



draft(amended & approved 2/1/2018)

Administration Committee- Meeting Minutes January 4, 2018

CALL TO ORDER: 5:01 by Trustee Liddle

ROLL CALL:

<p><u>Committee</u> Trustee Liddle (Co-Chair as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker Trustee Nero (5:26 pm) Trustee Barry (5:17 pm)</p> <p><u>Visitors</u> Glen Gabryel (Environmental Improvement Committee)</p>	<p><u>Staff</u> Manager May - Liaison Finance Director Parker Police Chief Gunther Communications Dir McIntyre Fire Chief Weiss Com Dev Director Ziegler Deputy Liquor Commissioner Mulhearn PW Director Ramsey HR Gen Guerrero</p>
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PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: No public in attendance.

APPROVAL OF MINUTES:

September 28, 2017 Administration Committee meeting minutes - Motion by Trustee Addington seconded by Trustee Barker, all ayes.

November 9, 2017 Finance Committee meeting minutes - Motion by Trustee Addington seconded by Trustee Barker, all ayes.

UNFINISHED BUSINESS: None listed.

NEW BUSINESS

- I. Personnel Code - updates and revisions: Manager May states that the revisions have been in development for over a year. The last code overhaul went into effect in 2007. An overview of the changes was prepared by Human Resources, all the changes in the ordinance have been submitted by Department Heads.
 - A. The first item is the sexual harassment policy that has to be approved tonight by state legislation. The legal requirement of various changes: workplace bullying, ADA compliance,

COBRA , discrimination, Economic Security & Safety Act, voting leave, school visitation leave, blood donation leave, cause for disciplinary action, and review of personnel files. The significant changes also include a change to the qualification period from 6 months to 12 months. Language has been added to suggest better feedback to employees in a qualification period.

- Mayor asked if qualification was the same as probationary period? Steve responded not really but for the purposes of what we are talking about it is.

B. Seniority was removed from promotions - everything is performance based. Personal days benefit has been changed to prorate this for new hires. Personal Days and Vacation Days are available- currently there is little difference between the two and this is looking to be changed. New Hire vacation policy has been revamped to permit vacation to be given upon hire.

- Mayor stated that it might be better to read “can not be used in the first three months without Manager’s approval.”
- Trustee Addington asked why we have not converted to “Paid Time Off” instead of having all the various categories? Manager May responded that we have looked into that; preferring to change just the personal time and not the sick or vacation. Director Parker stated that reason being that there are laws that treat each type of time off differently, such as vacation time has to be paid out when someone leaves employment where sick time and personal days and the flip side is IMRF stating that unused sick time rolls into service credit. Discussion of the difference between private and public employment.
- Trustee Liddle asked about roll-over of time? Director Parker responded that vacation/personal/holiday time is not; sick time is rolled over and a portion is paid out upon retirement. The paid out portion will be grandfathered in to current employees and the new hires starting this year will have a different pay out.

C. Manager May explained that the ordinance on the agenda tonight were the changes to Chapter 62-Personnel of the Municipal Code; there were two items missing from what John was given. The addition is holidays and floating holidays/personal.

1. Adding Christmas Eve as a paid holiday (we do not have foot traffic on the day) replacing the Good Friday paid day off.
2. Closing the Village Hall on Good Friday along with all the federal holidays, to allow the staff to use the floating holiday at their discretion.
3. Eliminating 3 days personal time and replacing with 4 floating holidays.
 - Trustee Addington asked about the opinion of an employment attorney, Manager May said that this was not an unusual scenario so the employment attorney was not consulted, Mr. Zemanek has reviewed.

- Mayor asked if we paid people when going to vote? Manager May responded that we can not keep anyone from voting but they are not paid, they must use time off.
- The Village will be switching the order and have it that floating holidays must be taken in 4 hours increments and vacation time can be taken in as small as 15 minute increments.

II. Metropolitan Mayors' Caucus - Greenest Regions Compact 2: As the US is one of two nations that have removed current climate action plan of nations. As a Village we have had a community climate action plan for many years, and the last few years the EIC has reviewed and revised this plan. Manager May asked EIC volunteer Glen Gabryel to come to the podium and speak on this item.

Mr. Gabryel explained that this plan has been crafted on 30 sustainability plans that have been crafted by regional, national, and global organizations that encompass 10 modules that have to do with over 1500 specific sustainability points. This is mainly a reference of goals and targets for staff to aspire to more than restrictive in nature.

Manager May said that this is a recommendation of the EIC to have a board resolution adopting this plan; we can have a more formal presentation at the next committee meeting or a board meeting. A hard copy of the plan will be emailed to the board.

