a. Minutes of the March 27, 2025 Special Meeting & the April 3, 2025 regular meeting of the Administration & Finance Committee.
6. Unfinished Business
7. New Business
 - a. Environmental Improvement Committee 2024 review
 - b. Budget Process Review and Update
 - c. Review of Gaming & Alcohol
 - d. Economic Development
 - e. Technology Review
8. Reports
9. Miscellaneous
 - a. Right of Way Permitting - Community Development Update
10. Meeting Schedule
 - a. The next meeting of the Administration & Finance Committee is scheduled for August 21, 2025.

11. Adjourn

Note: Any person who has a disability requiring a reasonable accommodation to participate in the meeting should contact the ADA Compliance Officer, 9:00 A.M. to 4:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting. Listen Everywhere, an assistive listening, mobile app, is now available to visitors attending Board and Commission Meetings held in the Village Hall Board Room.

<https://westmont.illinois.gov/581/ADA-Listen-Everywhere>



Village of Westmont VILLAGE BOARD

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Administration & Finance Committee

Thursday, March 27, 2025

Minutes

I. CALL TO ORDER - 4:30 p.m.

II. ROLL CALL - Trustees: Guzzo, Scale, Liddle, Nero (virtual), and Barker. Mayor Gunter & Clerk Szymiski. Staff: Manager May, Chief Gunther, Director Mielcarski, Assistant Parker, Director Altic, Director Hennerfeind, Director Ries, Director Liljeberg, Director Brainerd, Director McIntyre, Chief Riley, and Deputy Chief Frank. Guests: *4% Design Group representatives Megan Harte and Jamie Zaura, Representatives from Leopardo and resident Mary Gabreyl

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. UNFINISHED BUSINESS -

Mayor Gunter reminded everyone that this is a long process and we are just starting the review process of the options to move forward. The topic for the special meeting is a review of the options for the Fire HQ building and frequently asked questions. (see attached). The Board discussed options for a new fire department headquarters, focusing on addressing significant water damage, inadequate decontamination zones, and operational challenges during construction. Several options (3A-3D) were presented, with Option 3D preferred for its future-proofing and five bays, while Options 1 and 2 were rejected due to insufficient capacity. The board decided to hold a town hall meeting to present Option 3D to the public, explaining the selection process and soliciting feedback on the proposed sales tax increase funding.

The primary goal was to seek direction from the board regarding next steps and community involvement.

Building Options: Assistant Parker presented on the several options, including renovating the existing building (Option 1, ~\$10 million), adding onto the existing building (Option 2), and constructing entirely new buildings (Options 3A-3D). Option 3D, the largest and most expensive, offered the best future-proofing.

- **Water Issues in Existing Building:** Fire Chief Riley presented on the current issues. The existing building suffers from significant water damage, costing over \$100,000 in repairs in the last five years. These issues, including leaks in the hose tower, main entrance, and basement, would persist with Options 1 and 2.

- **ISO/Accreditation Impact:** Decontamination zones were presented by Deputy Chief Frank reviewing the building's design significantly impacts response times and ISO/accreditation. Option 2, due to the placement of decontamination zones, would increase response times.
- **Decontamination Zone Issues:** The current building lacks adequate decontamination zones, posing a risk of cross-contamination between the bay floor and living quarters. New options would address this concern with separate zones and improved wash facilities.
- **Operational Challenges During Construction:** Relocating fire department operations during construction presented a major challenge that were reviewed by Chief Riley. Several temporary locations and arrangements were considered, including using other fire stations, trailers with amenities, and repurposing existing village buildings. The costs associated with relocation were estimated at approximately \$100,000 for a temporary trailer.
- **Storm Shelter and Amenities:** All options included warming and cooling centers, with Options 2 and 3 offering dedicated storm shelters. The current building lacks these amenities.
- **Project Timeline and Funding:** The project timeline was estimated at 32-46 months. Funding options included leveraging a proposed increase in sales tax (generating ~\$2 million annually) and pursuing grant opportunities. The possibility of hiring professional grant writers was also suggested by Trustee Nero. Mayor Gunter reminded everyone that the non-home rule status makes a difference to the funding.
- **Future Growth and Full-Time Staffing:** The building design accounts for potential future growth, including full-time staffing and increased call volumes. The design incorporates flexibility to adapt to future needs, such as repurposing spaces. Considerations were also given to potential future consolidation with other fire departments. Deputy Chief Frank reviewed and Manager May stated the transition to full-time staffing is seen as an inevitability, with a 6-year plan in place. However, challenges related to unionization and the availability of qualified personnel exist.
- Megan Harte from 845 Design Group discussed the possibility of savings via future additions. Trustee Nero asked about the savings not projecting for 20% growth. Chief Riley stated that the consolidation possibility makes growth possible. Trustee Barker asked about the basement area, Chief Riley discussed EMA and stormshelter. Assistant Parker discussed the cost saving found in the various options.
- **Cost Estimates and Second Opinions:** The Initial cost estimates were based on schematic designs, not construction documents. A second opinion on cost estimates could be obtained for \$5,000-\$10,000. Discussions about the accuracy of cost estimates were raised by the board.

