

# ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes -February 13, 2020

Draft Approved - March 12, 2020

## I. CALL TO ORDER - 4:30pm

## II. ROLL CALL

<p><b><u>Committee</u></b> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker Trustee Guzzo Trustee Nero</p> <p><b><u>Visitors</u></b> None</p>	<p><b><u>Staff</u></b> Village Manager May Finance Director Parker DVC Richards DLC Mulhearn CDD Director Sylvester PW Director Ramsey IT Director Liljeberg (office) HR Director Brainerd Fire Chief Riley Deputy Fire Chief Connolly Deputy Fire Fire Fitzgerald Deputy Police Chief Thompson Comm Director McIntyre Comm Clerk Babyar Economic Development Director Forsberg</p>
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## III. PLEDGE OF ALLEGIANCE

## IV. PUBLIC COMMENTS - None

V. **APPROVAL OF MINUTES** - October 24, 2019 and December 5, 2019 Administration Finance Committee minutes were approved, both by motions by Trustee Addington and seconded by Trustee Nero, all ayes.

## VI. NEW BUSINESS

A. **Development at 11 W. Quincy** - Director Parker presented on this topic regarding TIF assistance requested by a developer. The economic development agreement pieces were reviewed: downtown parking fund, the caps that are proposed and school district funds.

- Mayor confirmed that the requests were in line with past practice and asked about the length of time that the building has been empty.

- Manager May stated that before we move further on these

types of projects we ask that you review now to approve the next steps.

- Trustee Guzzo asked if anyone else has shown interest on the block? The response was nothing has been presented.
- Trustee Addington said that this is what we need to make it a viable block in town.

**B. Crossing Guard Budget Costs** - Director Parker presented information on Andy Frain raising the price for crossing guard postings. Then he reviewed the cost sharing of the crossing guard contract with the school districts. Currently it is 25% School and 75% Village. Discussion ensued reviewing various previous discussions/ideas on crossing guards.

- Manager May stated that the goal originally was to wean into a 50/50 agreement, is now the time to move towards that goal? Or do we leave it at 25/75 and just advise the schools that the fees are going up?

- Trustee Liddle asked what are the standard responsibilities of the guards?

1. Deputy Chief Thompson stated that the guards were assigned duties by the school, and it was to make sure that the kids were across safely. Trustee Liddle asked if they were required to shovel snow off the crossing sidewalks. The response was no it was not a requirement, yet some do.

2. Most guards are assigned by the school at the major roads. The example being Maercker, which has 2 on Cass, each for an hour in the morning and hour in the afternoon. We have 7 and a supervisor.

- Trustee Barker asked if we could get an extended contract to save money.

1. D/C Thompson said that Andy Frain would not due long term contracts, explaining that the rising minimum wage laws mean that the costs will keep going up.

- Trustee Addington said we need to approach the schools with the cost increase and the desire to go 50/50.

- Trustee Nero commented that it was the schools direct service,

not the village and they should be sharing the cost. He stated that he would be interested in knowing what other communities do?

1. D/C Thompson replied that Hinsdale does not participate in the program; it is 100% the school's responsibility. Downers Grove does not have a program, there are several CSO's that will cross kids in high traffic areas.

■ Trustee Addington, Nero, and Guzzo felt that 50/50 would be the best option. Trustee Barker dissenting vote was that it should be 33/66 this year and 50/50 next year.

1. Director Parker stated that the costs right now is over \$30,000.00. D/C Thompson said that the true cost is \$50,000.00 and we bill the schools 25% of that cost. It will go up as minimum wage goes up.

■ Trustee Liddle stated that if we go to 33/66 then we have no wiggle room. It might be better to just go in with the 50/50.

■ Trustee Addington said that we have to go back to the schools and tell them that the costs are rising with minimum wage requirements. He likes the 33% idea.

1. Mayor reminded everyone that the municipality is not legally obligated to do any of this. Manager agreed.

2. D/C Thompson said that he would open the door with the schools to the idea for the next school year.

## VII. REPORTS

A. **Manager - Container storage problems**, 10 businesses complied of the 23 that were sited and only 2 came in for a meeting with community development and 1 additional is now calling. That leaves 10 that are 100% non-compliant.

■ Trustee Addington asked if there was a legitimate request for an extension would we be willing to work with the business?

1. Manager May responded that we would if there were actual work towards compliance being done. Compliance is the goal of all Code Enforcement issues.

