

ADMINISTRATION & FINANCE COMMITTEE

Hybrid Meeting

Meeting Minutes - January 13, 2022

Draft Approved -April 7, 2022

CALL TO ORDER - 4:30pm

I. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Brady Trustee Guzzo Trustee Barker Trustee Nero Trustee Simonovich</p> <p><u>Visitors</u> None</p>	<p><u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Staffer Rice Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forssberg Police Chief Gunter Deputy Chief Gruen Fire Chief Riley</p>
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II. PLEDGE OF ALLEGIANCE -

III. OPEN FORUM - None

IV. **APPROVAL OF MINUTES** - November 4, 2022 Meeting of the Administration & Finance Committee - Trustee Barker made a motion to approve and Trustee Simonovich seconded the motion, all ayes.

V. NEW BUSINESS

- A. Liquor License Class 22 & 23 - Review - Deputy Liquor Commissioner Mulhearn and Mayor Gunter presented on the problems with restaurants being more of a gaming cafe. Analyzed the non-cafe video gaming restaurants tax records and food sales to confirm that that the establishment is a restaurant. On the agenda tonight is a request to place a moratorium on the two liquor license classes for gaming without a restaurant for one year. Discussion of the history of the video gaming ordinance and existing businesses and the interest in video cafe licenses. A map of current locations of both license classifications were reviewed and points of retooling the program going forward; what changes might be implemented. License fees and signage will be reviewed over the year at various

meetings to assist the board in making decisions.

- B. Short-term Budget Priorities - Review by Asst Village Manager/Finance Director**
Parker presented on the short term priorities for the upcoming fiscal year budget workshop, April 14th. Asking for a focus for the upcoming fiscal year to see what we staff should focus on; is there a new place to focus?

1. Maintaining the upgrades at Quincy Street.
2. Mayor Gunter pointed out that the Safe Routes to School were discussed with sidewalks being important.
3. Trustee Liddle asked about the issue of crossing guards being a part of the safe route to schools.

a) Manager May explained that safe routes to schools dealt with infrastructure issues not personnel. The Village looked at traffic in regards to the schools and the schools have discretion over the crossing guards. The Village has some shared cost.

(1) Director Parker stated he would put a note in the workshop agenda to cover the crossing guard program.

4. Trustee Barker stated that he is most concerned with stormwater and would like to show what we have done, which is a lot, and where we are going to go forward. Worried about Mike Ramsey retiring and the process stalling, even though Spencer always makes sure there is a lien item in the budget for jetting. It's important that we make sure people's homes aren't flooding. Another budget priority is that the Fire Dept has what it needs, as they have been doing a lot this last year with minimum resources.

a) Mayor Gunter replied that there were five stormwater priority areas that were ranked and we have attacked all five.

b) Manager May stated that any flooding in homes is due to the private lot, not public area issues. He reviewed the projects that have been attended.

(1) Trustee Barker commented that we need to make sure that we are doing all we can.

5. Mr. Parker reviewed the priorities and added these notes to the budget workshop:

- a) Maintain Quincy Street upgrade going forward
- b) Stormwater next steps - jetting costs
- c) Crossing guard program
- d) Fire Department needs

(1) Manager May stated that the budget approach to the line items and the new process will be put in place this year.

(a) Finance Director/AVM Parker explained the less conservative method to allow for contingencies and the ongoing costs.

(i) Trustee Barker asked about a major project possibility to have funding.

(a) Mr. Parker stated that a one off would be possible.

(ii) Mayor Gunter stated that the reserves had been built up to allow for the funding.

C. Covid-19 Testing Sites - Manager May discussed the requests for rapid pop up facilities and the issues that have come up with current sites. The demand is real and the problem of non-medical site requests. Community Development Director Sylvester reviewed the current COVID19 testing sites. The Village has had between 8 & 10 inquiries for testing centers between Thanksgiving & Christmas, even in a POD located in a parking lot. Having moved a downtown facility to the Hilton parking lot due to traffic issues, there is hesitation in allowing anyone in the downtown area even in an empty store front. This would require the B1 process and take time for P&Z and the Board - if the board is not interested in downtown testing we would like to state this upfront. Drive thru facilities are the question, this would require a special use permit. Do we want shortcuts or to keep the process in tack?