- **Sustainability Considerations:** The design incorporates energy-efficient features and dark skies compliance. The possibility of incorporating solar panels and electric vehicle charging stations was also considered.
- **Addressing Historical Preservation:** Plans to incorporate elements from the existing fire station's history into any new building were discussed. This included preserving photographs and incorporating materials such as bricks and flashing .
- **Consolidation Considerations:** The possibility of future consolidation with other fire departments was mentioned, though it was considered unlikely in the near future due to various challenges, including differing service levels and community preferences. A timeline of approximately 10 years was suggested for consolidation. A more detailed analysis of the costs and implications of full-time staffing was proposed.
- **Project Cost Estimates:** 845 Group, Jamie Zaura, presented initial cost estimates for the fire station project, including contingencies for various factors such as tariffs (5-7% of total cost), unsuitable soils (potentially up to \$125,000) and the possibility of discovering underground fuel tanks (estimated at \$150,000-\$250,000). They emphasized that these estimates included soft costs and various contingencies, totaling approximately 10%. They recommended presenting a range of costs to the public, accounting for potential cost changes during the design process.
- **Phase One Environmental Assessment:** A discussion arose regarding the need for a Phase One environmental assessment. While not legally required for bond financing, it was deemed good practice, particularly considering the potential for hazardous materials in the existing building.
- **Soil Conditions and Foundation:** The impact of soil conditions on the project was addressed. Leopardo representatives explained that geotechnical borings would be conducted early in the design phase to determine the need for soil remediation . The potential need for additional excavation and fill was considered in the estimates, depending on whether a basement was included in the design.
- **Lessons Learned from Public Works Project:** Assistant Parker drew parallels between the current project and the public works building, noting that the initial estimate for the public works building was significantly underestimated (16 million vs. 19 million) due to unforeseen cost increases and omitted soft costs. They stated that these lessons were incorporated into the current fire station estimates, resulting in a higher initial budget (25 million instead of 22 million).
- **Contingency Planning:** Both 845 & Leopardo representatives detailed the contingency percentages included in the cost estimates. They included approximately 8% for construction costs (decreasing with design progression) and 2% for owner/design contingency. They recommended maintaining a 3% contingency within the guaranteed maximum price (GMP) contract.

- **Public Input and Communication Strategy:** A discussion ensued regarding the approach to public communication. Trustee Nero suggested a town hall meeting to present the project needs, funding sources, and a few top options, soliciting public feedback before a final decision. Assistant Parker agreed and suggested presenting a narrowed selection of options, emphasizing the funding mechanisms and the building's deficiencies. Trustee Nero likes the town hall approach.
- **Fire Department's Preferred Options:** Trustee Scales asked for the top 3 options from the Fire Department. Deputy Chief Frank expressed a preference for option 3D, citing its capacity to meet current and future needs. Highlighting the importance of five bays to accommodate current and future equipment, contrasting this with the limitations of four bays. This emphasized the need for a new fire station to address critical issues, such as water damage and inadequate space. Trustee Barker asked about when we need to move forward, if we wait 2 or 3 years what would be the harm. Deputy Chief Frank stated that the congestion at this time, the frontline worker needs the change and the time would just increase costs.
- **Funding and Debt Service:** Trustees addressed concerns about affordability, explaining that the additional half-percent sales tax revenue stream would cover the debt service for the project. Director Altic provided an estimated interest rate of 4% and indicated that bond issuance costs were factored into the overall debt calculation. They also discussed the fact that 125% revenue coverage was required for the alternate revenue bonds.
- **Narrowing Down Project Options:** The board discussed narrowing down project options for public presentation. Option 1 and 2 were deemed unsuitable due to their inadequacy in addressing current and future needs. Option 3D was considered the ideal option, though several members suggested presenting 3B, 3C, and 3D to show the progressive improvements. The importance of including a basement was also discussed.

Trustee Barker asked when the water problems started, Chief Riley stated that the issues were present in 1997 when he began his career in Westmont.

- **Timeline and Cost Escalation:** clarified that the construction timeline would be approximately 14 months, excluding design and permitting phases. They also noted that expediting the process could lead to cost savings due to reduced cost escalation.
- **Town Hall Meeting Approach:** The board finalized a plan to conduct a town hall meeting to present the preferred option (3D), explaining the reasoning behind the choice and addressing potential public concerns by proactively addressing the reasons why other options were not selected. The focus would be on the project needs, funding options, and the reasons for choosing 3D over other options.

They would solicit feedback on the funding source but would explain the process leading to 3D to support their decision.

- **Board Comments:**

- Trustee Guzzo reviewed past practice and stated the option 3D makes the most sense to be forward looking. Reviewing the cost difference this makes the most sense.
- Mayor Gunter states we should present 3b, 3c, 3d options for the public, to allow the public to understand what you get with the different costs.
- Trustee Barker remarked that the service volume increases show that you do not want to build it too small, he leans to 3d.
 - The timeline saving money was presented by the representative with the recommendation that only something that will work be presented to the public.
- Trustee Nero replied that he likes the townhall and would like to make sure we make the case for the reasons we steer away from some.
 - Assistant Parker asked for clarification. Soliciting the input for 3d and the funding, explaining the story of how we got to the decision.
 - Trustee Nero agreed and clarifying why the other options would not be worth the cost.
- Trustee Liddle stated that the basement is an important part of the new construction. Filling the current basement in and then constructing on the top of this fill in might create problems. A basement is also a storm shelter.
 - Discussion of an elevator and ADA requirements.
 - Discussion of a stoplight was also reviewed.

Adjourn: 6:15 p.m. motion by Trustee Guzzo and seconded by Trustee Scales, all ayes.

Minutes were generated by Gemini, an AI product of Google.

**Fire Department Headquarters
Approximate Cost Menu**

	Option 1 Current Building Rehab	Option 2 Addition & Rehab Current	Option 3D New Building - Basement & 2nd Floor
# of Bays	3	4	5
Gross Square Feet	14,820	34,003	33,741
Total 1 - time cost	\$10 Million	\$23 Million	\$25 Million
Annual Debt Service Cost	\$ 0.8 Million	\$1.7 Million	\$1.8 Million

Option 3 SubOptions Approximate Potential Savings:			
Cut 1 Bay		\$ 1 Million	
Cut Either Basement or 2nd Floor		\$ 2 Million	

Option	Description	1 Time Cost	Annual Debt Service
Option 3	4 Bays; No Basement	\$22 Million	\$1.6 Million
Option 3 A	4 Bays; No 2nd Floor	\$22 Million	\$1.6 Million
Option 3 B	5 Bays; No 2nd Floor	\$23 Million	\$1.7 Million
Option 3 C	5 Bays; No Basement	\$23 Million	\$1.7 Million
Option 3 D	5 Bays; All Floors	\$25 Million	\$1.8 Million

Home Rule Sales Tax	
Annual Projected Revenue	\$ 2.2 Million
Debt Service for most expensive option	\$ 1.8 Million
Remaining Revenue	\$0.4 Million

* Costs are rounded approximations and specific combinations may yield slightly different results

