



**Administration & Finance Committee- Meeting Minutes**  
**February 14, 2019**

Draft approved 5/14/19

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

**ROLL CALL:**

<p><b><u>Committee</u></b> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Nero Trustee Barry (4:40p) Trustee Barker (5:10p)</p> <p><b><u>Visitors</u></b> A whole host of family members, staff and visitors attending for the nominations.</p>	<p><b><u>Staff</u></b> Manager May Director Parker M.A. Mielcarski DVC Richards DLC Mulhearn Director Sylvester Director Liljeberg (office) Director Forsberg Director McIntyre Clerk Babyar Asst. Director Brainerd Chief Weiss     DC Riley     DC Connelly     DC Fitzgerald     DC O'Hare     FF Josh Boyajian     FF Brendan Sullivan (and family)     A good fraction of the entire WFD DC Thompson Chief Gunther (4:50p) Director Ramsey Ass Director Noriega Supervisor Brendle Supervisor Viscuso SMW David Decicco</p>
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- I. CALL TO ORDER - 4:30 p.m.**
- II. ROLL CALL** - by observation
- III. PLEDGE OF ALLEGIANCE**
- IV. PUBLIC COMMENTS**
- V. APPROVAL OF MINUTES**
  - A. January 3, 2019 Administration Finance Committee
    - 1. Motion by Trustee Addington and 2nd by Trustee Nero  
All ayes - approved
- VI. NEW BUSINESS**

## A. Public Services Nominations

- Manager May explained the nominating program.
  - Fire Chief Dave Weiss introduced Firefighter Josh Boyajian and discussed the attributes of Josh that earned the firefighters nomination him as the representative of the Fire Department. A certificate was presented to Josh.
  - Public Works Director Mike Ramsey introduced MWII/Assistant Arborist Dave DeCicco and discussed the attributes of Dave that earned him the Public Works nomination. A certificate was presented to Dave.
  - Police Department Deputy Chief Thompson reported that the nominated employee for Police Department was Administrative Assistant Maggie Bjur and discussed Maggie's long career at WPD and her outstanding support of all the programs. Unfortunately Maggie was out of town.
- Fire Chief Dave Weiss presented Lieutenant Brendan Sullivan as the recipient of the Award of Valor, reviewing the public safety incident and Lieutenant Sullivan's heroic actions. Chief Weiss and Trustee Guzzo presented Lieutenant Sullivan the plaque and wished him well in his new full time position in Indianapolis.

Bond Financial Adviser Selection - Finance Director Parker reviewed a powerpoint introducing the bond process and the positives associated with the selection of an advisor or an underwriter, and fiduciary responsibilities.

- Manager May stated it was like a project supervisor that looks out for our interest.
- Mayor Gunter asked if there was a possibility of Raymond James holding both positions.
  - Director Parker stated that could not be the case.
- Mayor asked if that would save \$17-20 thousand and if we spent the \$17,000.00 would it be built into the bond?
  - Director Parker said that going out to bid could give a higher return, but it would not be guaranteed; and the cost would be rolled into the bond.
  - Trustee Nero commented that we want our best foot forward and \$17,000 is a small portion of \$17 million.
  - Trustee Addington asked who sets the rating of a bond issue?
    - Director Parker replied that there are a few different bond rating agencies, last time we did Standards and Poor.
  - Trustee Guzzo asked about the timeline.
    - Director Parker reviewed the steps, it would be several months.
  - Trustee Addington believes that the bonds would be easy to sell as we have pledged.
  - Trustee Liddle asked if our past bond performance was taken into consideration.

- Director Parker stated that it would.
- Mayor Gunter asked when does the advisors job stop, does it carry through to closing?
  - Director Parker stated that it would, and it can carry through years down the road for the annual filings.
- Trustee Liddle asked what Director Parker's level of comfort with?
  - Director Parker replied that the standard level through the GFOA is to hire a financial advisor to make sure that someone is looking out for the Village's best interest. Raymond James has a good understanding of the Village, has been successful in the past, and is the lowest cost.
- Trustee Guzzo asked if this was part of the 19/20 budget?
  - Director Parker stated that it would.
- Mayor Gunter stated that Raymond James has been working in the community for years.

Trustee Addington made a motion to recommend Raymond James, Trustee Nero seconded and board responded with all ayes.

B. Amusement Tax - This came up due to a potential theater at the 63rd & Cass development as a potential future revenue stream. The discussion has been to look at this after the development is completed. If we were to impose an amusement tax, at 5% which is the going rate, it could generate approximately \$200,000 annually to be split between the village and the developer. The developer is stating that it is having difficulty attracting a theater and would like to move forward sooner to be able to offer an incentive. The TIF consultant will meet with the developer to review the figures and see where the gap is in the incentive. Director Parker brings forward the idea of moving forward with an amusement tax.

