



Village Board Meeting February 18, 2016 6:00 p.m.

1. Call To Order

2. Roll Call

3. Pledge Of Allegiance

4. Open Forum

Participants are advised that the Open Forum procedure is a privilege and should not be abused. Upon completing an Open Forum request form and submitting it to the Village Clerk before the commencement of the meeting, participants will be recognized and given a chance to speak. The time limit to speak is 3 minutes. If deemed necessary by the Village Board, the matter may be referred to Village Staff or may be placed on a future agenda for Board consideration.

All participants are expected to exercise common courtesy and follow any rules of order established or announced by the Village Board and/or Mayor. Candidates for local public office may not use this forum for campaign purposes.

5. Reports

a. Board Reports

- Mayor
- Clerk
- Attorney
- Manager
- Trustees

*Background Of
Subject Matter*

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Type

Discussion Only

6. Items To Be Removed From Consent Agenda

7. Consent Agenda (Omnibus Vote)

a. Village Board Minutes

i. Board Meeting Minutes

Board to consider approving the minutes of the Village Board meeting held February 4th, 2016.

*Background Of
Subject Matter*

Required Parliamentary Procedure

Type

Motion

b. **Finance Ordinance**

i. **Finance Ordinance # 19**

Total to be announced at the meeting.

Background Of Subject Matter *

Type Motion

ii. **January Financial Report**

Board to consider a motion to accept the financial report submitted for the month of January 2016.

Background Of Subject Matter *

Type Motion

Documents: [2016-01 MONTHLY REVENUE AND EXPENSE SUMMARY.PDF](#), [2016-01 FINANCIAL REPORT MEMO.PDF](#)

c. **Purchase Orders**

i. **PO 11038264**

Omega Sign & Lighting \$136,722.20

Background Of Subject Matter Electronic Signs at Fire HQ and the Library

Additional Background \$55,000 will be reimbursed by Library

Type Purchase Order

Budgeted Other

Budgeted Explanation Village portion is over budget, but is covered through appropriations ordinance; conforms to intergovernmental agreement with the Library.

Documents: [PO 11038264.PDF](#)

ii. **PO 11038340**

Westmont Park District \$8,489.27

Background Of Subject Matter Salary Sharing

Type Purchase Order

Budgeted Yes

Documents: [PO 11038340.PDF](#)

iii. **PO 11038260**

Don Morris Architect \$7,827.13

Background Of Subject Matter January plan reviews & inspections

Type Purchase Order

Budgeted Yes

Documents: [PO 11038260.PDF](#)

- iv. **PO 11038229**
SHI International Corp \$17,060.36

Background Of Subject Matter Two-Factor Authentication
Type Purchase Order
Budgeted Yes

Documents: [PO 11038229.PDF](#)

- v. **PO 11038250**
Village of Downers Grove \$612,288.00

Background Of Subject Matter 2016 Dispatch Costs
Additional Background The first payment of \$51,024 is included in the Finance Ordinance, which will be approved simultaneously with the purchase order
Type Purchase Order
Budgeted Yes

Documents: [PO 11038250.PDF](#)

- vi. **PO 11038251**
Village of Downers Grove \$31,578.00

Background Of Subject Matter 2015 Dispatch Costs True-up.
Additional Background The payment is included in the Finance Ordinance, which will be approved simultaneously with the purchase order
Type Purchase Order
Budgeted Yes

Documents: [PO 11038251.PDF](#)

- vii. **PO 11038218**
JULIE Inc \$5,495.26

Background Of Subject Matter 2016 Locating Fees
Additional Background This is included in the Finance Ordinance, which will be approved simultaneously with the purchase order
Type Purchase Order
Budgeted Yes

Documents: [PO 11038218.PDF](#)

- viii. **PO 11038256**
West Central Municipal Conf \$22,500.00

Background Of Spring Tree Planting (121 Trees)

Subject Matter

Type Purchase Order

Budgeted Other

Budgeted Explanation This will be expensed in FY 2016-17, so no budget has been adopted. This amount is consistent with the spring tree planting we have had in the budget for the last several years, and we anticipate budgeting at least this amount in the FY 2016-17 budget.

