

# ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - February 24, 2022

Draft Approved -April 7, 2022

CALL TO ORDER - 4:30pm

## I. ROLL CALL

<b><u>Committee</u></b> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Brady Trustee Guzzo Trustee Barker Trustee Nero Trustee Simonovich	<b><u>Staff</u></b> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg Deputy CDD Director Hennerfeind HR Director Brainerd Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski CDD Director Sylvester Police Chief Gunter Fire Chief Riley Public Works Director Ramsey
<b><u>Visitors</u></b> None	

## II. CALL TO ORDER

## III. ROLL CALL

## IV. PLEDGE OF ALLEGIANCE

## V. PUBLIC COMMENTS - None

## VI. APPROVAL OF MINUTES

- A. There are no minutes to be approved

## VII. NEW BUSINESS

- A. Class 22 and Class 23 Liquor Licensing - Presentation by Mayor Gunter (Liquor Commissioner) and Deputy Liquor Commissioner Mulhearn

- 1. Review of a proposed change to the current fine schedule for liquor and tobacco violations, as this has not been increased in many years. Taking into consideration costs of hearings, officers to be available for hearings, prosecution, and fees of filing are increasing.

- a) Mayor Gunter stressed the point that this was not a revenue seeking change, rather a change to make businesses take things more seriously and hopefully stop the repeat offenders.
- b) The Deputy Liquor Commissioner will bring before the board changes to the ordinances, after review by the attorney.

## 2. Video Gaming

- a) License fees have been researched to see what surrounding communities are doing. There are differences in how other municipalities are handling this.
- b) Lombard has an interesting ordinance, requiring corporate revenue statements annually to prove that video gaming has not been more than 49% of the revenue for the business. Our current ordinance is more vague regarding restaurant profits.

(1) We could do this for next year, tightening up the language.

- c) Trustee Liddle stated that this points to the original license application, that the business is what it stated it would be.
- d) Trustee Barker believes that a business would resist giving the Village this information.

(1) Assistant Manager/Finance Director Parker replied that Lombard's ordinance states that this information would be available if required.

- e) Trustee Liddle commented that 49%-51% is too loose of a requirement. We should tighten this up.

(1) Assistant Manager/Finance Director Parker showed the spreadsheet of current information.

(2) Trustee Simonovich asked how a restaurant can control the amount people spend on food?

- f) Trustee Barker asked about the drinks and no food sales of a restaurant, how can you tell?

(1) Assistant Manager/Finance Director Parker replied that the places for eating tax would not show a difference.

- g) Discussion of bars/restaurants, classifications of liquor licenses, and having businesses move to a different classification.

Acceptable percentages were reviewed.

(1) Deputy Director Hennerfeind asked if there was a possibility to limit the number of machines?

(a) The State of IL allows six.

- h) Mayor Gunter reminded everyone that the original legislation

preferred no taverns, limiting video gaming cafes, and the objective was to assist the restaurants.

3. Deputy Liquor Commissioner Mulhearn reviewed the video gaming ordinance that other municipalities have enacted.

- a) Deputy Community Development Director Hennerfiend commented on our current sign code.
- b) Questions concerning the restrictions and possibilities ensued.

4.

**B. Zoning Text Amendments - Home Occupations - Manager May reviewed our ordinances regarding home businesses and firearms, with federal licenses. The only Westmont ordinance states that it is unlawful to sell firearms that can be hidden on the person. So, you can sell long guns out of your basement, not handguns. We can have an ordinance to this in two weeks, however, this would be in home occupations. As we have no zoning restrictions for businesses, that allows it in any area of business. If you don't have a specific area, it is permitted in all zoning districts. The next step is to permit the sale in certain areas so that it is not allowed in other zones. There are ways to approach it, you can pick an area such as B1 or B2, B1 being downtown you probably would not consider that - B2 would be Ogden or 63rd. If you put it in a M district you would have to rezone it for manufacturing and gun sales as M districts do not allow for retail. This will be a zoning text amendment and it will have to go through the process with public hearings.**

1. CDD Deputy Director Hennerfeind - introduced newly hired CDD Planner Scott Williams and reporting on the research Mr. Williams did on other communities' approach to gun sales. Most communities have no regulation, as we do not. Some have it as special use in commercial districts or manufacturing. Downers Grove has it in retail as an ancillary item in a larger retail use, such as Walmart or Dick's Sporting Goods, or as a special use in manufacturing. This might solve the issue if it is considered legal to put these restrictions on it to make sure that we can control it this way.

- a) Manager May stated that we have to decide how we want to

approach it to begin the public hearing process.

- b) Trustee Simonovich asked if we make it ancillary, does this prohibit home sales?

