



## Village Board Meeting December 8, 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*

\*

*Type*

Discussion Only

### 6. Public Hearing

#### a. Property Tax Levy Hearing

Board to conduct a public hearing regarding the property tax levy.

*Background Of  
Subject Matter*

Because the proposed levy is such a small increase, the board is not legally required to publish notice in the paper or hold a public hearing. However, in the interest of transparency the Board chose to publish a notice and hold this hearing.

*Additional  
Background*

The proposed total levy is in the amount of \$8,546,430. It is expected this levy will generate closer to \$8,252,643.

*Type*

Discussion Only

*Budgeted*

Other

*Budgeted  
Explanation*

This levy will impact the FY 2017-18 Budget

*Documents:*

[2016 SUMMARY - PROPOSED PROPERTY TAX LEVY.PDF](#)

**7. Items To Be Removed From Consent Agenda**

**8. Consent Agenda (Omnibus Vote)**

**a. Village Board Minutes**

**i. Board Meeting Minutes**

Board to consider approving the minutes of the Village Board Meeting held on November 10, 2016.

<i>Background Of Subject Matter</i>	Required parliamentary procedure
<i>Type</i>	Motion

*Documents:*

[2016-11-10 VILLAGE BOARD MEETING MINUTES.PDF](#)

**b. Finance Ordinance**

**i. Finance Ordinance #15**

Total to be announced at the meeting.

<i>Background Of Subject Matter</i>	*
<i>Type</i>	Ordinance

**ii. October Financial Report**

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

<i>Background Of Subject Matter</i>	*
<i>Type</i>	Motion

*Documents:*

[OCTOBER 2016 FINANCIAL REPORT MEMO.PDF](#)

[MONTHLY REVENUE AND EXPENSE SUMMARY 2016-10.PDF](#)

**c. Purchase Orders**

**i. PO 11040358**

Westmont Fire Department 2% Association \$31,330.30

<i>Background Of Subject Matter</i>	Foreign fire insurance tax passthrough
<i>Additional Background</i>	This is included in the Finance Ordinance, which will be approved simultaneously with the purchase order.
<i>Type</i>	Purchase Order

*Budgeted* Yes

*Documents:*

[PO 11040358.PDF](#)

- ii. **PO 11040511**  
Identatronics \$24,803.75

*Background Of Subject Matter* Timeclock Software

*Type* Purchase Order

*Budgeted* Yes

*Documents:*

[PO 11040511.PDF](#)

- iii. **Total Of Purchase Orders**  
\$56,134.05

*Background Of Subject Matter* \*

*Type* Purchase Order

- d. **Total Of Purchase Orders And Finance Ordinance #15**  
Total to be announced at the meeting.

*Background Of Subject Matter* \*

*Type* Motion

## 9. **Unfinished Business**

### 10. **New Business**

- a. **8 1/2 N Cass Ave - Clemens Enterprises**  
Board to consider an ordinance approving a Development Permit request to allow the operation of an insurance office in the B-1 Limited Business District.

*Background Of Subject Matter* Applicant requests to operate an insurance office in a tenant space previously used as a book store. Parking has not been an issue at this location & use will fill a downtown vacancy in the Central Business TIF District. Staff recommends approval.

*Type* Ordinance

*Documents:*

[CLEMENS SUBMITTAL.PDF](#)

- b. **31 N Cass Ave - Maura's Mediterranean Restaurant**  
Board to consider an ordinance approving a Downtown Development Grant request in the amount of \$5000 from Dr. Alhussaini in the B-1 Limited Business District.

**Background Of Subject Matter** Property owner requests grant assistance with the cost of replacing storefront doors & glass, & a new awning to identify his restaurant. Exterior facade improvements are eligible for a matching grant of up to \$5000, or 50%, whichever is less.

**Recommendation** The facade improvements meet adopted Downtown Design Guidelines and staff recommends approval.

**Type** Ordinance

c. **6004B And 6006 S Cass Ave - Sunshine Montessori**

Board to consider an ordinance approving a Special Use permit request to expand an existing school in the B-2 General Business District.

