

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - January 12, 2023

Draft Approved

CALL TO ORDER - 4:30pm

CALL TO ORDER

ROLL CALL

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Assistant Manager Parker
Clerk Szymiski	Administration/Mielcarski
Trustee Guzzo	IT Director Liljeberg
Trustee Barker	Finance Director Cunningham
Trustee Brady	PW Director Ries
Trustee Nero	HR Director Brainerd
Trustee Simonovich	Executive Director Forssberg
GUESTS:	Police Chief Gunther
	Fire Chief Riley
	Communications Director McIntyre

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS - None

APPROVAL OF MINUTES

A. November 17, 2023 Administration & Finance Committee meeting minutes were approved by Motion Trustee Brady and seconded by Trustee Barker.

B. Personnel Code Updates - Director Brainerd gave a presentation on the changes required by the State of Illinois to the sexual harassment policy, the nursing mothers policy, and the thehours of work policy. In addition to a tuition policy and bereavement leave policy.

- Mayor Gunter asked Renee for clarification on the details for exempt & non-exempt, and the emergency public safety event.
- Trustee Barker asked about the 7 day rule & did we have people that worked 7 days?
 1. The response was no we do not.
 2. AVM Parker stated that during events often a public works

employee volunteers to work the overtime, and it is voluntary.

3. Renee stated that Public Works is aware that this is not something we should do if it can be avoided.

- The tuition reimbursement policy was written for the professional education request by the Fire Department that the Board approved. This was coordinated into a Village wide policy to allow for \$4,000.00 per calendar year for formal education. This is not to replace continuing education, conferences, or certifications that the Village already pays for - it is for additional education opportunities.

1. Mayor Gunter asked if this will be available for part time or only full time and would need pre approval for the type of class?

- a. This is open to both full time and part time and the class would need to be one that is relevant to the current position held or to a next level.

C. Partial Refund of Annual Liquor License Fee - Liquor Commissioner Mulhearn presented on the request from Del Carmen due to the payment for the liquor licenses that they have never used. This item is on the agenda for the board meeting.

- Discussion of the business not moving forward ensued.

1. Trustee Brady stated that the delays were caused by the pandemic, the state and the landlord. This small business has invested \$3,000.00 trying to move forward and not been able to do so.

2. Trustee Barker stated that we have to be fair to all businesses and everyone was affected by the pandemic.

- a. Deputy Liquor Commissioner Mulhearn stated that businesses that were given relief during the pandemic.

3. Trustee Barker remarked that we would be setting a precedent.

4. Trustee Brady replied that often business items need to be looked at on a case by case basis.

5. Deputy Liquor Commissioner Mulhearn stated that the first liquor license did not move forward because of COVID19 however, the second payment was not due to COVID19. The circumstances are to be explored. There are no other businesses in this situation. The only one that was previously was Harold's Chicken and he did not pay for his, he applied and did not move forward until the next year.

6. Manager May said it would not be a refund, it would be a credit.

7. Trustee Simonovich asked if there had been any minor checks by the Police Dept. The response was no, as the business did not yet have a valid license.

8. Discussion of the two years, credits, and COVID19 grants ensued. AVM Parker looked in the system to see if we had given this business a COVID19 grant. February of 2021 the grants were issued and Del Carmen was not issued a check.

- The trustees agreed that a credit would be the best outcome at the board meeting.

D. REPORTS

- Chairperson - Nothing
- Village Manager - Reported on the Liberty Park water main projects and the water tower project.

1. The county did not get a great response with the first sending of the survey, but a fair response. There are 367 properties on the community well, there were 131 responses - 97 said yes & 34 said no; and the eastside with personal wells responses were split with 35 yes and 33 no of 187 properties. There will be another reminder sent out. So far the responses are diverse, this is a tough issue for these homeowners and the County is sending a 2nd notice. The County is fairly optimistic, stating the responses will increase.

- a. Mayor Gunter asked if the county forms a special

service area. The response was yes and the county will collect the funds for the village. This is the first time that Westmont is doing this, however the County has done this many times.