* Does not include costs for moving, temporary facilities, unexpected contamination, tariffs

Fire Department Headquarters Options



March 27, 2025

Overview

- Briefly Review Options
- FAQs
- Other Discussion Items
- Seeking Direction
 - How To Determine Option
 - Community Involvement





Option 2

Key

- Apparatus Bay
- Living Quarters
- Bay Support (existing bldg.)
- Public Space
- Living Qtrs. (existing bldg.)
- Administration

Option 2	Demolish App Bay. Heavily Renovate existing building + Bay Addition + Living Quarters addition with 2nd Floor (Administration)
Area	34,003 GSF
# of Bays	4 (addition- all new)
Second Floor	Yes
Basement	Yes (existing)
Budget	\$22,858,739

Pros	Cons
Sustainable practice (building re-use)	Risk of not completely addressing water infiltration issues
New bay addition creates safer conditions around equipment	Larger contingency needed during construction for greater chance of unforeseen conditions
Longer apron for current and future equipment needs	Inefficiencies abound due to working around existing building skeleton (results in largest footprint of all options)
Living quarters sized to accommodate current and future staffing models	Travel distance to bay from bunk rooms is not efficient (delayed response times)
Administration workspaces accommodates current and future staffing models	No storm shelter (not required unless it is new construction)
Provides proper decontamination zones	Apparatus Bays are directly adjacent to residential neighbors (north)
Community Room	New stair addition required to make existing basement code compliant (egress)
Existing site- no land purchase	Limited capacity for future equipment in bay
Likely no parking variance needed	Travel distance to bay from Community Room is not efficient (delayed response times)
Easier project phasing due to retaining of existing admin/living quarters building	Phased project to keep Station 183 operational during construction
	Mezzanine not possible in apparatus bay



Option 3

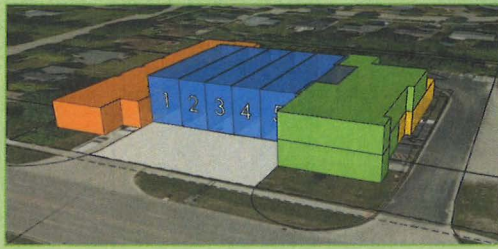
Key

- Apparatus Bay
- Living Quarters
- Bay Support
- Public Space
- Administration

Option 3	New Construction, 4 Bay with Second Floor, no Basement
Area	29,745 GSF
# of Bays	4
Second Floor	Yes
Basement	No
Budget	\$22,142,575

Pros	Cons
Provides proper decontamination zones	Limited capacity for future equipment in bay
Creates safer conditions around equipment in bay	No Basement
Provides storage for current and future needs- has mezzanine in bay	Challenging project phasing to keep Station 183 operational during construction
Properly sized apron for current and future equipment	
Living quarters sized to accommodate current and future staffing models	
Administration workspaces accommodates current and future staffing models	
Community Room	
Provides parking closest to public entry door	
Living quarters serves as buffer between bay and residential properties	
Existing site- no land purchase	
Storm Shelter	





Key

- Apparatus Bay
- Living Quarters
- Bay Support
- Public Space
- Administration

Option 3C New Construction, 5 Bays, Second Floor, No Basement

Area	30,912 GSF
# of Bays	5
Second Floor	Yes
Basement	No
Budget	\$22,884,702

Option 3C

Pros	Cons
Provides proper decontamination zones	Variance needed for parking
Creates safer conditions around equipment in bay	Challenging project phasing to keep Station 183 operational during construction
Provides storage for current and future needs- has mezzanine in bay	No Basement
Properly sized apron for current and future equipment	
Living quarters sized to accommodate current and future staffing models	
Administration workspaces accommodates current and future staffing models	
Community Room	
Living quarters serves as buffer between bay and residential properties	
Existing site- no land purchase	
Apparatus Bay sized to handle future equipment with ease	
Storm Shelter	
2-story Lobby Area at Entry	



Key

- Apparatus Bay
- Living Quarters
- Bay Support
- Public Space
- Administration

Option 3D New Construction, 5 Bays with Basement & Second Floor

Area	33,741 GSF
# of Bays	5
Second Floor	Yes
Basement	Yes
Budget	\$24,915,818

Option 3D

Pros	Cons
Provides proper decontamination zones	Variance needed for parking
Creates safer conditions around equipment in bay	Challenging project phasing to keep Station 183 operational during construction
Provides storage for current and future needs- has mezzanine in bay	Most expensive option
Properly sized apron for current and future equipment	
Living quarters sized to accommodate current and future staffing models	
Administration workspaces accommodates current and future staffing models	
Community Room	
Basement	
Living quarters serves as buffer between bay and residential properties	
Existing site- no land purchase	
Apparatus Bay sized to handle future equipment with ease	
Storm Shelter	
2-story Lobby Area at Entry	



Other Questions / Feedback?



Thank you for attending!

FAQs:

Leopardo / 845 Design: Recent Fire Station Experience - Hard Costs Only								
Project	Type	Description	Area (sq ft)	Project Cost	\$/sq ft	Start Date	Completion Date	Notes
Aurora Fire Station #1	New Construction	Headquarters, EOC, EMA	36,571	\$28,350,493	\$ 775	May '25	Fall '26	Fueling Station, EMA Garage, 4 app bay, Administration/Fire Prevention Offices
Aurora Fire Station #9	New Construction	Satellite Station	18,940	\$14,488,361	\$ 607	Fall '24	Winter '25	Single story, 4 app bay pull thru
Aurora Fire Station #13	New Construction	Satellite Station	20,995	\$12,813,326	\$ 510	Winter '24	Spring '26	Single story, 4 app bay pull thru
Northbrook Fire Station #11	New Construction	Satellite Station - SD Estimate	23,600	\$16,962,101	\$ 719	Fall '25	Fall '26	Project includes additional Sustainable/Wellness Goals. Project is currently in Schematic Design (SD) Phase
Wheeling Station #42	New Construction	Satellite Station	10,523	\$ 7,008,000	\$ 565	2023	Spring '24	3 bays - storm water storage/site challenges
Wheeling Station #43	New Construction	Satellite Station	11,133	\$ 5,300,000	\$ 476	2020	Summer '21	3 bays Bid during pandemic (favorable bidding climate for Owner)
Westmont- Option 1	Renovate in Place	HQ Station	14,820	\$ 9,631,476	\$ 582	Spring '26 (assumed)	Q1 of '27 (assumed)	Remodel existing station, no additions. Existing 3 app bay remains as is
Westmont- Option 2	Renovate + Addition	HQ Station	34,008	\$19,694,419	\$ 579	Spring '26 (assumed)	Winter '27 (assumed)	Heavily Renovate existing station + New addition, 4 app bay (new, pull-thru)
Westmont- Option 3	New Construction	HQ Station	29,745	\$19,038,231	\$ 640	Spring '26 (assumed)	Winter '27 (assumed)	Two story, no basement, 4 app bay pull thru
Westmont- Option 3A	New Construction	HQ Station	29,513	\$18,805,479	\$ 637	Spring '26 (assumed)	Winter '27 (assumed)	Single story w/basement, 4 app bay, pull-thru
Westmont- Option 3B	New Construction	HQ Station	31,594	\$19,888,269	\$ 629	Spring '26 (assumed)	Winter '27 (assumed)	Single story w/basement, 5 app bay, pull-thru
Westmont- Option 3C	New Construction	HQ Station	30,912	\$19,718,208	\$ 638	Spring '26 (assumed)	Winter '27 (assumed)	Two story, no basement, 5 app bay, pull-thru
Westmont- Option 3D	New Construction	HQ Station	33,741	\$21,579,226	\$ 640	Spring '26 (assumed)	Winter '27 (assumed)	Two story, with basement, 5 app bay, pull-thru

Note: Project cost assumed to escalate by the following numbers should construction begin in 2027 in lieu of 2026: Option 1 (+\$352,304), Option 2 (+\$872,303), Option 3 (+\$843,239), Option 3A (+\$832,339), Option 3B (+\$880,889), Option 3C (+\$873,357), Option 3D (+\$995,785)

**Fire Department Head Quarters
Elected Officials FAQ**

1. Is there a concern that Options 1 & 2 may have continuing water issues?
 - a. Yes, that is a distinct possibility with Options 1 & 2.
2. What is the cost to add an elevator to the existing building?
 - a. The current estimate is \$300,000.
3. What impact will the various options have on ISO or Accreditation?
 - a. Floorplans that allow for more direct access to the bays, ability to move vehicles in the bays, as well as training facilities on site, are designed to decrease response times which will assist with a favorable ISO rating. Compliance with future requirements like Decontamination Zones, may also impact future accreditation ratings.
4. With any option, how will the operational disruption during construction be handled?
 - a. There will be a multi-faceted approach with some equipment being staged at other facilities and the construction sequence will be designed to allow for occupancy earlier in the project.

We need a space for an engine and ambulance to respond south of the RR tracks that is protected from freezing. Staff is exploring multiple options, including offsite housing of staff and vehicles, use of the 328 S Wilmette Public Works yard, and considering other partners.

Staff is considering movement of some vehicles to the North side station 182. Admin and Fire Prevention staff could be relocated offsite. Potential sites could be Westmont Center, Public Works and the Water Division building

Staff will also have to include the special use permit process in the project schedule if utilizing an alternative location; this is estimated to take 3-4 months to complete.

5. What are the cost estimates for relocation of staff and equipment during construction?
 - a. Costs could include the following items:
 - i. Temporary trailers to house 5-6 firefighters. For the typical trailer (think construction trailer) unit a good budget would be \$100,000 for use through construction with delivery 2wks before and hold 2wks after. This would be a triple wide long unit with bathroom facilities, (6) private rooms, kitchen, open/day room space, stairs, skirting, etc. Ideally we would repurpose furniture from the existing building, but could be rented if so desired.

- ii. Leopardo is working with Forts USA for a quote for the Village, but unfortunately it will not arrive until next week. This would definitely be a premium option <https://www.fortsusa.com/temporary-fire-station>
- 6. Which options include a storm shelter that can also be used for warming and cooling centers?
 - a. All options have a community room that could be used as a warming/cooling center. Options 2 and 3 have a specifically designed storm shelter; however option 1 will still have a basement that currently serves this purpose, but does not meet the storm shelter code requirements.

- 7. What is the project timeline from start to finish?
 - a. 32-46 months from start to finish, including community involvement, project scoping, final design, bidding and construction. The construction phase is estimated to take 16-20 months. Staff will also have to include the zoning and special use permit process in the project schedule; this is estimated to take 3-4 months to complete and could be done concurrently with the final design phase.
- 8. Is there a commitment to continue to search out grant opportunities regardless of the option the Board selects?
 - a. Yes, the Village staff will explore all grant funding opportunities until the building is complete.
- 9. Which options provide for future growth?
 - a. Technically any of the options could have additions or be otherwise remodeled to accommodate future growth, though future additions would likely be complex and costly. Options 3B, 3C and 3D have the best future growth opportunities. These options also have 5 bays.
- 10. Rather than paying for a larger building now, can we build a smaller one but design it in a way that is functional but also allows for a future addition when/if it is needed?
 - a. As designed, adding onto it in the future would be difficult. The current design has the bays in the middle of the building, between the administration offices and the living quarters, to provide separation between the two. So, in the future we would not be able to build a 4-bay building (Option 3 or 3A) and later change it to a 5 bay building, without major construction changes. Similarly, it would be costly to build something without a 2nd Floor (Option 3A or Option 3B) and then later try to add on a 2nd floor. While it would not be a large percent savings, we might be able to save at least a little money on the option with both 2nd floor & a basement (3D) by leaving some portions of it unfinished. The new building site is relatively landlocked, so adding a new addition on ground level would be difficult.

Trying to build something smaller than the Option 3s would not address the operational needs we have today, and the cost for any future addition will continue to rise, so we may end up paying more by delaying the total build.

11. What are some options for keeping the history of the fire department and this station if we go with one of the Option 3s?
 - a. Incorporating the panels from the outside of the station into a design feature inside the station, historic photos, historic equipment display. Potentially reusing existing brick in strategic places.

