



Administration & Finance Committee- Meeting Minutes
January 3, 2019
Draft approved 2/14/19

CALL TO ORDER: 4:30 p.m. by Chair - Trustee Liddle

ROLL CALL:

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Manager May
Mayor Gunter	Director Parker
Clerk Szymiski	DVC Richards
Trustee Addington	DLC Mulhearn
Trustee Barker	Director Sylvester
Trustee Nero	Director Liljeberg (office)
Trustee Barry (4:55p)	Director McIntyre
	Chief Weiss
Visitors	DC Riley
None	Chief Gunter
	Assistant HR Director Brainerd
	PT Communications Clerk Babyar
	Director Ramsey

- I. CALL TO ORDER - 4:30 p.m.**
 - II. ROLL CALL - by observation**
 - III. PLEDGE OF ALLEGIANCE**
 - IV. PUBLIC COMMENTS - none**
 - V. APPROVAL OF MINUTES**
 - A. December 7, 2018 Administration Finance Committee**
 - 1. Motion by Trustee Addington and 2nd by Trustee Nero**
 - a) Manager May discussed the amended attendance record.
 - All ayes - approved
- VI. NEW BUSINESS**
 - A. Fire Department Succession Planning**
 - 1. Manager May reported that the retirement of Chief Weiss and the appointment of Deputy Chief Riley to Chief as announced last meeting, along with the pending retirement of Deputy Chief Connolly requires an**

advanced look at further succession for two new Deputy Chief at the Fire Department. There are new Deputy Chiefs to be brought up and staff organizational moves to cover shifts. To have a new full time deputy chief appointed, the Fire & Police Commission will be participating in the appointments. There will be an annual cost of \$30K to achieve the transitions.

B. 2019-20 Budget - This was postponed to the end of the meeting.

VII. REPORTS

A. Chairperson - Nothing

B. Village Manager - DuPage County Stormwater Management Committee district nomination for District 3 representation committee has accepted the Mayor's nomination of Trustee Nero, and Trustee Nero was elected to the position.

C. Deputy Liquor Commissioner - Commissioner Mulhearn reviewed the items on the Board Agenda tonight and the items expected for the upcoming meetings. Commissioner Mulhearn then introduced Attorney Zemanek to review the Class 23 license requirements. Attorney Zemanek reviewed the requirements and the differences between the application on tonight's agenda and the previous application for Margie's Beef; the application tonight is in the Central Business District. In the CBD the current video gaming establishments began before the Class 23 scheme was put into place, there were no regulations in place besides the liquor license and state approval. Since that time the Village Board has sought to have some control. This is the first CBD request to be brought for consideration, and the CBD is a unique area. Class 23 standards might not work in the CBD.

- A 500 foot separation measure that was considered might not work well in the CBD; it is different or might need to be more flexible when you are considering downtown and the current businesses are clustered together.

- Looking at the geographical locations you could consider another one is too many for the area, or you might feel that the area is unique and that is not relevant.

- You might consider the qualifications of the applicant or the type of business as a deciding factor.

- Operating history: Code violations or disturbances.

The decision is up to you as a board. The public need for video gaming is the overriding

concern, within the Village and within the Downtown. This is a relatively new TIF District and you might see the interest in Downtown and video gaming as a positive for redevelopment and growth in the downtown or you might see it as a negative, this is up to you as a board. Just take into account most strongly as to what is the public need for video gaming.

As far as this particular applicant one of the general criteria for liquor licenses in the Village is the length of time a business has been operating in the Village, for tonight this applicant has been operating with a liquor license for over 1 year (1 year and 1 month) - not a long term business. The area that this business would like to establish video gaming is a backroom, the State usually wants to have the area visible to the bartender or management of the establishment, this could be a consideration as well for approval.

State your reasoning for the record with specificity. If the decision is challenged it will be in the Circuit Court and the reasoning will be reviewed to make sure it is valid and not capricious. Document the grounds for approval and/or rejection so that the next business that comes in with a similar request is treated the same - using the same criteria.

- Mayor Gunter asked about the type of regulations that could be used, and Attorney Zemanek reviewed the discussion.

- Trustee Nero asked about and the state requirements? Attorney Zemanek reviewed the discussion.

- Trustee Addington asked if the surrounding businesses were complaining?

Deputy Liquor Commissioner Mulhearn stated that he does not survey the surrounding businesses, he could if the Board would like.

- Trustee Barker asked if this was monitored?

Deputy Liquor Commissioner Mulhearn replied that the State Gaming Board monitors it.

Mayor Gunter stated that the State of IL is very well established at monitoring the establishments, we have learned with experience.

- Trustee Barker asked if there was a list of violators?

Attorney Zemanek said that was available on the gaming board website, this information would be used to assess a fine on the business or not renew their liquor license.

- Mayor Gunter asked if we could mandate two monitors.

Attorney Zemanek said that the state law would restrict that ordinance,

but you can limit advertising as it is in the CBD.

- Deputy Liquor Commissioner Mulhearn said that the business owner would be at the meeting this evening as the item is on the agenda and he will be available for Trustee questions.

D. Finance Director - Manager May asked that this be moved to last.

E. Clerk's Office - Deputy Clerk Richards stated that all the renewals for business licenses and liquor licenses are on track. Pointed out that Sweet & Savory is not going to renew their liquor license for 2019, they were approved for a liquor license in 2018 and paid the \$1500.00 application fee along with the \$375.00 license fee that was not used as they did not finish with the application with the State of Illinois. The \$1500.00 application fee is not refundable as it covers the investigative cost. Looking for approval to refund the \$375.00 fee for the license that was not issued.