**Background Of Subject Matter** Sunshine Montessori requests to expand its existing school into an adjacent tenant space. Landlord is required to install a sprinkler system by 2018 (a previous condition of occupancy). Planning & Zoning Commission unanimously recommended approval.

**Type** Ordinance

**Documents:**

[6004B AND 6006 S CASS SUNSHINE MONTESSORI SPECIAL USE.PDF](#)

d. **1801 35th St - Mayslake Village**

Board to consider an ordinance approving a request for Site and Landscaping Plan approval to allow for additional parking.

**Background Of Subject Matter** Mayslake Village is requesting the expansion of 4 parking areas through the site to add 128 parking spaces, using permeable pavers. Board approved temporary pervious parking in 2015, with the understanding that permanent parking would be forthcoming.

**Additional Background** Planning & Zoning Commission recommended additional buffering to Tartan Lakes, & noted the site appears over parked & could be better served with a parking garage. Landscaping & curbs have been added to the plans to address Commission & staff comments.

**Type** Ordinance

**Documents:**

[1801 35TH STREET MAYSLAKE PARKING LOT EXPANSION.PDF](#)

e. **4 E Ogden Ave - Catalyst Exhibits**

Board to consider an ordinance approving the following requests for a TCF Bank ATM at 4 East Ogden Avenue:

1. Special use permit request to operate an accessory drive-in facility for an existing TCF bank
2. Special use permit request to operate an on-premise ATM
3. Zoning code variance request to allow an ATM structure within the front yard setback
4. Site and landscaping plan approval

**Background Of Subject Matter** Planning & Zoning Commission held a public hearing regarding this proposal on November 9 & discussed the visibility and location of the ATM, the hardiness of the landscaping, and future snow removal in this section of the parking lot.

**Recommendation** Commission made a positive recommendation regarding these requests. A landscaping inspection for the existing site will be part of the final approvals process to ensure the Ogden Avenue corridor is maintained with the new development request.

**Type** Ordinance

**Documents:**

[4 E OGDEN TCF ATM SPECIAL USES AND VARIANCES.PDF](#)

f. **Establishment Of Sycamore Run Subdivision SSA**

Board to consider an ordinance establishing the Sycamore Run Subdivision Special Service Area in the Village of Westmont.

**Background Of Subject Matter** In January 2016 the Board adopted an ordinance proposing to create the Sycamore Run SSA to partially fund the St. Joseph's Creek stream bank stabilization & restoration project. A public hearing was held on 3/31/2016. No statutory objections were filed.

**Additional Background** The next step in this process is to adopt an ordinance which establishes this SSA, & then adopt an ordinance authorizing a tax levy to implement these assessments. 9 properties will be assessed \$1,000.00 per year for 5 years.

**Recommendation** Approve

**Type** Ordinance

**Documents:**

[2016-SYCAMORE RUN SSA.PDF](#)

g. **Tax Levy For Sycamore Run Subdivision SSA**

Board to consider an ordinance adopting a Tax Levy for the Village of Westmont's Sycamore Run Subdivision Special Service Area.

**Background Of Subject Matter** Once a special service area is established, the next step is to adopt a Tax Levy Ordinance so that the assessments may be levied against the properties within the SSA.

**Additional Background** The 9 properties will be assessed \$1,000.00 each, and this charge will appear on their real estate tax bill.

**Recommendation** Approve.

**Type** Ordinance

**Documents:**

[2016 - SYCAMORE RUN SSA TAX LEVY.PDF](#)

h. **Property Tax Levy**

Board to approve an ordinance adopting the 2016 Tax Levy Ordinance in the amount of \$8,546,430.

**Background Of Subject Matter** As discussed previously, the Tax Cap law allows revenues to increase by CPI (0.7%) & new growth, which we expect to capture by levying a 4.29% increase. We expect an increase in police pension expense of \$169,000 and a revenue increase of about \$67,000.

**Additional Background** This means we expect the general revenues will be cut by approximately \$100,000. The attached shows current levels and 2 sections. The proposal is to levy "2016 Levy" (Green Column), to get "2016 Expected" (Blue Column).