12. Can we pursue a parallel track where we are looking into potential consolidation, potentially converting to a full time department, and this building all at once?
 - a. The three pieces do intermingle, and staff agrees we should be considering all of them. However, these will take time, which could result in a delay if we wait to design the building until all other questions are settled. Several other consultant-based projects have taken anywhere from 6-18 months, so an analysis of the potential move to FT could be a similar amount of time. Consolidation would be a much longer discussion. Conversations around consolidation have been ongoing for decades, because everyone is always supportive of the theory. But it hasn't happened because the reality is much more complex, especially in regards to logistics, politics, and the different communities' views of cost vs service. The odds of achieving consolidation within the next decade seem slim unless there is a significant outside force and/or Westmont is willing to subsidize our neighbors and/or reduce the service our residents receive. Staff could begin pursuing the analysis for FT, but there are several other high priority projects being discussed right now, so we would need to identify when this would realistically fit in with those priorities.

13. Can we get a second opinion from another cost estimator, including an analysis of the soft costs listed on the budget summary?
 - a. Yes, we can. The 845 Design Group currently has Leopardo under contract to provide cost estimates for the seven floor plan options. To get a second opinion, they would be required to pay another entity for the same services, which cost would likely be passed onto the Village.

Once the design is complete and the project is out to bid, the contractor will obtain 3-5 bids from each trade (subcontractor). The contractor will then select the subcontractor for each trade based on criteria set by the Village (e.g., lowest responsible bid, experience, references). After all trades/sub-contractors are awarded, the contractor will provide the final construction cost to the Village. Currently, we are early in the design process and the provided budget numbers are based on square footage of the seven options, recent experience with similar type projects and the current economic climate. This method of pricing is industry

standard practice at this phase. For reference, please see the following breakdown of projects of similar size/scope and the associated cost of construction per square foot in the attached spreadsheet.

The estimate of soft costs that has been provided is simply a percentage of the construction cost at this time. That percentage is currently at 7% for the budget information that has been provided. This is simply a placeholder at this time, 845 Design has not provided a fee proposal for this project. True soft costs are negotiated with the Village and the Architect and typically range from 5%-15% of the total construction cost. The percentage can vary depending on factors like the complexity of the project, the size of the building, the architect's experience, and the scope of services provided. For larger or more complex projects, the fee might lean toward the lower end of the range (around 5-8%), while for smaller or more specialized buildings, it could be higher (8-15%). These fees are often structured based on the phases of design and construction, including schematic design, design development, construction documents, and construction administration.

14. Can we take a closer look to get some estimates on the cost items that were listed as exclusions on the initial estimate?

- a. We can provide guestimates, but many of these are difficult to estimate, so any of these figures should be taken with a large grain of salt.

The effects of tariffs on future construction costs are especially difficult to estimate at this time, but a rough estimate could be a 5%-7% increase.

Unsuitable soils could be approximately \$100,000.

We do not expect to pay any stormwater detention costs because the existing site has a regional detention basin to accommodate stormwater needs for this site. We do not believe that there is a fuel tank on the site. The site has already been extensively disturbed and a fuel tank would likely have been discovered during previous projects. But if one is discovered, it could cost approximately \$150,000 - \$250,000.

The current demolition costs already include some removal of hazardous materials, but if we wanted to increase our estimate for that, we could estimate an additional \$50,000.

A perimeter fencing could be about \$86,000, and as noted above trailers/temporary facilities may be approximately \$100,000.

An estimated moving cost might be around \$50,000, though Village could perform at least some of that in house.

15. Can we see an analysis of the Public Works building project to see what estimates were generated at this stage of that project, what things we missed at that stage, and where we landed at the end?

- a. In December 2018, when we held a special meeting for the public at the Public Works building, we indicated that the cost would be approximately \$16 million. The construction contract for the building was awarded on July 18, 2019 and construction was completed by November 30, 2020. The total cost of the facility was actually about \$19 million. The difference was explained as being primarily attributed to rising construction costs, the cost of design, and change orders during construction. The estimates provided for the Fire station already built in both rising costs and design costs. Staff feels change orders can be minimized by good quality control on the construction documents and not changing our mind during construction.

16. What is the plan to inform the public?

- a. This will be determined after getting feedback from the Board at the meeting on March 27th.

The 845 Design Group has experience with many different opportunities for community outreach. The menu could include community surveys, information video showing Fire House operations, Open Houses, workshops, tours of the building, Special Committee comprised of community members

For the public works project we held a town hall meeting at the old street division, did a meeting with a powerpoint, and then did a tour of the building. Staff believes we could do something similar, though we would have to make some adjustments as there is not really the space to do quite the same meeting set up.

Another idea could be to have a display set up at the Fire Department Open House with information about the project, since that event typically has large attendance. Or we could pursue an informational booth at other community events such as Cruisin' Nights or Taste of Westmont

17. Can we afford this while we're paying off the Public Works Building and before 1 N Cass is completed?

- a. The debt service for the most expensive Option (3D) is currently expected to be covered by the increase in Sales Tax that we just passed. The upfront costs for 1 N Cass should be reimbursed by the end of the TIF (2036), but these are budgeted uses of reserves without debt. As an analogy it's as if you're still making payments on one car, but the one you already paid off isn't doing well. Your adult child is moving out, so you give them money you've specifically saved to cover a rental deposit. They say they'll pay you back, but you'll survive if they don't. Then you find out that there's a way to make more money on your side hustle, which exactly matches a new car payment. So you buy a new car.



