



draft-approved 4/12/2018 Administration Committee- Meeting Minutes
March 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 Szymiski Trustee Addington Trustee Barker Trustee Guzzo Trustee Barry Trustee Nero</p> <p><u>Visitors</u> none</p>	<p><u>Staff</u> Village Manager May Finance Director Parker PW Director Ramsey Fire Chief Weiss Deputy Fire Chief Riley Police Chief Gunther Deputy Liq Comm Mulhearn HR Director Crane Deputy Clerk Richards Community Dev Director Ziegler Communications Director McIntyre Communications Specialist Murphy CD Admin Assistant Perez</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:

- February 1st Administration & Finance Committee Meeting Minutes
 - All ayes - Approved

V UNFINISHED BUSINESS: None listed.

VI NEW BUSINESS

A. Review of Hudson Energy Proposal - Manager May stated that this is a type of aggregation with a broker that is authorized to negotiate on our behalf for the lowest rate. There is no standing fee, Hudson is paid a percentage that is built into the energy rate. The Nicor franchise agreement currently is on a free thurm basis figured by the size of the

municipality and it will now be adjusted to convert from free thurms to a cash value that we will use to purchase natural gas through Hudson. This no-cost agreement will include the library and all the Village owned buildings. There is no contract to review as of yet, it will be on a board agenda for your review and approval at an upcoming meeting.

B. Selection of Audit Firm - Director Parker reviewed the Audit Firm RFP responses explaining the various categories that were focussed on to compare each firm. The two highest ranking firms are Sikich and Lauterbach & Amen. Currently Lauterbach & Amen currently service the Westmont Police Pension so it does raise a question of conflict of interest. Staff recommendation is Sikich. The rate proposed by Lauterbach & Amen is \$10,000.00 lower, probably due to the fact that we would need to use staff time to audit before they audit due to the possible perception of conflict of interest. So the question is this extra staff time and perception worth \$10,000.00? Also, with Sikich the rotation of new audit teams is an option that puts another set of eyes on things and this is worthwhile.

To go with Sikich is not a large annual fee for the Village, however it is a 40% increase to the Library. Recommendation is to offer the Library a reduction in the accounting fees paid to the Village in increments over the 3 years of the agreement with Sikich. The Library does not use the auditor rotation services and that is one of the reasons for the increase in price.

- Mayor asked why the Library is going up so much - response - audit firms worry about the smaller districts/libraries looking for independent auditing based on quotes given under the umbrella of a larger village account.
- Mayor asked about the annual rate increases - response - all the firms showed an annual increase. Mayor stated that Sikich is a good firm, Clerk Szyski remarked that we have used Sikich previously.
- Trustee Liddle asked Director Parker if there was a firm he would be comfortable working with - response- we can make any of them work.
- Trustee Barker asked if the Library revenue was flat - response - yet as it's based on property tax.
- Mayor asked when was the last time we looked in to changing auditors - response - 2011 was the last RFP.
- Trustee Guzzo asked if the Library was aware of the increase - response - the Library is aware and of course are interested in the lowest cost to them.

- Mayor stated he was okay with Staff Recommendation.
- Before Baker & Tilly we had Sikich - Trustee Liddle asked why the change - response - change was due to the lower RFP by Baker & Tilly last time.
- Trustee Addington asked what firm was before Sikich previously - response - a firm that no longer exists. Trustee Addington commented that it was always good to change an audit firm periodically.
- Trustee Barker agreed with the gradual increase to the library.

Trustee Addington made a motion to have this item on the next agenda seconded by Trustee Nero, all ayes.

C. Insurance Benefits Cooperative - Manager May stated that a new cooperative has been investigated by HR Director Crane and the Employee Insurance Committee. The cooperative is a new cooperative getting started and it is much smaller 1/100th of the size of our current pool. Manager May believes we should move forward, the plans are the same, and we were asked to participate based on our Village being a good fit for the pool of new communities that are forming; eight communities were asked and all but one are participating. Seven out of eight are moving forward and we are one of the communities moving forward. On tonight's agenda is the notice to be served to IPBC, our current pool, that we will be leaving; this needs to be done by the end of the month.