2. The water tower project was updated.

- Finance Director - Director Cunningham 2022 update reported:
 - a. The W2's were sent electronically if authorized, this was the first year that a consent form was sent for electric mailing
 - b. The whole Finance Dept has had a turnover this year, newly hired and promotions.
 - c. Water billing has been moved to Munis and the rates have been updated.
 - d. Ambulance Fees have been updated
 - e. Online places for eating portal is ready to go live in February
 - f. FY2022 Audit and the GFOA submission was made.
 - g. The monthly financial report is now online for public viewing.
 - h. Moving funds for better interest rates.
 - i. Cleaning up of the department: painted walls, moved employee areas, and received State permission to destroy 88 cubic feet of old/outdated records.
 - j. Budgets & Capital plans are in process
 - k. Budget workshop will be April 14th at 4:30pm

■ Administrative Services/Clerk's Office answered questions regarding the annual data for this area:

1. Trustee Liddle asked what area had the most FOIA requests
 - a. Answer was Community Development, with the Fire Department coming in second.

■ Deputy Liquor Commissioner -

1. Trustee Barker asked for information on TQLA and the loud music issue. The response was yes, it was live music and there were two complaints both were checked and the levels were significantly less than 70 decibels. The bass level is the complaint. Management is very responsive when notified.

2. Mayor Gunter commented on the salon item that is on the agenda for the Board Meeting. At P&Z the applicant complained about staff, the Mayor wanted staff to have the opportunity to comment.

a. Deputy Commissioner Mulhearn explained that the applicant refused to sign a waiver to allow for a background check for a massage license. Discussion of the requirements for massage licensing & the B1 requirements ensued. At this time, the applicant has withdrawn the massage license application.

3. Mayor Gunter announced that the liquor/tobacco license hearing for selling to a minor had been scheduled for 2/9/2023.

a. Discussion of inspections and fines ensued.

4. Mayor Gunter reported on the following liquor establishments:

a. El Delphine is looking to sell, there is some question as to the owners.

b. Neat is moving forward with outdoor seating using an awning.

c. The ordinances allow for a license holder to request an extended hour.

d. Tents require a special event permit from the Deputy Clerk.

■ Fire Department Request - Trustee Barker asked that Chief Riley give a report on the January 2nd fire at the funeral home.

1. Chief Riley stated that the staff of his department and

surrounding communities that assisted did a tremendous job; the building is standing and could have become a parking lot. Over 70 firefighters worked on suppressing the fire that was caused by Christmas lights.

2. Discussion of sprinklers in the downtown business area was discussed. Why certain buildings were not sprinkled was reviewed; the water main hookup under Cass Avenue expense and panel requirements discussed.

3. Discussion of landlord registration possibilities without home rule.

E. ADJOURN Motion to adjourn Trustee Guzzo, seconded by Trustee Brady at 5:43 p.m. (next meeting is scheduled for February 23, 2023)



**Village of Westmont
Administration & Finance Committee
Staff Reports - 2023-01-12**

Village Manager

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Finance Department

- FYE 2022 Annual Comprehensive Report & the most recent Month End Report is available on the Village's Website under Finance Documents & Forms/Financial Reports
- Hired Judy Knott to be the part-time payroll accounting specialist

Administrative Services/Clerk's Office

- 2023 is upon us! All the calendar/meeting information has been updated for 2023 on the public website, the internal room calendars, & the employee calendar.
- In 2022
 - There were 927 licenses issued by the Deputy Clerk along with 66 special event/raffle/sound application/community event permits & 27 solicitor permits
 - Began the lengthy process of creating an online application system
 - There have been 148 ordinances/resolutions entered
 - A new billing structure was negotiated with MuniCode/CivicPlus for ordinance posting/copies
 - 19 proclamations written & posted by administration
 - 115 agendas have been created/posted along with the minutes & 15 cancellation notices
 - 334 FOIAs were processed
 - 51 liens were filed
 - 52 This Week in Westmont prepared
 - 2023 Election preparations were completed
 - Records Management assistance/training for all departments-112.25 cubic feet were destroyed
 - An RFP for the Fire Department was prepared and sent to seven local entities - 5 have responded and are in review
 - An RFP for refuse is still in preparation phase with suggestions from the EIC
- Budget Season!! Review of administration, legislation, voluntary committees, F&P Commission spending for the first ½ of FY23 is completed, time to work towards FY24
- 2023 Goals
 - Finalize the online application process
 - Create an electronic database of all Village of Westmont Ordinances (1921-2023)
 - Create an electronic database of historical documents