**Village of Westmont
VILLAGE BOARD**

31 West Quincy Street, Westmont, Illinois 60559

villageboard@westmont.il.gov
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Administration & Finance Committee

**Thursday, April 3, 2025
Minutes**

- I. **CALL TO ORDER - 4:30 p.m.**
- II. **ROLL CALL** - Trustees: Guzzo, Scale, Liddle, Nero, and Barker. Mayor Gunter. Staff: Manager May, Chief Gunther, Director Mielcarski, Assistant Parker, Director Altic, Director Hennerfeind, Director Ries, Director Liljeberg, Director Brainerd, Director McIntyre, Chief Riley, and Deputy Chief Frank. Guests: R. Plowman, G. Parrilli
- III. **PLEDGE OF ALLEGIANCE**
- IV. **PUBLIC COMMENTS - None**
- V. **APPROVAL OF MINUTES** - Approval of the minutes from the February 20, 2025 regular meeting of the Administration & Finance Committee. Motion to approve by Trustee Barker, a second by Trustee Guzzo.
- VI. **UNFINISHED BUSINESS -**
 - a. **Involuntary Annexations:** Manager May reviewed the upcoming involuntary annexations and his discussions with the residents that have made contact after receiving the paperwork. The primary discussion centered on involuntary annexations of 61 eligible parcels, 44 of which had already been completed. The village manager, May, explained the rationale as equity, ensuring all residents pay for services they receive. A resident's email expressing concern prompted a review of the process.
 - b. **Resident Concerns and Communication:** Several residents expressed concerns about the involuntary annexations, particularly regarding the cost of connecting to village water and the lack of prior collaboration. The village manager addressed these concerns, noting extensive prior communication with some residents over five years and efforts to facilitate voluntary annexations.
 - c. **Water Well Issues:** A group of four properties shared a single well, creating complications. Residents had explored alternative water sources independently,

incurring significant expenses. The village has a 1996 ordinance requiring connection to available water, though it has never been enforced.

- d. **Ordinance Modification:** The possibility of modifying the ordinance or extending the timeframe for connecting to village water was discussed. The committee decided to extend the timeframe to 20 years instead of five years. They will notify all affected residents of this extension.
- e. **Boundary Agreements:** The need to review and potentially revise boundary agreements with neighboring towns (Willowbrook and Darien) was highlighted, particularly in areas where residents benefit from services without paying for them.

VII. NEW BUSINESS -

a. **Westmont Park District:** The Westmont Park District requested additional funding for their 25th-anniversary Fourth of July fireworks display. The committee agreed to provide the requested \$33,000, recognizing the positive economic impact on the village. This request is in addition to the grant that the Park has already received.

b. **Yard Waste Stickers:** With landscape season beginning, the Flood Brothers contract states that the increase in cost is for May 1st which is the date it was signed. The yard waste season begins on April 1st. While in previous years, with Waste Management, the yard waste stickers did not expire. The cost changed upon purchase, however the stickers did not change. Flood Brothers has an expiration date on their stickers to prevent stockpiling at a lower price. Assistant manager Parker discussed the expiration of yard waste stickers at the end of the contract (April 30th) and the need to adjust the timing of sticker sales and rate increases for future years.

The committee noted that Flood Brothers will accept the old stickers until the end of May and will allow for exchanges until the end of July. The possibility of extending the exchange period at the village's cost was discussed. The possibility of aligning yard waste sticker sales and rate increases with the start of the yard waste season (April 1st) was considered. The board decided to explore changing the timeline for future years, acknowledging that this might result in more frequent rate adjustments.

VIII. REPORTS -

Deputy Liquor Commissioner:

Vaping Ban and Vending Machines: A request to lift a supposed ban on vaping products in vending machines was addressed. The committee determined no such ban exists, and there are currently no tobacco vending machines in the village. The committee also discussed the

dangers of vaping products and the difficulty of enforcing regulations on vending machines.

They decided against allowing vaping products in vending machines.

Anna's Place Closure: The closure of Anna's Place, a video gaming business, was reported. They have paid their outstanding licenses. The committee discussed the future possibilities of their relocating in Westmont under stricter restaurant guidelines.

Liquor License Violation: A liquor license hearing is scheduled for a business cited for after-hours serving and a tobacco violation.

Police Chief Gunther:

Sister City Trip to Taiwan: Chief Gunther reported on a trip to Taiwan, including meetings with officials, visits to schools, and the potential for prosecuting a cold case homicide suspect residing in Taiwan. The trip was deemed successful and strengthened the sister city relationship.

Assistant Village Manager:

Fire Department Facility Tour and Presentation: Assistant village manager Parker announced a public tour and presentation of the fire facility on May 13th to gather public input on the proposed building improvements. The possibility of holding a board meeting at the fire station was discussed.

Meeting Time Change and Purpose: The primary purpose of the meeting was to gather input from attendees regarding an upcoming presentation to residents about a proposed fire station improvement, emphasizing that no final decisions had been made. They aimed to present their preferred option while acknowledging other considered alternatives. The goal was to explain the reasoning behind their favored option, rather than simply presenting a done deal.

Presentation Strategy and Content: The group discussed the presentation's content and format for the May 13th meeting. They decided to present 12 concise slides to avoid overwhelming the audience, emphasizing the reasons why other options were unsuitable and highlighting the safety concerns related to the current facility. They plan to include statistics on increased ambulance calls and the impact of outdated infrastructure, addressing the station's inadequacy given the current call volume and equipment size. The presentation will also address accreditation and ISO standards. The group will also use visuals, such as photos and perhaps video, to illustrate the issues. A recording of the presentation will be made available to the public.

Addressing Public Opposition: They acknowledged potential public opposition, particularly from Mr. Trout, who actively opposes the project and has been sharing his views publicly. The

group plans to allow time for public comment at the meeting but will implement a three-minute time limit . They also noted that Mr. Trout's concerns stem from a misunderstanding of the current situation and the history of the fire department's staffing and call volume. They cited a significant increase in call volume since the station's construction in the early 1990s. Members also expressed their understanding that some members of the public would remain unconvinced despite their efforts.

Community Outreach and Pre-Meeting Information: The group discussed proactive community outreach efforts to disseminate information before the meeting. This includes publishing information in the community magazine and leveraging existing online platforms like Facebook . They acknowledged that some information is already publicly available through the community school district website.

Historical Context and Staffing: The team clarified that the need for the proposed improvements is not a result of recent decisions but rather a long-standing issue related to increasing call volume and equipment changes since the station was built. They emphasized that the department's transition to a full-time model happened under prior leadership. They confirmed the existence of historical records supporting this claim.