**Recommendation** Staff recommends approval

**Type** Ordinance

**Budgeted** Other

**Budgeted Explanation** This levy will impact the FY 2017-18 Budget

**Documents:**

[2016 SUMMARY - PROPOSED PROPERTY TAX LEVY.PDF](#)  
[2016 TAX LEVY ORDINANCE.PDF](#)

**i. Abatement Of Taxes**

Board to consider an ordinance abating the taxes heretofore levied for the year 2016 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2013A and its General Obligation Bonds (Alternate Revenue Source), Series 2013B of the Village of Westmont, DuPage County, Illinois.

**Background Of Subject Matter** The Village issued alternate revenue bonds in 2013. These bonds are intended to be funded by revenue sources other than property taxes. To keep the bonds off of the property taxes, the Village must abate the debt payments for those bonds each year.

**Recommendation** Staff recommends approval.

**Type** Ordinance

**Budgeted** Yes

**Documents:**

[2016 ABATEMENT ORDINANCE -MINUTES.PDF](#)

**j. 2016 WFD Declare Surplus Property**

Board to consider an ordinance declaring Fire Department Tower Ladder Truck 1839 and Engine 1832 as surplus property.

**Background Of Subject Matter** Tower Ladder Truck 1839, VIN #4P1CT02E22A002737 a 2002 Quantum, and Engine 1832, VIN #4P1CT02U0YA000145 a 1999 Pierce Sabre, have outlived their useful lives, are outdated, pose a risk to use, or are otherwise not economically maintainable.

**Additional Background** The trucks will be sold, donated, or scraped as appropriate. If sold, the trucks will not be released to a new owner until the Department's new vehicles are received and placed in service. Advertising sale in advance may optimize sale price.

**Recommendation** Approve.  
**Type** Ordinance

k. **Amend Sec.54-32 Of The Code Of Ordinances**

Board to consider an ordinance to amend Sec.54-32. of the Westmont Code of Ordinances to increase the number of sergeants by one to total eight, and decrease the number of patrol officers by one to total 33.

**Background Of Subject Matter** \*  
**Type** Ordinance

l. **East Richmond Water Main Project Phase 2**

Board to consider an ordinance authorizing an Engineering Service Agreement from Baxter and Woodman for the East Richmond Water Main Project Phase 2 and Street Improvement Project.

**Background Of Subject Matter** The agreement is for both Design & Construction Engineering Services. This phase of the project is from Wilmette Street to Cass Avenue on East Richmond.  
**Additional Background** Request to appropriate \$76,800 for design services and \$78,750 for construction services for a total engineering cost of \$155,500.  
**Type** Ordinance  
**Budgeted** Yes

**Documents:**

[2016-11-30 BAXTER WOODMAN EAST RICHMOND PHASE 2.PDF](#)

m. **Village Of Westmont In Lieu Of Surety Bond For IDOT**

Board to consider a resolution to the Illinois Department of Transportation for the years 2017 and 2018 that the Village of Westmont hereby pledges its good faith and guarantees that all work shall be performed in accordance with conditions of all permits granted by the department.

**Background Of Subject Matter** This resolution is acceptable in lieu of surety bond for municipal employees to perform permit work in the State rights-of-way.  
**Recommendation** Approval of the IDOT Resolution  
**Type** Resolution  
**Budgeted** Other

**Documents:**

[2016-12-08 - IDOTRESOLUTION.PDF](#)

n. **Hand Held Power Tools Agreement**

Board to consider an ordinance authorizing a Participation Addendum for Hand Held Power Tools and Accessories.

**Background Of Subject Matter** This Addendum allows the Village to participate in a multi-state purchasing agreement for hand held power tools & accessories.

<b>Additional Background</b>	The State of Oklahoma organized this purchasing program & allows multiple states & local jurisdictions to participate for advantageous pricing. The primary supplier is Snap-On Tools, with whom the Village already has a positive vendor relationship.
<b>Recommendation</b>	Approve. This Addendum will result in better pricing for the Village for this equipment.
<b>Type</b>	Ordinance

**Documents:**

[2016-12-8 NASPO PARTICIPATING ADDENDUM.PDF](#)

o. **Paid Time Off (PTO) Bank - Part Time Employees Policy**

Board to consider an ordinance adding Section 62-105 - Paid Time Off (PTO) Bank - Part Time Employees Policy to the Personnel Code of Ordinances.

