

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes -March 12, 2020

Draft Approved - April 9 2020

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker Trustee Guzzo Trustee Nero (4:40pm) Trustee Barry (5:00pm)</p> <p><u>Visitors</u> EIC Member Glen Gabreyl EIC Member Christa Stanulis EIC Member Gerry Richter</p>	<p><u>Staff</u> Village Manager May Finance Director Parker DVC Richards DLC Mulhearn CDD Director Sylvester IT Director Liljeberg (office) HR Director Brainerd Fire Chief Riley Deputy Fire Chief Connolly EMS Director Lynn Dralle Deputy Police Chief Thompson PW Foreman Jon Yeater Comm Clerk Babyar</p>
---	---

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. APPROVAL OF MINUTES - February 13, 2020 Administration Finance Committee minutes were approved, by a motion by Trustee Guzzo and seconded by Trustee Addington, with all ayes.

VI. OLD BUSINESS

A. Curbside Composting Voluntary Program - Manager May introduced the volunteers from the EIC to present the agreement reached with Waste Management that will be an addendum to the contract. Discussion of toters, costs, and lawn waste combinations were reviewed. This will be on the agenda this evening, as an item for the authorizing the Manager and Attorney to enter into this agreement when the attorneys have the language agreed upon.

B. Authorized Solicitors hours - Deputy Clerk Richards presented the recommendation of the hours as M-S at 8:00 a.m. to 7 p.m. and a \$50.00 fee for

90 days. Manager May stated that Attorney Zemanek has stated that the case law states that hours of solicitation can not be so restrictive to harm the business of the right of legal commerce. Discussion ensued of the possibilities of the hours being tied to sunrise/sunset and this is not permitted. Churches and political entities are exempt. This will be on the agenda later this evening, and Manager May announced that Attorney Zemanek will probably ask for a postponement, as the ordinance is not fully prepared to be acted on as definitions are still being worked on.

VII. NEW BUSINESS

A. Emergency Medical Services RFP - This is a continuation of the item that was presented at the Public Safety meeting last week, and time ran out to allow for a review. Chief Riley presented the RFP results for new contract medic services with Kurtz being replaced due to the high turnover of Kurtz employees and the lack of communication from Kurtz management. Chief presented the two agreements: Metro and PSI. The Chief stated that his preference is for Metro as the few extras that they will give and the relationship we currently have with the company that make it desirable even though both companies are good companies. Our criteria is that the 12 contract paramedics that we have currently will be hired by whichever company that is chosen.

■ Mayor Gunter asked if Chief had contacted other municipalities to give recommendations on the two companies?

1. Chief responded that he had and received positive feedback from those that had left Kurtz for Metro and those that use PSI.
2. Manager May stated that the board agenda had the contract award on the agenda with no name and based on this committee meeting a contract will be chosen to present for voting on at the board meeting.
3. Trustee Guzzo prefers the extras offered by Metro, and Trustee Nero agrees.
4. Mayor Gunter asked for the Fire Staff to report.

The details were reviewed by Director Dralle and Deputy Chief Connolly. Contract paramedics and the turnover were a large concern and so the penalty

clause has been inserted to the vendor if the turnover is low. This will be a 2 year contract, with an option for a 3rd. Chief Riley thanked Director Parker for his assistance with the RFP, as this was Chief Riley's first RFP.

The Fire Department recommendation is for Metro Paramedic Services. This will be on the agenda at tonight's board meeting.

- Trustee Addington commented that both companies were bidders 36 years ago, and are both still in business - that is a positive recommendation.

B. Economic Development Agreements - Director Parker explained that the adjustments for two of the TIF releases of funds requests, from various two projects pending in downtown, have increased due to extra costs.

- Luxica was reviewed last meeting - an exciting true TIF
- 1 West Quincy/Hollowday is looking for an additional amount of \$250,000.00 due to extra ComEd costs.

1. Manager May stated that the adjustments are reviewed with the guideline as to if we would still support the project if these things were known in advance, and the answer is yes. The cost we would be taking on, through TIF funds, is about 1/2 of the costs the developer will incur.