MISCELLANEOUS: None

ADJOURN: Motion to adjourn at 5:44 p.m. Trustee Nero second by Trustee Guzzo. All ayes.



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Village of Westmont Administration & Finance Committee Staff Reports - April 3, 2025

Village Manager

- Involuntary Annexations - (future) Resident requests
 - Village Manager Transition - updates
 - Sister City Meeting
-

Economic Development

This is a list of 2025 projects that are in discussion and/or have opened in Westmont as of March 27, 2025

Downtown Westmont Central Business District

- West Quincy Streetscape Project - Planning for Phase 2 Underway
- 1 North Cass - Sentinel Station Project Proposal - TBD
- 34 North Cass - Beauty & the Baker Retail Project - Status TBD
- 42 North Cass - Izakaya Tokyo Restaurant Project - Opening Spring 2025
- 124 North Cass - L Boutique & Spa - Opening Spring 2025
- 140 North Cass - Westmont Legal Services - Opened January 2024
- 216 North Cass - Salon Four - Opening Spring 2025
- 413 North Cass Avenue - Townhome Project Proposed
- 17 East Chicago - Urban Tri-Gear Expansion - Opening TBD
- 27 East Chicago - Amalgam Martial Academy
- 98 East Chicago - Day Care & Preschool Proposed

South Westmont Business District

- 233 West 63rd Street - Westmont Yard - Outdoor activity area addition - Opening Spring 2025
- 1000 Vandustrial Drive - Rad's Engineering - Opened January 2025

North Westmont Business Development

- 750 Pasquinelli Drive - Expression Dance Studio Relocation - Opening Summer of 2025
- 700 Pasquinelli Drive - Gamma Technologies - Opened January 2025
- 600 Oakmont Lane - 1440 Event Design - Opening Spring 2025
- 601 Oakmont Lane - Potential Grammar School Site
- 999 Oakmont Drive - Nashama Travel & Tours - Opened January 2025
- 665 Pasquinelli Drive - Sichuan Style Noodle Restaurant - Opened January 2025
- Westmont Water Tower at CUSD 201 WHS site - In permit
- 822 East Ogden Avenue - Bowie Barker - Opening Winter 2025
- 836 East Ogden Avenue - Clean Your Dirty Face - Opened February 2025
- 639 N. Blackhawk - Advocate Outpatient Center - Approved to Proceed, construction to begin summer of 2024, to open January 2026
- 665 North Cass Avenue - Shri Bistro is taking over for Shree Restaurant - Opened Winter 2025
- Potential Grammar School Construction north of Ogden Avenue in 2025
- 520 North Cass Avenue - BAMtheatre - Opening Date May 2025
- 101 West Ogden Avenue - Star Buds Dispensary & Bakery Opened March 2025
- 233 West Ogden Avenue - Retail Furniture Store Proposed

Finance

Finance Department has been preparing for the Village's financial audit covering the time period May 1, 2024 to December 31, 2024. Finance has received so far nearly 100 requests for information and schedules from Sikich, the Village's auditors. Auditors will be on-site at Village Hall starting the week of April 7th

The Finance Department has continued to work on transition items to move the Village from an April 30th year end to a December 31 year end. Staff have been working with the Village's Financial ERP software provider, Munis to implement the new fiscal year budget into the software. Staff has also been in contact with several outside agencies to notify them of the Village's fiscal year change.

Government Services

- **Statistics from February & March 2025**
 - Ordinances - 15 ordinances were processed
 - Agendas/Cancellations -15 created/posted
 - FOIAs - 58 were received, created & answered
 - Amplified Sound - 1 Issued & 3 in Review
 - Community Events Permits in process:
 - Lions Club Spring Fling - May 2025
 - Race to the Flag 5K - May 2025
 - Taste of Westmont - July 2025
 - Raffle Permit - 2 Issued
 - Temporary Use Permit - 1 submitted
 - Liquor License - No new applications
 - Business Registration - 7 new registrations and 1 in applied status
 - Solicitors Active Permits: 1 permit
 - Liens / Release of Liens filed with DuPage County: 6 in February and 6 in March
- The CivicClerk software is becoming more familiar, all staff are still working through the newness.
- The scanning project in Laserfiche is back on track, the ratio is 1 year a day lately which is impressive! There are 24 years completed, only 100 more to go.

Liquor Commission

Below is an overview of my activities for the month of February & March 2025

- Worked on Chamber of Commerce Open House's availability for alcohol serving
- Addressed questions for raffle on Pickle Ball Charity event
- Created and distributed guide for PD personnel when responding to a liquor licensed business
- Attended meetings with Mayor and Village Attorney
- Created Feb. & Mar. Video gaming revenue reports
- Approved DJ's Sports Bar entertainment and opening early for St. Patrick's Day requests
- Tapatio given entertainment permission for Cinco De Mayo Events (Possibly out doors)
- Addressed licensing and ownership changes with Shri Restaurant
- Reviewed evidence for Uptown serving past closing time violations (hearing to be set)

MARCH 2025

- Reviewed and denied request to create an ordinance for BYOB at nail salons
 - Assisted the PD is getting gaming video from Anna's Place Video Vendor
 - Began background review of Street Dept. Underground Worker Candidate
 - Worked with BAM Entertainment on getting a liquor license class for their business
 - Reviewed a PD report on possible overserving at Uptown. Determined that a warning only was necessary at this time based on the circumstances.
 - Working with Westmont Yard and Staff on creating a liquor license class for Westmont Yard (at their request) on 63rd Street.
 - Attended meetings with Mayor, Village Attorney and staff when necessary
-