Liquor Commission

Below is a limited summary of my activities for the month of November, 2022

- Conducted a background review for a new part-owner of Suburbanite Bowl. Change was due to the death of a previous owner.
- Assisted the Clerk's Office with a change in ownership issue for Pot Belly Pub. Current majority owner swapped ownership percentages with his son Chip who is now the majority owner.
- Presented Taste Greek Street food to the Village Board for approval of a liquor license. The VB approved increasing the number of available licenses by one.
- Addressed a loud music complaint from a resident involving TQLA Mexican Restaurant. They were issued a written reminder as no violation was found by the responding officers.
- Was assigned a village hall employee background to complete.
- Reviewed a tobacco license for Great Halal which was approved

- Prepare for & assist Liquor Commissioner with under age alcohol sale violations as a result of our enforcement checks that were recently conducted.
- Addressed a loud music complaint from a resident involving TQLA Mexican Restaurant. There were issued a written reminder as no violation was found by the responding officers.
- Prepared monthly report on video gaming revenues based on Illinois Gaming Board report.
- Assisted Clerk's Office in determining if a tobacco license was necessary for Tobacco Warehouse which is a tobacco distributor.
- Processed an entertainment request for TQLA Mexican Restaurant

Human Resources

- **Affordable Care Act (ACA)**
 - ACA special enrollment was successfully completed.
 - Work has begun on IRS Forms 1094 & 1095 to meet the IRS compliance deadlines of February 28 (filings with IRS) & March 2 (forms to employees).
- **Compensation & Benefits Study**
 - Pontifex will be at Village Hall on January 10 for the compensation study kickoff meetings with staff.
- **Personnel Code Updates**
 - Staff has completed the legislative revisions to the Personnel Code, along with a few administrative changes, & the updated code is on tonight's agenda for Village Board consideration.
- **Recruitment**
 - Open Positions / Interviewing
 - N/A
 - New Hires
 - Jesse Raap - Street Maintenance Worker I - Grounds Maint - 11/28/2022
 - Lindsay Brockhoff - Firefighter/Paramedic - 12/01/2022
 - Judith Knott - Accounting Specialist-Payroll (PT) - 12/19/2022
 - Promotions / Job Changes
 - Brian Beusse - Public Works Supervisor - Water - 01/02/2023
 - Retirement/Resignations/Separations
 - Cody Cabada - Firefighter - 11/02/2022
 - Andrew Puckett - Firefighter/Paramedic - 11/02/2022
 - Vincent Marra - Seasonal Street Maintenance Worker I - 11/11/2022
 - Dominic Santore - Seasonal Street Maintenance Worker I - 11/16/2022
 - Richard Savoia - Firefighter - 11/17/2022

Information Technology

- Launched an interactive GIS website for the public that includes a number of features from an interactive Refuse Map to Zoning. Future features will include an interactive parking map and other requested information.
- 2022 Achievements and Recognitions
 - Fred Stephani (Network/Systems Administrator), celebrated 15 years of service to the Village. Fred's dedication and unmatched knowledge has afforded Westmont the ability to achieve goals that would not normally be possible for a Village of this size.
 - Handled 1345 helpdesk requests.
 - All wireless access points were refreshed for the Village Hall.
 - Transitioned from in-house GIS services to contracted services.
 - AV Redesign of the Police 2nd floor training room and roll call room. Both are due to complete in the next 30-60 days.
 - Expanded employee remote access options with a custom coded portal for numerous village systems.
 - Replaced an aging video system that was used for Village Meeting broadcasts with a new system that will support more interactive solutions and provide greater flexibility.
 - Expanded systems to more users used for document management, ERP and GIS.
 - Provided technical services and CCTV coverage for the new fuel center.
 - Expanded CCTV system to support additional cameras and recording quality.
 - Exercised the IGA with the Village of Schaumburg for co-locating a backup server for disaster recovery for critical data.
 - Upgraded/expanded backup systems to enhance our disaster recovery plan.
 - Reduced internet costs by reducing services at Westmont Center to use our network for discover westmont (downtown WiFi) and tenants in the building.
 - Refreshed aging point to point wireless connections for Police and Village Hall.

- Assisted the Police Department with the development of their Merit lab.

