



Draft-approved 3/1/18

Administration Committee- Meeting Minutes February 1, 2018

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

ROLL CALL:

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymski Trustee Addington Trustee Barker Trustee Guzzo Trustee Barry (4:50p) Trustee Nero (5:05p)</p> <p><u>Visitors</u> none</p>	<p><u>Staff</u> Manager May Director Parker Chief Weiss DC Riley Chief Gunther DLC Mulhearn Director Crane DYC Richards Director Ziegler Director McIntyre Communications Specialist Murphy</p>
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I PLEDGE OF ALLEGIANCE

II ROLL CALL - by observation

III PUBLIC COMMENT: No public in attendance.

IV APPROVAL OF MINUTES: Trustee Guzzo noted that both sets of minutes listed her as not in attendance and she had been at both meetings. Manager May stated it would be verified and amended.

- January 4, 2018 Administration Finance Committee meeting minutes - Motion by Trustee Addington to approve as amended, seconded by Trustee Guzzo , all ayes.
- December 7, 2017 Finance Committee meeting minutes - Motion by Trustee Addington to approve as amended, seconded by Trustee Guzzo, all ayes.

V UNFINISHED BUSINESS: None listed.

VI NEW BUSINESS

A. IMRF Resolution - Cash Payments Related to Health Insurance as IMRF Earnings

- a. HR Director Crane explained the Opt-Out program for employees that were insured on a family members policy. An employee can receive \$4000.00 a year in reimbursement. IMRF has adopted a resolution to have that opt out reimbursement be considered

pensionable earnings and stated that the Village must also adopt a resolution for this to be considered wages.

- i. Ms Crane stated that the Village has been doing this since 2004. The IMRF resolution will be on the Village Board Agenda this evening.
- ii. Manager May confirmed that the Village has had this practice since 2004.

B. Budget Discussion - Future Landscaping Maintenance and Budget Discussion - Central Business District Streetscape

- a. Manager May reviewed the budget process and the two areas of focus every year: the day to day business and the improvements requested. This leads to maintenance that will be a new item in response to the streetscapes, railroad corridor, and other projects.
 - i. There needs to be a personnel hired to maintain all the flowers and the new projects, with just the baskets it takes two people all day to water and maintain.
 - ii. The more we add, the more it will take and it needs to be taken into consideration.
 - iii. A master streetscape plan and timeline will need to be established as to when these changes occur and in what order. Right now maintenance is being put off on Cass Avenue items because we don't want to waste the money as we await construction, but not knowing when the construction will occur is this the best course of action?
 - iv. Finance Director Parker stated that in this years budget we have \$280,000.00 that we could pay to create the plans and then we would have an actual real firm number, right now the \$13 million is a guesstimate we formed based on other towns.
 1. Questions to consider:
 - a. So do we pay for this if we are not sure that we will move forward with it?
 - b. Are we planning this for the 100th Anniversary?
 2. Manager May would like to have a master design done so that an order to the project is in writing so that we can have it budgeted out and hopefully done by 2021 and be done with it.
 3. Trustee Guzzo asked if this would make it possible to allocate the funds through various phases. This would give us an idea financially to attack it in smaller chunks to make it easier to budget.
 4. Trustee Barker would like this done to be able to give direction to the various outside developer projects. \$280,000.00 is a lot of money but as long as the plan doesn't sit on a shelf and is used to make

improvements, it will be worth it.

5. Trustee Liddle said we have to start somewhere.
- v. Manager May asked Community Development Director Ziegler if the plan would be used by developers, and her response was that it would be useful to have guidelines for the developers and a timeline. She discussed the impact on the business owners and the goal to limit this impact.
- vi. Trustee Guzzo asked about specialty companies that do this sort of work for municipalities. Assistant Public Works Director Noriega answered explaining the scope of work estimates and specifications for infrastructure.
- vii. Trustee Barker commented on the costs and the projects: alleys, public works facilities, and beautification of Cass. Which do we give up?
- viii. Trustee Barry asked about the cost of the alleys and how much was yet to be spent. Mr. Noriega stated that the east side of Cass was left and it was not as long of an alley as what has been done. The next set of alleys will be in the next budget year. Trustee Guzzo said that the alleys in town are very well kept up by our public works department.
- ix. Trustee Barry asked about the railroad beautification? Ms. Ziegler stated that it had not yet been started, she is working on grant money to assist in this project.
- x. Trustee Barker asked that a list of these large projects be submitted to staff and to the Board for prioritization to assist in making the decisions at budget time for comparison. If everyone agreed on specific projects we don't have to waste time and discuss all of them.
- xi. Finance Director Parker discussed the water rate increases to make sure the cost of the DuPage Water Commission increase of fees are covered. Discussion had been to do so on Jan. 1st, however that has passed so we will move forward with May 1st. Mayor Gunter asked if we had budgeted for a Jan 1st increase? Mr. Parker stated we had so that the water revenue would be lower than we anticipated. Mayor Gunter asked how much? The response was approximately \$100,000.00.

VII REPORTS

- A.** Chairperson - Nothing this month.
- B.** Village Manager - Passed out and discussed the Staff Report document.
 - Manager May explained the parking request on Plaza Drive for an area business under construction. This is temporary and has been approved by the Police Dept. This is a temporary solution and will be reviewed.
 - Com Dev meeting in April there will be a review of the possibility for

temporary storage pods being used by businesses to be further regulated.

1. Trustee Barry asked what the policy is regarding it as there are quite a few businesses that use them? Manager May responded that at this time this is an unaddressed practice, and a mechanism to address/manage this is needed.

2. Discussion of various types of these structures ensued and various ideas for a policy especially in the B1.

C. Finance Director - Director Parker reviewed two items:

- He explained the large addition to the sales tax payment from the State of IL. Stating that it was back sales tax for a business that had not been attributed to Westmont, and now was being attributed to Westmont. At this time it has not been confirmed that the payment was for Westmont only and not a combination of the two locations accidentally sent only to Westmont.

- Due to the ERP system implementation, we have had an additional part time temporary employee budgeted for 3 years. However the A/R clerk Kathy Dattilo has announced retirement and after researching temporary employee costs we believe it might be more cost effective to hire an accountant full time and a part time A/R clerk for the business office. This would be potentially a longer term commitment than a 3 year temporary employee. It would save a little money over the next 3 years.

D. Human Resources - Highlighted her report

- 3 open positions and have 3 in background process and still interviewing for 1 position.

- 3 new employees this month.

E. Deputy Liquor Commissioner - Highlighted his report.

- Trustee Addington asked if there was any news on the new bill in Springfield regarding video gaming to limit gaming cafes? Mr. Mulhearn stated that he had not had any news.

- Discussion of requests/pending requests ensued.

1. Margies

2. Zazzo's - opening February 15th.

F. Clerk's Office - Deputy Clerk highlighted her report.

- Discussion of FOIA's ensued.

- Clerk Szymiski stated that the retirement of the A/R Clerk would leave the Deputy Clerk without backup. Director Parker stated that was the positive of having a full time accountant and a part time clerk hired.

G. Communications - Introduced Alison Murphy -part time communications assistant.

■ Highlighted his report.

1. 100th Anniversary Committee in 2 weeks.
2. Westmont could be sending 10 people to Taiwan.
3. Working on Branding all the community events in the Village.

H. Information Technology - New employee was introduced by HR.

VIII MISC: Nothing

IX ADJOURN - A motion to adjourn

by Trustee Addington, seconded by Trustee Nero - all ayes. 5:50 p.m.

(The next meeting is scheduled for March 1, 2018)