Communications

February & March 2025 Overview

- **Board Meeting & Board Reports** - Coordinated, edited, published, & distributed trustee reports for all Village Board Meetings
- **Committees** - Staff Liaison to 5 committees, currently
 - **Environmental Improvement Committee**
 - Continuing to review info sent re: Dark Sky lighting fixtures to be considered for downtown
 - Planned guest speakers for 2025
 - Rebranded the No Mow program to Protect Our Pollinators
 - **Public Information Committee**
 - Held March 26 meeting
 - **Sister City Program**
 -
 - **Holly Days**
 - 2024 events went well, recap to be planned soon
 - **Westmont First Committee**
 - Meetings schedule set for 2025 - 4 meetings planned
- **Community Events**
 - **Publicity** - Created/distributed publicity for local government & non-government events
 - Created & published PR for Spring Window Murals, Cop on a Rooftop, Community Awards Dinner
 - **Flood Brothers Community Event Participation** - Annually & on-going, coordinate & communicate with Flood Brothers & Royal Flush re: specific requests from the village for all community events that require these resources
 - **Public Works Events** - On-going communication with PW re: community events
- **PIO Update**
 -
- **Website**
 - 311 requests from various departments
 - Worked with CDD on several more updates to pages, formatting & documents
 - Various website calendar updates
 - FD Employee of the Year Award
 - Updated volunteer page with various organization information
- **Volunteers** - Continued follow-up to volunteer requests via the village website
- **News Releases - Numerous** new community news releases for the Village & local entities
 - Political Sign Recycling
 - Westmont Fire, Police & Public Works 2024 Annual Reports
 - 2024 Race to the Flag 5K May 25
 - Spring Fling
 - Brush, Yard Waste & Compost Resumes
 - Park Dist Spring Events
 - Community Awards Dinner April 14
 - Cop on Top
 - Offices Closed April 18 & May 26
 - Drug Take-back Day April 26
 - Construction Updates
 - Westmont Library Garden Expo April 26
 - Conservation Foundation Promotes Mission at EIC Meeting

- Spring Murals
- Call JULIE Before You Dig
- "2025 Protect Our Pollinators Program
- Continues Through Mother's Day"
- April Elections
- Fire awards & Employee of the Year
- Adopt-A-Planter Program
- 2025 Electronics & More Events
- EIC at Library
- Dementia Friendly Westmont Programs at the Library
- **Articles In Development**
 - Numerous articles being prepped for winter, including
 - STICKERS - Yard Waste
 - Park District Summer Events
 - Water Rate Adjustments
 - Community Awards & Citizen of the Year Announced
 - State of the Village May 19
 - Citizens Reminded To Be Diligent Regarding Property Maintenance
 - Village Board Reviews Options For New Fire Facility
 - Do Not Hesitate - Call 911
 - 211 DuPage/ Community Services
 - Upcoming PD Fundraisers
 - E-Bike info
- **Social Media Posts** - Numerous graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village news: Online Permitting & many more
- **Westmont Community News Magazine - Village Newsletter**
 - Published Spring
 - Working on Summer issue
 - Sent deadline reminders to all departments
 - On-going coordination of all aspects of news magazine production including research, soliciting & following up on information requests & submissions, photography, graphic image creation, cover layout, complete document layout, coordination of editing & proofing, coordination of delivery to printer & then distribution via post office, follow up on vendor payment schedule
- **Electronic Bulletin Board Posts** - About 10 different messages posted by the Village/Library
- **Westmont E-Newsletter**
 - Published on Fridays after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
 - Digital versions with working links created & posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Special Projects** -
 - Assisting FD with several New facility items
- **Media Materials** -
 - Water Bill - updated & published new water bill info notices for next billing cycle
 - Village Hall Lobby Display - Updated regularly to reflect most current news information
 - Train Station Lobby Display - Updated regularly to reflect most current news information

- Comcast Cable Display - Checked frequently & updated with graphics as needed
 - Oakleaf Homeowners Association Newsletter - provide quarterly into this publication
- **Pictures**
 - Coordinated photo shoot with PD for Flame of Hope Award

Information Technology

- No report

Human Resources

- **Health & Wellness Committee**
 - Our annual health screening is scheduled for Wednesday, April 9 from 7am-11am.
- **Job Descriptions**
 - Staff is exploring options for a new job description program to generate, update and house our job descriptions with the intent that the new method integrate with other aspects of recruitment and hiring, such as creating job postings and interview questions, to create efficiency and continuity between processes.
- **Merit Pay System (now termed Forward-facing, Development, Bonuses & Conversations Program or FDBC Program)**
 - The inaugural 10 Minute Conversation cycle closed on March 31, 2025. This cycle included the discussion about each employee's Soft Continuum Rating, which is a baseline rating for Work Results and Core Values to give everyone an idea of how their supervisor views their performance and behavior. As anticipated, there have been some growing pains while we adapt to the new system; and we will continue to monitor the program to determine if adjustments are needed.
 - The second cycle will launch in early April and will include another 10 Minute Conversation, opportunity for every employee to complete a Self-Reflection to note their accomplishments and contributions and a full Work Results and Core Values rating for the first Merit Bonus that is scheduled to be paid on the August 1 paycheck.
- **Recruitment**
 - **Open Positions / Interviewing**
 - Public Works - Maintenance Worker - Forestry and Grounds (Arboriculture)
 - Public Works - Maintenance Worker - Forestry and Grounds (Horticulture)
 - Public Works - Seasonal Maintenance Workers
 - **Pending Hires**
 - One candidate is in background review for a Senior Maintenance Worker (Underground) position.
 - **New Hires/Rehires**
 - Wassilkowsky, Nicholas - Firefighter/Paramedic 2nd Class - 02/05/2025
 - Peloso, Matthew - Probationary Firefighter/Paramedic 3rd Class - 02/18/2025
 - Lestina, Robert - Probationary Firefighter/Paramedic 3rd Class - 03/24/2025
 - Arens, Dennis - Seasonal Public Works Employees - 03/24/2025
 - Pemberton, Quinn - Seasonal Public Works Employee - 03/24/2025
 - **Promotions / Job Changes**
 - Chorney, Zach - Maintenance Worker (Streets) - 02/17/2025
 - Vath, Pat - Senior Maintenance Worker (Underground) - 03/03/2025
 - **Retirement/Resignations/Separations**
 - Tomisek, Brandon - Probationary Firefighter 3rd Class - 02/01/2025
 - Rea, Adam - Maintenance Worker - Forestry and Grounds - 02/11/2025
 - Olson, Corey - Firefighter 2nd Class - 02/21/2025