Documents: [PO 11038256.PDF](#)

- ix. **PO 11038272**
Vidito Tree Experts \$22,350.00

Background Of Subject Matter EAB Tree Removals

Type Purchase Order

Budgeted Yes

Documents: [PO 11038272.PDF](#)

- x. **PO 11038259**
Vidito Tree Experts \$6,390.00

Background Of Subject Matter Stump Grinding (142)

Type Purchase Order

Budgeted Yes

Documents: [PO 11038259.PDF](#)

- xi. **PO 11038263**
Illinois EPA \$25,984.86

Background Of Subject Matter Payment of 2011 EPA Loan for Watermain Project

Type Purchase Order

Budgeted Yes

Documents: [PO 11038263.PDF](#)

- xii. **PO 11038237**
HD Supply Waterworks \$49,675.00

Background Of Subject Matter Meters and supplies

Type Purchase Order

Documents: [PO 11038237.PDF](#)

- xiii. **Total Of Purchase Orders**
\$946,360.08

Background Of *

Subject Matter
Type Purchase Order

d. **Total Of Purchase Orders And Finance Ordinance**

Total to be announced at the meeting.

Background Of *
Subject Matter
Type Motion

e. **Community Events**

i. **2016 Red White & BBQ**

Board to consider an ordinance approving the following requests for the 2016 Red White & BBQ Festival hosted by the Westmont Lions Club, May 27-29, 2016:

- 1) community events permit
- 2) liquor license fee waivers
- 3) amusement fee waiver
- 4) live amplified sound permit
- 5) tent permit fee waiver

Background Of The Lions Club's Red White & BBQ has grown to be the
Subject Matter biggest sanctioned event in the State of Illinois. There are
no changes to the request from previous years.

Recommendation Staff recommends approval.

Type Ordinance

Documents: [2016REDWHITEBBQCOMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

ii. **2016 Race To The Flag 5K**

Board to consider an ordinance approving the following requests for the 2016 Race To The Flag 5K to be held on May 29, 2016:

- 1) community events permit
- 2) live amplified sound permit

Background Of This year, the RTTF 5K will be hosted by the Westmont
Subject Matter Park District, the People's Resource Center will be the
beneficiary of the fundraiser. There are no other changes
to the request from previous years.

Recommendation Staff recommends approval.

Type Ordinance

Documents: [2016RTTFRACETOTHEFLAG5K.PDF](#)

iii. **2016 Chicago Prostate Center 5K**

Board to consider an ordinance approving the following requests for the 2016 Chicago Prostate Center 5K to be held on September 11, 2016:

- 1) community events permit
- 2) live amplified sound permit

Background Of The Chicago Prostate Center 5K is a very successful
Subject Matter event, growing every year. There are no changes to this
year's request.

Recommendation Staff recommends approval.

Type Ordinance

Documents:

[2016CHICAGOPROSTATECENTER5KCOMMUNITYEVENTSPERMITREQUESTFORM.PDF](#)

8. Unfinished Business

9. New Business

a. **134 N Cass - Monkeypencil Apparel**

Board to consider an ordinance approving a development permit request from Monkeypencil Apparel to allow the operation of an apparel company in the B-1 Limited Business District.

Background Of Subject Matter Applicant requests to operate a 2nd floor apparel store within the Weston Travel building. The business owner will embroider onsite. This is an allowed use in the B-1 district & no additional parking is needed.

Recommendation Staff recommends approval.

Type Ordinance

Documents: [DEV PERMIT REQUEST AND FLOORPLAN.PDF](#)

b. **Class 17 Liquor License - Mariano's**

Board to consider an ordinance increasing the number of available Class 17 liquor licenses by one to accommodate a request from Mariano's, located at 150 West 63rd Street, Westmont.

Background Of Subject Matter Mariano's has applied for a Class 17 liquor license as a new business. A class 17 liquor license allows for the retail sale of all liquor for both on and off premise consumption for a grocery store that is greater than 30,000 square feet.

Additional Background Mariano's has a tentative opening date of March 15, 2016.