2. Trustee Barker questioned the limit, the unknown to the known and what else could be found? Have we covered all our bases?

3. Mayor Gunter remarked that the contractors figures are reviewed by a consultant, so we believe that we are at a better state of the project.

4. Trustee Barker asked if the soil test has been done?

a. Director Parker asked Director Sylvester if that had been done yet? It has not. Trustee Barker stated that the soil test could sink the whole thing.

b. Director Sylvester stated that the Board has the option to deny. We have offered an incentive, so the extras could be denied.

c. Director Parker said that it is still a positive project

and a catalyst for the downtown. Commenting that there is a look back procedure on this project after a few years and if the project is prosperous above expectations, we have the option to lower future payments.

d. Trustee Barker asked if Mariano's has generated the funds that were expected. Director Parker stated that Mariano's is generating less sales than they thought it might be, which means the fees we pay them are lower. Mariano's note states that we pay for a certain amount of years based on their sales. If it does not, then the agreement is over. It is currently generating.

e. Director Sylvester asked if the Hollowday project has a portion returned of what we receive from the TIF the first few years. The fees that were paid and the land purchase from Hollowday are still allowing this to be in the positive. Mayor Gunter stated that there are consultants that have set up these contracts.

f. Mayor Gunter remarked that 1 North Cass is to the limit for extras, there is no room.

g. Trustee Barker asked if the fees for the Hollowday project are negotiable. Director Parker replied that the fees are capped so that the fees can be the basis of the TIF.

- Manager May stated that this will be on the board agenda tonight.

C. Police Department change in Collection Agency - Deputy Chief

Thompson presented on the need to have a new collection agency for the parking ticket collections. The company that is being looked at, MCOA - Municipal Collections of America, uses a program called idrop that will put a lien on a violator's tax return if an attempt to pay is not made. Several years ago, there was hesitation on the part of the board at that time feeling that this was inappropriate. The lien is a last resort effort. The current collection agency has a success rate of only 18%. MCOA states that their rate of collection is 40% without the use of a lien. MCOA also shows the statistic that 81% of tickets

issued in municipalities are for non-resident parkers.

- Trustee Liddle asked if idrop is used is it just for the ticket amount or does it include penalties?

1. Deputy Chief Thompson said the amount would include all penalties and fees.

- Trustee Nero asked if the Village dings the credit of the people that do not pay through the current provider.

1. As of 3 years ago the Village is no longer allowed to ding someone's credit and as of July 1st we will no longer be allowed to suspend people's licenses. So, without this idrop there is no incentive to pay; the only people that are hurt by tickets are those that pay.

- Trustee Nero asked if the changes were state law?

1. Deputy Chief Thompson replied that it was a State decision.

- Board members agreed that the new vendor was the right way to go - people should pay their tickets.

D. Water Rates - Director Parker stated that the next step in the incremental increases that were planned out is ready to be implemented. Manager May remarked that we had set up the incremental fees, however each time one is to be implemented in May, the Board has to approve the adjustment. Tonight's item is a one year adjustment.

- Trustee Barker stated that the one year plan is the best way to do this so we can review it annually.

VIII. REPORTS:

A. Liquor Commission: Mayor Gunter asked Deputy Liquor Commissioner Mulhearn to come to the podium and report on the situation with Absolutely Delicious that will be on the Board agenda tonight.

- There are 3 options to choose: granting, denying (365 days), or postpone - giving a 6 month delay for the business to be in 100% compliance with all Village ordinances and stay current/in good standing.

- Manager May stated that up until this morning the business was

2 month in arrears on tax payments and the habit of the business is to pay the minimum of water payments due to avoid shut off, the day before shut off. If we don't consider that current, we have to look at what is considered to be in good standing.

- Mayor Gunter remarked that we are not making a recommendation here, we are just providing the information.

- Liquor Commissioner Mulhearn reported that this business could have requested video gaming when it first became available, he opted out at that time.

1. Trustee Barry stated that he has become concerned with the image of the town with all the video gaming. Everyone of the businesses in town has gone over the top with gaming signage. He does not want anymore gaming in the downtown. He is a hard no unless a business wows him.