Mayor Gunter brings forward two questions:

- Do we want an amusement tax?
- Do we want that tax to go towards an incentive for a theater for the next 10 years or so?
- And Bradford will only get the agreed upon dollar amount, this will not be something additional. A theater is needed to make the corner work, the funds are not going to Bradford the funds will be the incentive for a theater both Bradford's portion and ours.
  - Trustee Barry asked how long Bradford would receive the fifty percent?
    - Director Parker responded 23 years or a maximum of 4 million.
  - Trustee Barry stated that the developer percentage is what should be given up, not the Village. Remember that this project was touch & go, it went forward with no leases and now the terms are changing midstream.
  - Mayor Gunter stated it is something to review further and get more information on, this is based on a quick hour meeting.

- Director Parker said there were other incentives to be reviewed such as internal permit fees, to get closer to what is needed.
- Trustee Barry said that the initial amusement tax is something the village needs going forward.
- Trustee Guzzo said that there are a lot of theaters and villages have amusement taxes on theaters.
- Trustee Liddle asked what the amusement tax is in Rosemont?
  - Director Parker would check.
  - Trustee Guzzo stated that community has a high tax.
- Mayor Gunter commented that in the meeting with the developer, Director Parker & Manager May stated that the funds were not there. The Village and the developer both need a theater to make that corner work. Mayor Gunter wanted the board to be aware of where things were at this time. The decisions that have to move forward are do we want an amusement tax and to what will we apply it?
  - Director Parker said that there is a list of what it could apply to and it should be reviewed as to what we would want it to apply to, with the caveat that what we exclude will have to be documented with legal reasoning.
- Trustee Addington remarked that he agreed with Trustee Barry that it would be best to hold the line on our original stance until the developer has a specific plan in hand to then review what would make the most sense.
  - Mayor Gunter said that Finance Director Parker has done that with asking for a review by the TIF consultant.
- Trustee Guzzo asked how long it will take to hear back from our TIF consultant?
  - Director Parker replied that the TIF consulting firm is in flux with relocations and the consultant new firm, Ernst & Young, will have a contract for us, hopefully at next month's meeting and then she will get a look at it. 5-6 weeks for a thorough review.
- Larry Forssberg said that it would be moving quickly.

## **VII. REPORTS**

**Chairperson** - Nothing

**Village Manager**

- Logistically, the trustee workroom space is new. The boxes with your stuff is at the station. We will leave it out until the next meeting and if there is anything that you would like us to shred/discard we can do that for you.
- A consulting firm that has been created by Mr. Al Ronin and Mr. Chris Nybo presented a lobbyist service to Mayor Gunter & Manager May as an opportunity for the Village to use the service to have legislative representation in Springfield. This is something that if the board is interested in obtaining, can invite them in to give a presentation on the service at a future committee

meeting.

- Trustee Addington said that it might or might not be a positive endeavor, however he would like to discuss the possibility with DMMC Executive Director Quintell for advice.
  - Trustee Liddle asked at what cost?
    - i. Manager May said that was not yet discussed.
  - Trustee Barry asked if it would be worthwhile?
    - i. Trustee Addington said it was an unknown.
  - Trustee Liddle asked about the state's ability to fund projects?
    - i. Trustee Nero said that a MFT was being discussed for a capital plan.
  - Mayor Gunter reminded everyone that a fund was only allowed to be used for a specified purpose no matter the bottom line of state finances.
- Manager May reported that a law office has met with us discussing the prosecutor role for DUI offenses directly for the Village. Currently we go through the DuPage County court system and the county receives a great deal of the funds. This is something we are looking into, no decisions to be made tonight. This would be on a flat fee and the Village would recoup anything above the fee.
  - Trustee Nero said that Downers Grove has been doing this for years, and it would be a profitable revenue stream.
  - Trustee Addington and Trustee Barry both feel it would be a positive thing to look into.
- Trustee Barry asked if the recycling would be back on track or off because of the weather still?
  - Finance Director Parker said it was back on schedule.
  - Trustee Barry stated that it would be a good thing to put out to residents, something came out to say it was delayed - we should inform people it's back on schedule.
    - Director McIntyre said that the notice of delay was done right away on social media and the website. Complaints were limited.
  - Trustee Barry asked about the places for eating tax, while it was in Neighbors it should be a notification to businesses.
    - Director Parker said that the notice went out and it will be effective on April 1st.
      - i. Trustee Barry asked how much leeway are we giving?
        1. Director Parker said it would depend on the business proving that they have not been collecting. Collection by the Village will be in May.

- Discussed the Westmont Word, Neighbors Magazine, and the murals.