- The Board agreed, no opposition.

Deputy Clerk Richards reminded the Board that the Statement of Economic Interest required by the County process has started, the emails will come out in February and are due before April.

- Mayor Gunter asked if it was required to renew the OMA training for the Board members.

Trustee Richards stated that you were not required to take it again, but could certainly do so if you wanted a refresher.

- Trustee Liddle asked about Woodgrain not renewing their license.

Deputy Clerk Richards stated that Woodgrain was going through an ownership change so the license was not being renewed.

Deputy Liquor Commissioner Mulhearn stated that the Woodgrain location was being purchased by the Oberweis Corporation which at this time was not submitting an application to have a liquor license.

- Trustee Liddle asked about Skallywags approval.

Deputy Clerk Richards said that from the Village perspective they were approved, and they have not come in to complete the license.

- Mayor Gunter asked if there was a requirement that they start when the license has been issued?

Deputy Clerk Richards said that she prorated the cost of the license for the date that it is picked up and not when it was approved.

- Mayor Gunter stated that if a license is issued and then alcohol is not sold for 30 days then it is voided.

Deputy Liquor Commissioner Mulhearn replied that it is considered lapsed and it needs to be removed from the listing if they are not going forward.

Discussion of the loss of business license and special use licenses when a business stops for 30 days or more.

F. Communications - The events that were discussed recently:

- The WSEC St. Patrick's Day event is being put on the back burner and not being pursued at this moment.
- The 5K that was discussed to raise money for suicide awareness is being partnered with CUSD 201 and will not be on Village property.
- Holy Trinity event in the fall for an Oktoberfest is still in process.
- Lions Club is looking to add a few new events.

G. Human Resources - Busy couple of months as Asst HR Director Brainerd gets use to things, has visited all departments to try to learn what each department does and how the Village works.

- The next month will be busy as the ACA forms need to be processed.
- Trying to streamline the process for FMLA.
- New staff: Horticulturist has been hired and an ad placed for a Planner.

H. Information Technology - A lot of projects going:

- security cameras
- ERP
- CAD dispatch system
- phone system upgrade at the library

I. Finance Director - Director Parker discussed the budget process. Looking for feedback on 3 different aspects of the budget process.

- This year we will push the budget to the first board meeting in May due to the new ERP system. Discussion of the approval process, and the budget to be approved when there are new trustees elected before the budget approval process.
- The budget workshop to be done sometime the week of the 29th in April.

- As the budget is prepared we need to make sure the assumptions are still in play.

1. Do we want to provide the same levels of service or are there things to be changed? This is the inflation increase and then finding cuts in the budget to accommodate the inflation.

- a. The cuts that have been made are listed to allow everyone to see what has been done.

- b. Reduction of services, will need to review what will be expendable or reduced, explore the value.

- Mayor Gunter replied that the service we offer residents are top notch and he is not looking to cut service.

- Trustee Addington remarked that he was more concerned with the cash flow and reserves - as we have so many big projects going forward all at the same time.

1. The budget will be balanced, no fear of that as you always balance and work hard to keep it within limits that are needed.

2. Our assets have been tied up in these to assist them in going forward and will be a few years before a return is seen on this investment.

3. What capital projects are on the books waiting?

- Trustee Barry did state that we do need to keep an eye on the reserves - but "In Spencer we Trust".

- Mayor Gunter responded that the reserves are always being eyed by Director Parker.

1. Director Parker said that we have levels of cushions in addition to the reserves. The departments all understand and strive to save money and are conservative.

2. We are in good shape, a report on the reserves will be put together to show where the money has been spent and what has been set aside for the next project/1 time things.

- Mayor Gunter reminded everyone that in 2009-11 there were no cash reserves so we have done well in creating reserves.

- Trustee Barker stated that in the last few years the Village has done well but he would like it to be at a place where you can pull a rabbit out of a hat if

you need to one more time if we had an opportunity. If a great project comes in and we had to say no because there were no funds to be found.

- Mayor Gunter asked if there was a dollar amount that we are over our threshold.

1. Director Parker stated that we had the 20% in the base bare minimum, then an additional \$8 million beyond that, and another \$2.5 million as a “just in case” and the remaining \$5 million committed to projects that we think are on the horizon.

- Mayor Gunter asked if this was all funds, Director Parker replied that this was the general fund. The other funds are within a budgetary needs.

J. Trustee Liddle thanked Director Parker and asked if there were any other topics?

- Mayor Gunter asked Manager May to discuss the Deer Creek/St. Joseph Creek stormwater issue that Downers Grove is working on the interface with the Village and the Westmont Park District. PW Asst Director Noriega and Manager May has been working with Downers Grove to see if we can solve some of the flooding issues in the area. The area is not what it was in 1977 when the subdivisions were built in that area.

1. Downers Grove is having a meeting on Wednesday evening for their residents, Manager May & Asst. PW Director Noriega will be attending.

2. Discussion of the basins and the creek easement. If work is to be done in the area, the berm and part of that area is within Westmont so we are interested in making sure our area is done.

3. Trustee Liddle asked about the meeting, Manager May said it was Wednesday night at Lincoln Center and it was DG staff to present to residents - not elected officials.

ADJOURN 5:35 p.m.

(next meeting is scheduled for February 14, 2019)