2. Trustee Barker remarked that a restaurant that can't pay the water bill is not a successful restaurant and video gaming might create revenue but will not make it successful.

- a. Deputy Liquor Commissioner Mulhearn replied that the business believes that the revenue will allow for remodeling and the back payments are a few hundred dollars not large amounts of money.

3. Trustee Nero stated that the Places for Eating tax is a passthrough tax that is collected and yet he is not passing it on. That is not a good business model. Based on this and past issues, this is not a good track record.

4. Trustee Barry asked where he planned to put this as he is so cramped for space. Trustee Liddle answered that the private party room in the rear of the space was to be used.

5. Trustee Addington remarked that he is not disagreeing with anything that was said, yet the passing of video gaming was to help businesses. If the business became compliant with ordinances and stayed that way then we should reconsider after a reasonable period of time.

6. Discussion of other businesses that have been denied and then approved were reviewed.

B. Manager May announced that Oakwood Homeowners Association received a grant from the DuPage County stormwater management program.

C. Manager May announced that we were again awarded a Tree City USA certificate, this is the 24th year.

D. Manager May reviewed the CoronaVirus (CoVid19) Update and the public service challenges in dealing with the epidemic in addition to the employer responsibilities.

- Fire Chief Riley gave a report on the planning and processes that have been put in place since December of 2019 when it was first announced. The challenges of limiting exposure.

- Deputy Fire Chief Connolly presented a report on the virus and the transmission of, mortality rates, and comparison to other epidemic diseases such as ebola or the flu. The possibilities of closing schools and businesses. The World Health Organization has declared it a global pandemic.

1. Trustee Barker asked why everyone is so worried if this is less than SARS or even the Chicken Pox?

- a. EMS Director Dralle stated it was different due to the contagious factor of the disease. It spreads rapidly and is similar to TB in the way it spreads and is more serious to the system, a higher rate of death. It is very dangerous to the elderly and someone that is immune compromised.

Reviewing the impact of the disease in Washington State.

- Significant events have been cancelled, and the Governor is closing the schools. Epidemiologists are predicting that we could have 5,000 cases in IL by the end of the month.

- Gathering supplies, screening personnel, and closing of the buildings were discussed. The speed of this spreading has been faster than expected, the Fire Department has moved just as fast to keep up with the necessary steps.

- EMS Director Dralle reminded everyone to wash their hands for

20 seconds, Happy Birthday twice, and to clean surfaces. This is an airborne virus that is estimated to live on surfaces for more than 9 days.

1. Trustee Barker said that communication has been so poor as to what is going on. District 86 closed yesterday due to a possible case that was negative, an overreaction?

a. Director Dralle said that CDC and DuPage Public Health are good sources and the links have been provided to Larry McIntyre to post on our website. These are the best sources of information. The main thing is clean hands, touching surfaces that have the virus is the biggest risk. Stay home if you have a virus. The mask is for the sick not the healthy, the mask won't protect the healthy it keeps the sick from spreading it to people.

2. Trustee Nero asked about the health department testing people in their homes?

a. Director Dralle replied that quarantine is safest. Borders will be closed as we move forward, it is not just China it is other countries overseas as well. We have to keep up.

3. Manager May asked Director Dralle to give a report at the Board meeting tonight for the public.

4. Mayor Gunter stated that we have the best team monitoring and dealing with this crisis.

5. Fire Chief Riley announced that local hospitals have set up tents outside to test people, having the hospital on lock down. And the NBA has cancelled this year's March Madness. All colleges have shut down and extended spring break. The governor has shut down all IL schools.