### **Deputy Liquor Commissioner**

- Prestige Liquors would like to be a part of the corridor renovations.
  - Remodeling the exterior and interior.
  - Tasting Room addition
  - Craft Beer only taps 6 taps with just limited pours only.
  - Doing research on it to make sure it doesn't become a bar.
  - Originally asked for video gaming, was denied so this is their idea to help them increase revenue.
  - This is not a free sample, it is a charging for a small pour.
  - There are places that specialize in Craft Beers and will do research on what others are doing.
    - Trustee Barry asked a question regarding video gaming and wanting making sure that video gaming would not be eligible under the classification for this type of liquor license.
      - Deputy Liquor Commissioner Mulhearn assured him it would not.
- Zazzo's Pizza will be on the next agenda for video gaming.
- Mayor Gunter asked about a response from Fremont Grill.
  - Commissioner Mulhearn stated there had only been some apologies for the way the owner came across.
  - Truste Barker asked what leverage would the board have if the distance requirement was done away with?
    - Commissioner Mulhearn stated it would be a case by case basis.
    - Trustee Barker remarked that would be easily challenged.
    - Commissioner Mulhearn replied that consistency was what the attorney has stated is needed.
      - Discussion of the difference between the various business corridors and the Central Business District were discussed.
      - Trustee Barker asked Commissioner Mulhearn to have Attorney Zemanek put that in writing.
  - Trustee Barry asked what the closest video gaming establishments would be for Zazzo's?
    - Commissioner Mulhearn stated it would be Las Palmas to the west and Anna's to the east.
    - Commissioner Mulhearn remarked that before the meeting he would have the distance totals, the pictures of the Darien location and how nice that location looks and it should be identical in Westmont.
- Mayor Gunter asked for an update on Dotty's move to 67th Street.
  - Manager May said that the 120 notice ends on March 6th. The

developer will not give them an extension.

- Commissioner Mulhearn stated that the building permits for the new location have been issued and the liquor license for the new location as well.
  - Manager May responded that the new location is under construction.
  - Trustee Barry commented that he thought the last day was to be February 28th?
    - Commissioner Mulhearn stated that the liquor license expires on that day.

**Clerk's Office** - Clerk Szymiski congratulated Deputy Clerk Richards on completing her Clerk's certificate.

Reminder - next meeting is scheduled for March 14, 2019

**VII. ADJOURN: 5:55 p.m.**

**2-14-2019**

# **Admin/Finance Committee**

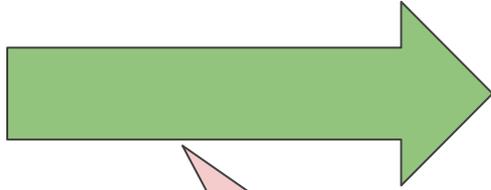
**Bond Advisor Selection**

# Today's Decisions

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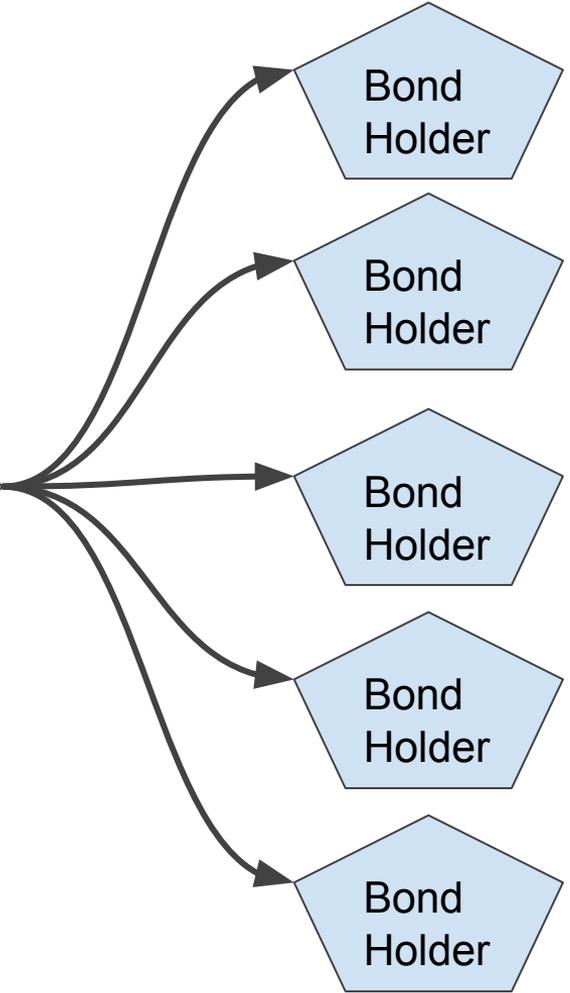
1. Do we use a Financial Advisor?
2. If so, which one?
  - a. The firm we've used as underwriter
  - b. Someone else

# Bond Process



**Today's  
Focus**

**Under  
-writer**



# Options



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- Bid & sell to highest underwriter
  - Know getting best price
- Make deal with specific underwriter
  - Underwriter can help with prep work

# Financial Advisor

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- The Middle Man
- Can help with prep work
- Can interface with underwriter
- Works for us (fiduciary)
- Recommended by GFOA
- Costs

<b>Criteria for Consideration</b>	<b>Speer</b>	<b>PMA</b>	<b>Raymond James</b>
Fees for \$17 million bond	\$ 22,000	\$ 25,000	\$17,000
EMMA Reminders & Filing (Current)	3,000.00	0.00	0.00
Ability to see real-time bidding?	Yes	Yes	Yes
Annual Municipal Issues as Advisor	208	105	26
Experience With Village	No	No	Yes

# Today's Decisions

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1. Do we use a Financial Advisor?
2. If so, which one?