B. **Trustee Guzzo - Gave an update on the Fire Department** problem of staffing, reviewing the options.

- Maintaining the current system - hiring part timers and doing an RFP for paramedic services.
- Consolidation with another Fire Department. Difficult option as there are no immediate opportunities for consolidation.
- Full time Fire Department - \$6 million current budget would double is the estimate.
- There are costs and policies to be prepared before moving forward.
- A consultant should be engaged to explore the opportunities.
  1. Manager May said that the Village of Clarendon Hills has hired a consultant and is exploring options. We are waiting to be contacted.
  2. Mayor Gunter asked about the cost of a full time Fire Department.
    - Chief Riley stated that the estimate is an additional \$4 million.
  3. Fire Chief Riley discussed the hiring of 16 new part-timers and the RFP for paramedics. There are 6 resignations of staff in the works due to the restrictions of full time employers on part time work.
    - Mayor asked how many current employees of the Fire Department work at a full time department?
      - Chief Riley said it was 80%
    - Trustee Barker - There was a discussion a few years ago by Clarendon Hills and Hinsdale to consolidate Police Departments, but it fell apart.
      - Chief Riley said Police & Fire at Hinsdale/Clarendon Hills are sharing resources.
    - Trustee Guzzo remembers when the Fire Service was a dream job. Now it's hard to find candidates.
    - Fire Chief Riley discussed the difficulty trying to hire even for Full-Time.

**C. Manager May gave a summary of snow removal and online complaints by residents that the businesses and residents aren't shoveling after ice storm events.**

- Trustee Barker said that we use to bobcat to 67th Street and if we can no longer do that, can people walk in the street?
  - Manager May stated that it can be done, not really safe to do however.
- Trustee Liddle asked about the crosswalks by the schools and it not being safe for the children.
  - Manager May stated that the shoveling is not the schools responsibility or the crossing guard. Some have done it in the past out of boredom, not as an assigned duty. The plow cleans the street by pushing the snow to the side, it does not go back and plow the sidewalk. The only answer would be to not plow the street, which we are not legally obligated to plow all the streets. That is a decision made to do so.

**D. Manager May gave an update on the Field Court** options that were reviewed.

- Woodridge is building a new facility. The County does not want to contribute to that project.
- The County Chief Judge refuses to confirm the assignment of paying communities into a new facility.
- The Village of Woodridge has stated that they will cover the current build out cost if communities that participate will lease the space - it now awaits confirmation from the County that they will allow cases there.
- Trustee Addington asked about adjudication rights, what we can remove from the County.
  - Manager May stated it was a good plan, we will look into an adjudication system with our neighboring communities to make things more efficient.

**E. Manager May gave an update on the IL State HB 4432(2020)** which seeks to make it illegal for a municipality to have an exclusive waste hauling contract. This is a recent filing and was entered by a representative in the Lockport area, at the request of a Westmont business owner. To keep in mind is that we are not the only community that

has an exclusivity agreement for waste hauling. Also, if this were to pass we would not have the ability to reduce rates for the residents, residents and business owners would have to pay full rates.

- Trustee Nero stated that if this were to happen, it would not be an overnight occurrence. Manager May replied that the contract would be in place until it expires.
- Trustee Addington asked if the towns that do not have an exclusive contract charged a fee for road/alley maintenance? Manager May replied that he was not sure and it would be something to look into, a form of licensing and registration, if we have to change the way we do garbage pick up.

**F. Manager May gave an update on the Food Scrap and Landscape Waste** is moving forward and planned for April 1st. The 35 gallon tote is the goal to take both food and landscaping waste. It is ready to go forward.

**G. Manager May asked HR to give a report** on the recent changes.

- Renee Brainerd reported that a part time HR assistant has been hired, Megan Lebak, that worked with Renee at the Park District of Highland Park for 20 years. Megan was working with Recreation and then Risk Management before transitioning to Human Resource.
- The new Health & Wellness program has been rolled out.
- The new health insurance consortium, GIN, has announced the cost increase, 3% for PPO and 5% for HMO, which is better than last year. Dental will probably go out to bid, as another 7% increase is expected.

**H. Manager May pointed out the report on Solicitors.** Regulation of hours can not be too restrictive. We can not ban it or make the hours unreasonable.

- Mayor Gunter asked if 376 FOIA requests were high compared to last year? Alicja Richards said she was not sure what last year's numbers are but it was pretty much the same.

**I. Spencer Parker reported on the technology/software issues** recently experienced. The software now knows that it is 2020 and not 1920.

**J. Tom Mulhearn reported on Dotty's opening, Absolutely Delicious application for video gaming, and the expansion of the Del Carmen restaurant on Chicago Avenue.**

- Trustee Addington asked about the local regulation of the vape shops.

- It is not legal for us to license the vape shops, however a local regulation to restrict the sale to 21.
- Mayor Gunter asked about liquor license requests.
  - The new restaurant, TASTE is looking into a liquor license.
  - Nature'sBest has applied for liquor license.
  - Manager May stated that Code Enforcement cases will play a role in liquor licensing.

**VIII. ADJOURN: 5:54p.m.** - A motion to adjourn by Trustee Addington and seconded by Trustee Nero.