E. Manager May reminded all that early voting available and that statements of economic interest were due May 1st.

IX. ADJOURN: 5:54p.m. - Motion to adjourn Trustee Addington seconded by Trustee Nero , all ayes.

Village of Westmont
Administration & Finance Committee
Staff Reports - 2020-03-12

Village Manager

- **Tree City USA** - (2/26/2020) Westmont, IL was named a 2019 *Tree City USA* by the Arbor Day Foundation in honor of its commitment to effective urban forest management. Westmont achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation. This is our 24th Year.
 - **DuPage County Stormwater Management Announces Storm Water Quality Grant Recipients**
 - Village of Carol Stream streambank stabilization;
 - Village of Clarendon Hills downtown green infrastructure;
 - Village of Glendale Heights Klein Creek restoration;
 - Village of Oak Brook shoreline stabilization;
 - Oakwood Homeowners' Association shoreline stabilization;
 - City of Wood Dale stormwater detention and treatment.
 - **CoronaVirus** - Village Hall workplace planning - WFD Update
-

Finance

- Energov - Go live
 - Continued work on ERP set up for the HR Module
 - Budget in process
-

Clerk's Office

- **Solicitor Hours** -
 - Hours of solicitation will be discussed for the upcoming season.
 - Proposal to change the bond amount of \$50 to a non-refundable fee of \$50.
 - **Early Voting**
 - Early voting can be done at locations that are listed on www.dupageco.org/election.
 - The closest temporary location to Westmont is Downers Grove Village Hall. This is through March 14
 - Permanent Locations can provide service through March 16th.
 - **Economic Interest Statements**
 - The County of DuPage has sent out emails in the first week of March indicating that the Economic Interest Statements are to be filled out. The EI Statements are due prior to May 1st.
-

Communications

- **Press Releases** - 12 press releases published in the month of January:
 - Westmont Police and Fire Department Promotions and Recognitions
 - Life Saving Awards Presented to Westmont Fire and Police Personnel
 - DuPage County to Present 29th Advanced Severe Weather Seminar
 - Police Department Services
 - Westmont Public Works Building Update
 - Park Board President Jim Long Receives IAPD Commissioner Community Service Award
 - DuPage Car Burglary Spree
 - 2020 Spring Citizens Fire Academy Sign-Up
 - Sharps Disposal at Police-Fire Facility
 - Residents Encouraged to Share Their Vision of Westmont's Future
 - U.S. Census Job Info at Library Feb. 12
 - Westmont High School Wins DuFour Award
- **Social Media Posts** - 39 social media posts
- **Electronic Bulletin Board Posts** - 5 in the month of February

- **Media Coverage**
 - Cover of Westmont Suburban Life once, but two articles.
 - Park District beer fest and Westmont High School DuFour Award.
- **Neighbors Magazine** - Working on April/May issue, sent to print - focus will be on 2020 Census
- **Westmont Word** - Working on the April/May letter.
- **Community Branding**
 - **Arts Initiative - On going from previous report**
 - Continuing to evolve the concept of working with local artists to establish a regional art league to promote and support local artists - planning summer schedule with Cruisin' Nights and Taste of Westmont
 - Continuing to consider developing Westmont's first ever juried art show, to kick off in January 2021 to coincide with the 100th Anniversary
 - Researching viable locations for art league to have an established home
- **Banners**
 - **Vertical Banners** - Created 4 Census vertical banners. On display in various locations in Westmont, Public Works is making them
 - **Horizontal Outdoor Banners** - 4 Horizontal Census banners on display on the north, south and at the train tracks in Westmont, Public Works made
- **Committees**
 - **Census 2020 Complete Count Committee**
 - Sub groups are working on promotion and specific action plans
 - Working on creating and publishing Census promotion materials
 - **Westmont First**
 - Next meeting March 16 - Census 2020 promotion
 - **Sister City**
 - **Student Exchange**
 - Met with Maercker School District regarding student exchange
 - **Cyber Meeting**
 - Worked with Angela to cancel Cyber meeting with the new Magistrate on March 5
 - **Dementia Friendly Community Initiative**
 - VOW Communications assisting with publicity and education effort with: 1) social media posts, 2) press releases, 3) planning website resource page/info
 - Working to secure Westmont as the first, official dementia-friendly community in DuPage County
 - **100th Anniversary** - Group met and is considering many options for the 100th Anniversary
- **Community Events** - Working with Park District on HOPE mural to promote Mental Health