Recommendation Staff recommends approval of this request.

Type Ordinance

Budgeted N/A

c. **WSEC Hotel/Motel Grant Request**

Board to consider an ordinance awarding a \$10,000 hotel/motel grant to Westmont Special Events Corporation (WSEC).

Background Of Subject Matter The WSEC, whose major role is coordinating and promoting special events, which are expected to draw tourist or overnight visitors, is requesting \$10,000 to retain current staff & expand the role of the Office Manager, who coordinates these events

Additional Background If this grant is approved, the remaining Hotel/Motel Grant balance is \$7,500.

Recommendation Staff and the Administration & Finance Committee of the Village Board recommend approval.

Type Ordinance

Budgeted Yes

d. **Drug-Free Workplace Policy - Revised**

Board to consider an ordinance approving revisions to Section 62-75 - Drug-Free Workplace of the Personnel Code of Ordinances.

Background Of Subject Matter In 2015, as a result of the review of a number of vehicle accidents, the Executive Safety Committee asked for a review of the Village's drug and alcohol testing policy post accident.

Additional Background Upon review, research, and discussion, the Executive Safety Committee recommended that the Village Policy be revised to be consistent with the policies of our Public Works and Fire Departments.

Type Ordinance

Documents: [2016-02-18 DRAFT PROPOSED SEC 62-75 DRUG-FREE WORKPLACE.PDF](#)

e. **Dual Village Employment Policy - New**

Board to consider an ordinance adding Section 62-80 - Dual Village Employment Policy to the Personnel Code of Ordinances.

Background Of Subject Matter Due to the complications & legalities of administering overtime and calculating rates when full-time employees hold multiple positions, staff implemented this practice approximately eight years ago. This policy documents our practice.

Type Ordinance

Documents: [2016-02-18 DRAFT SEC62-80 DUALVLGEMPLOYMENTPOLICY.PDF](#)

f. **Social Media Policy - New**

Board to consider an ordinance adding Section 62-79 - Social Media Policy to the Personnel Code of Ordinances.

Background Of Subject Matter For several years, the Village has discussed developing a Social Media Policy. However, due to the newness of social media, its uses in the business environment, and how to navigate the legalities, policies were developed slowly and carefully.

Additional Background The Village is using social media in many positive ways, social media uses and policies have become better defined. Staff felt this was a good time to develop our policy. This policy was a collaborative effort of staff and the Village Attorney.

Type Ordinance

Documents: [2016-02-18 WESTMONTSOCIALMEDIAUSEPOLICY-DRAFT.PDF](#)

g. **Engineering Agreement - 2016 MFT Resurfacing Project**

Board to consider an ordinance authorizing an engineering agreement with SEECO Consultants, Inc. for Material Testing and Inspection Services of the 2016 MFT Resurfacing Project (MFT# 15-00108-00-RS).

Background Of Subject Matter Material Testing & Inspection Services by a certified agency is required by IDOT for projects utilizing Motor Fuel Tax Funds. The 2016 MFT Resurfacing Project proposes to resurface approximately 7.6 miles of roadway along with other related

work.

Additional Background	Request to approve the sum of \$16,675.00 for Material Testing and Inspection Services for the village's annual street resurfacing project.
Recommendation	Staff recommends approving the proposal in the amount of \$16,675.00 for Material Testing and Inspection Services for the 2016 MFT Resurfacing Project (MFT# 15-00108-00-RS).
Type	Ordinance
Budgeted	Yes

Documents: [SEECO CONSULTANTS PROPOSAL 2016 MFT RESURFACING PROJECT.PDF](#)

h. Ad Hoc Strategic Plan Committee

Board to consider a motion authorizing the creation of the Ad Hoc Strategic Plan Committee, with the Mayor to appoint committee members.

Background Of Subject Matter	*
Type	Motion

10. Miscellaneous

11. Executive Session

This Board may adjourn to closed session to discuss matters so permitted and may act upon such matters upon returning to open session.

12. 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 5:00 P.M. Monday through Friday, Village of Westmont, Illinois, 60559; or telephone (630) 981-6210 voice, within a reasonable time before the meeting.