- Trustee Addington asked if many communities have been pushing green? Mr. Gabryel responded that green is suggested but firm targets are difficult and not what is being suggested. Discussion of vehicles, bike lanes, and building codes were discussed.
- Trustee Liddle asked if there were homeowner guidelines on recycling/less waste included or just general Village as a whole guidelines. Mr. Gabryel responded that the language referred to residents not any specific category.

Mayor Gunter thanked Mr. Gabryel for attending the meeting and his dedication to the EIC.

I. REPORTS

A. Chairperson - Nothing this month.

B. Village Manager - Passed out and discussed the Staff Report document.

- Police Dept is planning a remodel on the break room next to the training room on the 2nd floor. Discussion of the cost of this plan and the requirements of the state in spending on a public improvement, does this qualify as public improvement is being researched. The question of funds being available is not in question, it is the state requirements in question. Discussion of the requirements and DEA funds usage ensued.

1. The contractor is a Westmont contractor.
2. This will be on the next agenda either as board item or just a PO if it is not required to have board item passed.

- Manager reviewed the Fairmount Court recapture agreement that was never acted upon by the subdivision.
- SPOT has been disbanded as a committee and will move forward with reports to the community.
- HR Report is a copy of the memo that was sent out and also placed in This Week in Westmont.

C. Finance Director - ERP software purchase and the purchase orders were reviewed. The ERP system was discussed and options recapped with regards to resident bill payment, security of information, transparency, and service. IT Director Liljeberg discussed the software company that was chosen and why.

- An error in transferring information caused residents to be given late notices for invoices that had been paid. Letters have been sent to the residents affected by this error.
- Trustee Barry asked if the water billing for Suffield Garden is set up? The answer was yes it is up and running.
- Trustee Barker asked if the last water billing issues had been cleared up?

1. Director Parker stated that the water meter company and financial system company are talking to each other to unravel why things are calculating the way they are, we don't want to undo something until we know why it is working this way. Again, this needs to be done before moving to a new system.

2. Director Ramsey stated that the water meters will be read on Tuesday for the whole route and then will do it again so that we can compare for two months to see if it is billing correctly.

- Townhome residents are having issues with the large waste/recycle cans; the homeowner associations are being put in touch with Waste Management to see if terms can be reached. The smaller can is not favored by WM as it tips easily and creates hazard with refuse in the streets and small animals foraging. WM would like the

townhome associations to be aware of this problem. The small cans will only be offered to the townhomes.

D. Deputy Liquor Commissioner - On tonight's agenda is an item for the IL Liquor Commission to partner with Westmont to do the inspections - to be reimbursed for \$75.00 per inspection. The state does the training, still in discussion as to who all will be trained: Police, Code Enforcement, & Liquor Commission.

- The Mayor asked about TapHouse Grill, Commissioner Mulhearn confirmed that Tap House chose to not renew their lease. Manager May confirmed that the Village learned about it at the same time as the public.

- Fremont Grill has opened.

E. Clerk's Office - Clerk Szymski said that all liquor licenses are in and a few business licenses are still out but trickling in.

F. Communications - Sister City calendar shows that we have a busy year ahead. Taiwan is requesting an Economic Development team make the trip in March. In July a team will be coming to Westmont.

- A new communications team member will be starting on Monday.

- Trustee Liddle asked if we had feedback from the students that visited. Director McIntyre replied that the students feel that the trip changed them, friends have been made between the families and the students. Mayor Gunter asked if our students were going there in November? Director McIntyre responded that the time frame for Westmont students to travel has not been determined. However, another group from Taiwan is coming to Westmont at Thanksgiving.

1. Manager May stated that the Sister City budget is at \$10,000.00 and this next trip would putting the account over budget.

2. Mayor Gunter asked if the profit from the Taste of Westmont booth went to the committee? Director McIntyre responded that as of yet there has been no profit, it has been a learning experience. This year we hope to make a profit.

3. Mayor Gunter asked how much the local BP donated to the Sister City program? Director McIntyre responded that \$800.00 was raised by Manny and it was split between Sister City and Richmond Garden.

4. Mayor Gunter asked if the dental company had followed through yet? Director McIntyre replied that the whole business community was going to be contacted for support of the exchange program.

G. Information Technology - All the long term items that were discussed last time are still in progress.

MISC: Trustee Barry requested that everyone look to make cuts this budget season, all departments should be thinking outside the box to come in with cuts.

II. ADJOURN - A motion to adjourn by Trustee Addington, seconded by Trustee Nero - all ayes. 5:48 p.m.

III. (next meeting is scheduled for February 1, 2018)