- HR Director Crane stated that the new pool will have a draft of the by-laws for attorney review this week.
- The sub-pool communities of IPBC have already terminated as the time frame for sub-pool is less than our termination date.
- Mayor Gunter asked if the reserve that is built up in the IPBC pool goes with us to the new pool? Director Crane stated we have to remain in the IPBC until June 30th when the plan year ends and after all outstanding claims have been paid anything left in the reserve will be refunded.
- Mayor Gunter asked how much was in the reserve? Answer - as of December 31, 2017 it was \$500,000.00.
- Manager May stated that we will not need that \$500,000.00 reserve for the new pool and we will need some to deal the open claims that will be processed after June 30th deadline. Director Crane replied that we have to contract with IPBC to

manage that aspect of the release.

- Trustee Liddle asked what the time limit will be on that? HR Director stated that she will discuss this with Attorney Zemanek. Trustee Liddle said it will probably be a 90 day type of thing.
- Mayor Gunter asked if staff has evaluated this? Manager May stated that staff at our level and the Insurance Committee have been informed and now we need to educate all staff. Director Crane stated that the new insurance company that will take care of us will participate in the open enrollment meetings.
- Mayor Gunter asked about the FOP contract negotiations. Director Crane replied that this policy will be a gain for the FOP. Manager May stated that the FOP negotiations are underway and there have been no negative feedback.
- Director Crane stated that while the co-pay might be higher, the out of pocket is less. The plans are better in some places and it will cost less.
- Trustee Liddle said the employees should have positive comments.

VII REPORTS

D. Chairperson - Nothing

E. Village Manager - Pointed out the staff report that has been submitted for this month and the fact that his portion is always last after everyone else has put in their comments and often his gets missed as it's too late or he has lost track of time.

Even though it's not an "admin" topic Manager May wanted to make the board aware of comments that are being received from builders regarding our building code requirements, and what other municipalities allow. We are reviewing the pros & cons of our Type 4 building code. We hope to have a recommendation to any amendments that might be possible to make adjustments that could be beneficial.

- Mayor Gunter asked if the Fire Dept was a part of this? Manager May states that it starts there - commenting that in many towns the Fire Chief is the Building Supervisor and the Fire Prevention is the Code Inspectors.
 - Trustee Addington commented that the Code in question was passed under Mayor Bellerive and was probably very outdated - there are many new technologies and materials now. That was 30-35 years ago and the evaluation is to be commended.

- Trustee Barry stated that the townhouses on Cass Avenue are a part of the new code that states it must have a brick facade and the older ones have much more character because the costs for non-brick are much more reasonable.
- Trustee Barker commented that the townhouses planned for the lot by the Health Dept. kept changing his design to fit and finally gave up and we lost the development.
- Manager May stated that the person at the end of the staff report feels overlooked because we always run out of time for him to talk. (even though the Staff Report is so no one has to talk) please proceed with reports in any order you choose.
 - Trustee Liddle called IT first.

F. Information Technology - IT Director Liljeberg reportes:

- Downtown WiFi will be moving forward again now that the weather is warmer.
- The server upgrade for the main server is starting.
- ERP kick off meeting is March 12, 2018. Main meeting will kick off in mid-April.

1. Manager May asked about the tricaster problem. Director Liljeberg reported that during the communications meeting the tricaster froze and all was lost. The tricaster has been in for service twice in the last few years. Manager May stated that the problem always occurs during a public meeting. IT Director Liljeberg stated it could happen again at anytime-Manager May responded that is why he brought it up. If the screens go out the video is no longer working, however the audio is still being recorded.

2. Trustee Liddle remarked on the 100% satisfaction survey report in the staff report, and how nice that is. Director Liljeberg responded that it is really just a small sampling as few people fill out the survey - there were over 260 help desk tickets completed and only 30 or so responses.

G. Finance Director - Director Parker stated that he would only touch on one item and leave the rest to be read as you had time, hopefully giving everyone a chance to speak.