Human Resources

- **Affordable Care Act Compliance**
 - Forms 1095-C were sent to staff on February 25 and Form 1094-C was mailed to the IRS (*along with the supporting 1095-C's*) on the same day, which was in advance of the IRS deadlines.
 - This is a very tedious and time consuming annual process but should be much more efficient with the implementation of the HR/Payroll module of MUNIS and the associated ACA reporting capabilities.
- **HR/Payroll Module (MUNIS)**
 - February was a very ERP heavy month with three of the four weeks involving a significant time commitment to loading data into the system and running parallel payrolls to test the system set up.
 - We met with Police and Fire to discuss their needs related to personnel and reporting to determine where MUNIS could leverage efficiency and eliminate redundancy. It's still a work in progress, but we should be able to reduce some of the double entry with the HR/Payroll Module.
 - The initial testing process was successful, and we will continue this process into March. As of now, we are still on track for our April 2020 "go live" date.
- **IRMA** - The next IRMA Board Meeting is scheduled for Tuesday, March 17.
- **Insurance Committee/GIN**

- The next GIN Board Meeting is scheduled for Thursday, March 19.
- We are anticipating receipt of the renewal rate information for both 12 month and 18 month options, including the proposals for the dental plan that was put out to bid. We are hopeful the 18 month pricing will be favorable this year to allow us to move the medical/dental/vision plans to a calendar year. This change will better align the plans with both the deductible and out of pocket maximums as well as supplemental benefits, such as AFLAC and Flexible Spending, which are all on calendar year.
- **Recruitment**
 - **Open Positions**
 - Community Development - One candidate is in the background check process.
 - **New Hires**
 - Shelby Clarida - Firefighter/Paramedic - 02/27/2020
 - Darren Files - Firefighter/Paramedic - 02/27/2020
 - Ernesto Galvan - Firefighter/Paramedic - 02/27/2020
 - Jeremy Gruca - Firefighter/Paramedic - 02/27/2020
 - Tyler Gunn - Firefighter/Paramedic - 02/27/2020
 - Robert Kowalski - Firefighter - 02/27/2020
 - Steven Lyons - Firefighter/Paramedic - 02/27/2020
 - Kevin McMahon - Firefighter - 02/27/2020
 - Jason Musgrove - Firefighter/Paramedic - 02/27/2020
 - Corey Olson - Firefighter - 02/27/2020
 - Marisa Price - Firefighter/Paramedic - 02/27/2020
 - Jerome Rivette - Firefighter/Paramedic - 02/27/2020
 - Richard Savoia - Firefighter - 02/27/2020
 - Andrew Sciaky - Firefighter/Paramedic - 02/27/2020
 - Del Tiritilli - Firefighter/Paramedic - 02/27/2020

Information Technology

- Assisted in the launch of EnerGov this week with Community Development, Finance, and Clerks.
- Completed Downtown WiFi extension into the train station
- Completed the installation of the digital signage in the train station
- Continued planning for the New Public Works Building
- Started the Switch Stack Replacement Project
- Started the building rewire at Police, Village Hall and Westmont Centre

Liquor Commission

A summary of my activities during February 2020:

- Processed entertainment requests from Amber Cafe and Johnny Blitz Bar and Grill
- Met with John Fleming/Absolutely Delicious to review video gaming application
- Prestige Liquors requested a change in operating hours for their taste room on Sunday by customer request.
- Liquor license requests for Del Carmen Restaurant 214 E. Chicago Ave & Taste Greek Street Food 645 N. Cass were received and started background review.
- Processed background review for Natures Best 237 N.Cass Ave (on board agenda)
- Processing tobacco license review for Falcon Pantry 6601 S. Cass (Still in progress)
- Learned of Scallywags Brewing closing as of January 31, 2020. In meeting with the owner he does not believe he will reopen. License can be declared forfeit if business is closed more than 30 days without permission.
- Police Department Detective Division conducted enforcement tobacco license checks with zero(0) violations.
- Met with owner of Amber Cafe to discuss ideas for the future at this restaurant including alcohol sales
- Researched possibility of "Beer Fests" being allowed to sell packaged goods. They cannot based on our Class 11 license description.
- Reviewed Special Event application for Taste of Westmont and Weekly Street Fairs.
- Began background review for employment with the village (Code Enforcement)