(1) CDD Deputy Director Hennerfeind stated that we have not dove that far into other communities.

- c) Mayor Gunter stated that the goal is to prohibit the home sales functions.

(1) Manager May replied that if we prohibit the home sales immediately, we have brought attention to the issue and will not have anything in place to regulate.

- d) Trustee Barker asked who was regulating the home sales now?

(1) Manager May replied that it was complaint driven to inspections, the Federal license is all that is required.

- e) Trustee Nero asked about collectibles?

(1) CDD Deputy Director Hennerfeind said that he was not sure of that.

(2) Police Chief Gunther said that the Federal license has a space for collectibles. We have had no problems with homes that currently have this license.

- f) Trustee Barker asked where the closest gun store currently is located.

(1) Police Chief Gunther replied it was Ray O'Herron in Downers Grove, remarking that they applied to move to Chestnut Avenue about 15 years ago and were denied. That is where police officers buy their uniforms.

(2) Mayor Gunter asked if Ray O'Herron had a shooting range?

(a) Police Chief Gunther replied that it did not.

(b) Discussion of shooting ranges ensued. This might be a topic to look into as well.

- g) Manager May asked if we should have a recommendation or with options to go to Planning & Zoning.

(1) CDD Deputy Director Hennerfeind stated that a firm recommendation was the best approach to present the

topic.

(a) Trustee Simonovich liked the Downers Grove language.

(2) CDD Deputy Director Hennerfeind requested that the board give direction as to what the best use of staff time is to research: 1 district or 2 districts with special use.

(3) Discussion of placement ensued.

(4) CDD Deputy Director Hennerfeind reminded everyone that the zoning of our village will have no perfect area for this, there are many pros & cons of each area.

h) Trustee Nero asked that a dozen communities be reviewed, it would be easier to see.

(1) CDD Deputy Director Hennerfeind requested confirmation of moving forward with the “norm: of a dozen communities or to present the findings?

(a) Trustee Liddle asked if the review could also give an idea of properties in Westmont that would fit the “norm”. Her idea is the west side of Cass between 59th & 63rd.

i) Mayor Gunter asked that this be an exclusive sale such as cannabis and be presented with the similar maps.

(1) CDD Deputy Director Hennerfeind would like to have the language for ancillary use in advance of the need.

(2) Trustee Simonovich asked about shooting ranges?

(3) Trustee Nero would like it all to be consistent and similar with our cannabis regulations.

j) Manager May asked that the research be prepared and made ready for the next Planning & Zoning meeting.

**C. Compensation Study** - Renee Brainerd presented on the need to have a comprehensive compensation study by a third party as part of the upcoming budget. The last study was done in 2014/15 and it is currently a hard labor market. Spencer has adjusted our compensation every budget year, however in a recent review of positions we are a bit lower than other municipalities. We

would like to have the third party review job descriptions, interview employees, and have a comprehensive view. To have a consultant look at our current analysis tool for promotions and new positions with our benefits package. To include with this consultant a new performance evaluation tool, as our current one is cumbersome and a consultant would be able to move us in the right direction. A benchmark on the cost that this would entail was not available as most municipalities only did the traditional compensation study at a cost of \$20-\$25K which is what was paid the last time. An RFQ or RFP would give us more information on realistic costs, and we would like to do so in March.

1. Manager May stated that you are trying to get a budget number, and replied that the RFQ or even to contact companies for a ballpark figure would be appropriate. At this time an RFP would not be appropriate as we are not going to award a proposal immediately.
2. Mayor Gunter remarked that the last time we did a compensation study it was found that some employees were overpaid and others were underpaid. This was a benefit to the staff in moving forward in the area of compensation.
3. HR Brainerd stated that the consultant that is being used to find a Finance Director has informed us that the salary is too low for this market.
  - a) Mayor Gunter stated that if you are changing that salary it is possible that the salaries of other employees need to be adjusted to keep people from leaving.

#### **D. REPORTS**

- A.** Chairperson - nothing at this time.
- B.** Village Manager - Manager May informed the committee that a retired public safety employee contacted the Mayor that the employees that worked part of 2020 should have received the hazard pay that public safety employees received. Manager May explained that the federal funds that allowed for this pay to be given to public safety employees was distributed at the time it was given to the Village, to employees that were currently working, and based on the number of hours an employee worked. The retired employee will be responded to by the Mayor to explain that the federal funds have been allocated correctly per the government guidelines.

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

**VIII. MISC:**

**XI. ADJOURN - 5:56 p.m.** (next meeting is scheduled for February 24, 2022) Trustee Brady made a motion to adjourn and Trustee Simonovich seconded the motion, all ayes.