Communications

- **Committees**
 - **Environmental Improvement Committee**
 - Continued to work with Admin staff to answer questions & provide feedback regarding RFP recommendations for the upcoming Recycling/Waste Hauling contract
 - Coordination & promotion of the Special Recycling Events schedule for 2023 - Jan. 21, Apr. 15 & Sept. 23
 - Created & promoted Green Business & Residential Award program to recognize businesses & residents that are environmentally friendly. Choosing award recipients in January.
 - Working on a Dark Sky Initiative Contest for citizens & businesses that demonstrate a commitment to the Dark Sky concept - to be debuted in early 2023
 - Continuing to review request to create and/or support a resolution regarding a styrofoam cups ban
 - Dark Sky Initiative - Continuing conversations & ideas regarding this topic
 - Working on 2023 EIC goals & budgets
 - Working on the continuation of Monarch Waystation Project
 - Working on Spring initiatives including No Mow, Seedling Give-away, Adopt-A-Planter, & more
 - Working on 2022 EIC Annual Report
 - **Public Information Committee**
 - Created schedule, calendar invites, & IT meeting requests for 2023 PIC meetings
 - Updated PIC invitation list - 2023 meetings will be hybrid via Google Meets
 - Next meeting will be Jan. 25, 2023 - 5 meetings scheduled for 2023
 - 2023 meetings will not require official posting of agenda - meetings will be held as an internal, staff-based work group with participation from community organizations & public agencies
 - Met with Sgt. Tony Rainaldi, who will be the new Police Department liaison to community events as well as the PD representative on PIC
 - **Westmont First Committee**
 - Created schedule, calendar invites, & IT meeting requests for 2023 WFC meetings
 - Westmont Community/Business Mural Program - Continuing to develop final details, most recent draft shared with Westmont Special Events, which was approved in concept - meeting between Village Attorney & Village staff to be scheduled soon
 - Next Westmont First meeting scheduled for January 17
 - Presented Community Street Performing (formally Busking) Initiative presentation in Nov. at the Admin Finance Meeting - meeting is being scheduled with Village Attorney to review updated direction
 - **Sister City Committee**
 - Invited to participate in Taiwanese Chamber Chinese New Year Gala event in January
 - **100th Anniversary Celebration Committee**
 - CUSD201 written history project including editing & formatting - determined to be released in 2023 to coincide with CUSD201's anniversary event
 - Removing final 100th Anniversary logos from village items
 - **Holly Days Committee**
 - December Holly Days events went very well - committee will review this year's events for 2023 planning
- **Community Events**

- **Holly Days Committee** - Planned & promoted all events associated with Holly Days, which was well attended
- **Misc. Events** - Publicity for various local government & non-government events
- **PIO Update**
 - Continuing correspondence with Talk DuPage, the PIO training group in DuPage County
 - Recent forum was a review of the Highland Park Active Shooter tragedy from July 4, 2022
- **Website**
 - PDF, make links clickable & upload e-newsletters & Community Magazine on the website
 - Completed website 311 updates as requested by for website as the are submitted to Communications
 - Update Press Release order to show most current on top of list weekly
 - Update rotating banner weekly
 - Working with IT to post link to online/website GIS map information, publish in Jan. 2023
 - Upload all pictures with Santa & publish on Village Website
 - Upload all Service Award pictures & publish on Village Website
- **Volunteers**
 - Continue follow-up to volunteer requests via the village website
- **Press Releases 40 new community press releases for the Village & local entities**
 - Shoveling Around Fire Hydrants & Winter Safety Tips
 - Severe Weather Warming Centers
 - Vote For Your Favorite Holiday Decorated Homes & Murals
 - Salt Use & the Environment
 - Snow Removal Operations
 - Park District Hosts Winter Beer Fest Feb. 18
 - Village Service Awards
 - 2023 No Mow 'til Mother's Day
 - Muddy Warhol Contest & Exhibit Planned For 2023
 - Electronics & More Recycle Events Continue
 - Westmont Economic Development Update
 - 2022 Holly Days Parade & Pictures With Santa
 - Deputy Fire Chief Fitzgerald Honored At Public Safety Meeting
 - Westmont Restaurant Week Begins Jan. 19
 - Toyota Commercial Filmed In Westmont Debuts
 - Holiday Tree Pickup January 3-14
 - Public Works Decorate for the Holidays
 - Keep the Wreath Red
 - Yard Waste Ends Dec 16
 - Village Offices Holiday Schedule
 - PRC Volunteers Needed
 - Holly Days Home Decorating Contest
 - Holiday Light Recycle
 - Keep Pets Safe in Cold Weather
 - Liberty Park Residents Attend Meeting
 - DuPage 211
 - Westmont Building Code Updates
 - Businesses Invited To Sign Up For
 - Winter Window Mural Program
 - Holly Days Schedule
 - County Offers Recycling of Yard Signs
 - Holiday Season Fire Safety Tips
 - Keep Storm Drains Clear
 - Upcoming Dementia Friendly Westmont Programs at Library
 - Working Smoke Alarms Save Lives
 - Dementia Friendly Westmont Proclamation
 - 2022 Westmont Veterans Day Event at New Location - Village Offices Closed