1. Mayor stated that the CBD was not a good fit for this type of business, there are other areas available.

2. Trustee Barker asked if there was government regulation?

a) Mr Sylvester stated that we did not, we only regulate where we can go.

b) Trustee Simonavich replied that the email Manager May sent

made it sound that there was no regulation.

3. Mayor Gunter said that we don't want it in the central business district and we should not waive any requirements.
 - a) Mr Sylvester stated that parking issues will be found anywhere if a business is successful.
4. Trustee Liddle asked if the companies are being checked for legitimacy?
 - a) Mr. Sylvester replied that this was not part of Community Development's process, it should be part of Alicja's portion of the business license application.
 - b) Manager May stated that there will be a form put together by community development & the deputy clerk to do our best to

VI. REPORTS

A. Chairperson - nothing at this time.

B. Village Manager -

- Discussed the emails about COVID19 and staff, we are up to 60 positive tests since 2019. We control this as best we are able, monitoring close contacts. We have the building still open, we do have residents that refuse to mask and do not have the ability to refuse service. Barriers are in place and we have staff able to protect themselves. The ruling by the Supreme Court has stayed the mandatory vaccinations, IL OSHA has put in place deadlines. We do have testing for the unvaccinated. We have only had one employee refuse, it is considered abandoning their job as they cannot be put on shift.

1. Mayor Gunter asked if those that refuse are responsible for the cost of the test?
 - a. Manager May said that it was that at this time.
 - b. Trustee Barker stated that his employer required the company to give paid time & paid testing.
2. HR Brainard commented that we follow IL guidelines and IL is following Federal guidelines.
3. Manager May remarked that we have mandatory masking and no shared food.
4. Trustee Guzzo stated that she is concerned about the numbers; do the testing centers if the numbers go down.

5. Mayor Gunter remarked that the testing at the drive thru location in town has a positivity rate of 40%.

a. Trustee Liddle & Simonovich both agreed that high rate was due to the drive thru location being one that people would want when worried and not feeling well instead of going into a building.

■ Manager May gave an update on Quincy Street/Addington Plaza

■ Invited Mr. McIntyre to comment on the notice that Neighbors Magazine has gone out of business. The last issue has already been distributed. What the next step needs to be decided, do we want to have a mailing at the cost of over \$25K or just an online version with pick up of copies available? Hinsdale has Hinsdale magazine and the contractor is also going with Downers Grove and Oak Brook.

1. Manager May stated that the cost Larry gave was not including staff costs, just publishing costs. The next issue will be digital only.

a. Trustee Simonovich loves getting this in the mail.

2. Mr. McIntyre stated that the basic pages were already done in house except for the calendar page.

a. Manager May stated that the printer will be local.

3. Mayor Gunter asked for clarification on the costs.

a. Mr. McIntyre stated that the mailing cost will be included in the printing cost.

■ Manager May reviewed the No Mow Till Mother's Day from last year stating that the EIC would like to go forward again with this program.

1. Trustee Barker stated that there were over 170 residents signed up for it last year. It was very successful. The only complaint we had last year was that the mowing contracts people had were not adjusted to reflect the change.

a. Mayor Gunter & Trustee Simonovich both stated that the signs were needed and helped people feel that they were participating.

b. Signs were collected last year and we will need more made this year.

2. The members all agreed that it was a positive program and should go forward in 2022.

- C. Finance Director
- D. Clerk's Office
- E. Communications
- F. Deputy Liquor Commissioner
- G. Human Resources
- H. Information Technology

VIII. MISC: Mayor Gunter announced that the DMMC and members, Westmont included, that the LGDF collected by the state that had been 10% has been kept by the state with only 6% released. We are working towards legislation for the reinstatement of the release of the full amount collected.

XI. ADJOURN - 5:25 p.m. (next meeting is scheduled for February 24, 2022) Trustee Barker made a motion to adjourn and Trustee Simonovich seconded the motion, all ayes.