<b>Background Of Subject Matter</b>	Staff presented research to the Administration Committee and recommended that some portion of paid time off be offered to part-time employees. The committee supported staff's recommendation.
<b>Additional Background</b>	This policy explains who is eligible and how the PTO will be administered.
<b>Type</b>	Ordinance

**Documents:**

[2016 PAID TIME OFF POLICY - PART TIME EMPLOYEES.PDF](#)

p. **Holiday Policy - Revised**

Board to consider an ordinance approving revisions to Section 62-95 - Holidays of the Personnel Code of Ordinances.

<b>Background Of Subject Matter</b>	Staff presented research to the Administration Committee and recommended to provide a portion of paid holiday time off for part-time employees. The committee supported staff's recommendation.
<b>Additional Background</b>	Language was added to this policy to address the recommendation. The additional revision is a correction to accurately reflect practice.
<b>Type</b>	Ordinance

**Documents:**

[2016 DRAFT SEC 62-95 HOLIDAYS.PDF](#)

q. **P-Card / Credit Card Policy**

Board to consider an ordinance approving the following:

1. Amending the special uses under which a corporate credit card or purchasing card may be used.
2. Authorizing the staff to approve future changes to the credit card/purchasing card policy.

**Background Of Subject Matter** In 2007 the Village Board approved by motion, a recommendation to obtain a corporate credit card for approved special use purposes which were presented at that time. Due to a changing business climate and new technologies, those purposes have changed.

**Additional Background** This ordinance would amend that policy and treat it like most other policies where staff is authorized to amend the policy in the future. Of course, like all finance-related policy, policy changes would be discussed with the Finance Committee.

**Type** Ordinance

**Budgeted** N/A

**Documents:**

[CORPORATE CREDIT AND PURCHASING CARD POLICY 2016-12-08.PDF](#)

r. **Travel And Expense Policy**

Board to approve an ordinance adopting the amended travel and expense policy.

**Background Of Subject Matter** The Local Government Travel Expense Control Act, Public Act 99-604, requires specific items be added into the Village's travel and expense policy including a specific exclusion of entertainment expenses and a threshold for Village Board approval.

**Additional Background** The Finance Committee of the Village Board discussed the issue and identified additional items to be included in the policy to mirror our current practices.

**Type** Ordinance

**Budgeted** N/A

**Documents:**

[DRAFT TRAVEL EXPENSE POLICY 2016-12-08.PDF](#)

s. **Time Clock And Scheduling System Agreement**

Board to approve an ordinance approving an agreement with Identatronics to purchase a replacement time clock and scheduling system for all Village Departments.

**Background Of Subject Matter** This vIDix LABOR & vIDix SCHEDULER Cloud-SaaS will replace a 10 year old time clock system that is at the end of its useful life.

**Type** Ordinance

**Budgeted** Yes

**Documents:**

[BKC CLOUD SERVICES-SAAS BACKUP PROCEDURES.PDF](#)

[DATABANK GAP LETTER CONS.PDF](#)

[SOC 1 TYPE 2 REPORT DFWMSP1 2015 FINAL.PDF](#)

[VILLAGE OF WESTMONT VIDIX LABOR AND VIDIX SCHEDULER CLOUD SAAS](#)

t. **Scheduling System For Fire Department**

Board to approve an ordinance approving an agreement with PACE Systems to provide a scheduling system for Westmont Fire Department.

<b>Background Of Subject Matter</b>	This system will replace a system that is over 20 years old and is no longer supported.
<b>Type</b>	Ordinance
<b>Budgeted</b>	Yes

**Documents:**

[PRIVACY POLICY.PDF](#)

[SECURITY STATEMENT.PDF](#)

[TERMSCONDITIONS.PDF](#)

[UPTIMERELIABILITY.PDF](#)

[WESTMONT FD ONLY PACE SCHEDULER QUOTE FP 112916.PDF](#)

11. **Miscellaneous**

12. **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.

13. **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.*