- Take Back Program Prevents Misuse of Prescription Drugs
- 2022 Scarecrow Contest Results
- **Social Media Posts**
 - Over 45 social media posts in the month of Nov/Dec, graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design**
 - Created & published numerous graphics to assist with communicating village news: Voting Winter Murals, Green Recycling Contest, DuPage 211, Toyota Commercial & more
- **Westmont Community News Magazine - Village Newsletter**
 - Nov/Dec.'22 & Jan/Feb '23 issues of Community Magazine written, designed, proofed, published & distributed
 - Mar/Apr '23 issue in progress
- **Electronic Bulletin Board Posts**
 - More than 8 different messages posted over the past 45 days by the Village & the Library
- **Westmont E-Newsletter**
 - Published on the Fridays after Village Board Meetings, getting new subscribers every week
 - Reinforces village information published on the village website & via social media
- **News Media Coverage**
 - Monitoring local social media posts to oversee accuracy
 - Cover photo & text regarding Holly Days Parade & Photos with Santa
- **Special Projects**
 - **Park District Award** - Coordinated Village Board presentation of Park District Award/grant - assisted with the writing of the successful award submission
 - **State Education Building Bridges Award** - Participated in the Building Bridges Award initiative; scheduling date to present this award at a Village Board meeting
 - **Supt. Carey Mayor's Appreciation Award** - Coordinating award presentation to Supt Carey who will be retiring this year
 - **Veterans Day Event** - Assisted with promoting the Veterans Day Ceremony Nov 11 including new location for event
 - **Andy Warhol Exhibit** - Working with MAC Center, Choose DuPage, DCVB, WSEC & Creative Arts Network to coordinate promotion & programs for the 2023 Andy Warhol exhibit that will be at COD
- **Media Materials**
 - Updated & published new water bill info notices
- **2022 Communications Department Annual Report**
 - 193 Press Releases published on the Village Website
 - 140 Graphics created
 - 50 Electronic Bulletin Board Messages
 - 34 E-Newsletter issues emailed & published on website
 - 7 Westmont Community News Magazine issues published on website
 - 13 Smug Mug photo galleries uploaded onto website
 - Communications
 - 7 Special Projects/Events
 - Peace, Hope & Love
 - Luge event
 - Toyota Commercial planning
 - Building Bridges
 - Ramsey Retirement
 - New billing system
 - Park District Award
 - Volunteer Engagement - Responded to and forwarded approximately 14 inquiries for volunteering opportunities
 - **Environmental Improvement Committee**
 - Meetings - 10 meetings in 2022
 - Events

- Researched and coordinated the creation of a new Electronics & More Recycling Program - 3 events in 2022
- Tree Seedling Giveaway - Coordinated and promoted annual tree seedling giveaway at the Library
- Pumpkin Smashing Event - over 25 people representing over 20 organizations and departments participated in this event that promotes pumpkin composting
- Pumpkin Composting Event - Coordinated and implemented another pumpkin composting event held at the Westmont Library including the assistance of Maercker School volunteers
- Recycling/Waste Hauling RFP - Worked over several months to develop and create a list of comprehensive recommendations for the upcoming Recycling/Waste Hauling RFP
- Dark Sky - Made presentation to the Village Board regarding this initiative and worked with staff to make Dark Sky a priority with new community projects
- Monarch Waystations - Confirmed 5 official Monarch Waystation locations in Westmont with a plan of adding a new location every year
- No-Mow - Created and promoted 2022 edition of this event
- Richmond Gardens
 - Coordinated community education walk-through
 - Coordinated community public agency sign-up program
 - Assisted Westmont Library with officially hosting first public program at REGA after it opened
 - REGA is now open to Schools, Librairies, Park Districts, etc
- Storm Drain & River Sweep - Created and promoted 2022 event in June
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- Westmont First Committee
 - Meetings - 5 meetings in 2022
 - Programs
 - Developed Community Mural Program working with staff and presenting recommendations to the Village Board
 - Reviewed potential busking Program and presented recommendations to the Village Board - Initiative has evolved in the development of a Summer Performing Arts series
- Holly Days
 - Meetings - 6 meetings in 2022
 - Took pics of new Holly Days tree installation and was cover shot for Community News Magazine
 - Coordinated parade route/updates with Park Dist. and PW
 - Promotion of all Holly Days events