- In reviewing our health costs to the national trend- the insurance costs have risen a great deal above the rise in employee payroll. If we compare the average of

2005 to the current, we have saved over \$7 million. There are various factors for that have been in our favor:

1. We are continually down on our number of Police Officers compared to the budget.
2. We replace full-time personnel with part-time personnel.
3. Our insurance pool
4. The insurance committee review of expenses.

H. Human Resources - Director Crane highlighted that the personnel handbook has not been submitted to the employees as it is still in attorney review. Manager May sent out an email regarding the holidays.

■ Public Service award is new this year and will be presented tonight at the board meeting. This was developed by staff with the following categories: Administration, Community Development, Fire, Police, Public Works, and Boards/Commissions/Volunteers.

1. Passion for public service
2. Goes above & beyond expectations
3. Exemplary customer service and professionalism
4. Work Ethic & productivity

Nominations required a written example of why employee was being nominated. It was very successful given the short period of time we had to do this. Hopefully next year it will be even better.

■ Mayor Gunter stated that there was another step wasn't there? Manager May responded that this is the internal portion. We revamped what was the every month that had difficulties. We established this based on the Fire and Police programs which are both very successful.

1. This final list will be presented to the Chamber Board and they will choose a winner to be honored at the Chamber Awards dinner.
 - a. Do we want to know in advance?
 - b. Do we want to invite all 6 winners and have it a surprise or do we want to know in advance and just have the winner attend?

■ Mayor Gunter asked about the Economic Interest Statements and if they would

be coming out soon? Trustee Liddle called on the Clerk's Office to answer that question.

- I. Clerk's Office - Deputy Clerk Richards stated that DuPage County sends it out in March.
- Clerk's office can not take any voter registration until after March 20th primary election.
 - Report of solicitors out last evening and Angela Whitehead sent out information to residents on NextDoor and there will be a press release out some time soon.
 1. Trustee Barry asked if the rules were the same for solicitors that go to residents as the ones that go to businesses? Deputy Clerk Richards said that it was the same.
 - Director Parker reminded everyone that tomorrow was employee Kathy Dattilo's last day and there would be a gathering from noon - 3 if you are able to stop by as we thank Kathy for her years of service and hard work.
- J. Communications Director McIntyre reported on the following:
- ABC Judy Su invited the Chamber of Commerce to promote Restaurant Week. This is thanks to TECO.
 - The tricaster crashing corrupted the file from the Public Information Committee so all the promotions for different groups here in town were lost.
 - At the Public Safety meeting there was discussion of separate social media accounts for the Police Department. This is common in the area however guidelines need to be set and requires feedback from the board on the following:
 1. Communications is in charge of oversight of all communications.
 2. Other Departments having a facebook page?
 3. Frequency of posts and the tone of posts.
 4. What type of content is allowable?
 5. Over the next 30 days we hope to have this policy in place.

Trustee Addington commented that the upcoming trip is a time that the Lion's Club would like to send a letter to be hand delivered to the Taiwanese County's Lion's Club to partner and solidify the relationship between the Sister Cities.

- K. Deputy Liquor Commissioner - Deputy Liquor Commissioner Mulhearn reported on the

Liquor Commission Hearing this morning for the 5 violations: Mariano's, Anna's Place, Oak Brook Hills, Bakersfield, and Standard Market. All appropriate fines were placed. In lieu of suspension an extra fine was imposed on Standard Market as it was their third fine. Discussion of the servers/bartenders training and requirements were discussed.

- Tomorrow is the LC-13 program with the Liquor Control Commission will train detectives and Deputy Liquor Commissioner next week. The Village will receive \$75.00 for each LC-13 inspection performed for the State.

- Trustee Guzzo asked about tobacco sales? Answer - it is a separate ordinance and those checks will be done as well.

1. Manager May & the Mayor discussed that some municipalities were changing the purchase age for tobacco to 21.

- a. Trustee Barry responded that if he was remembering correctly Attorney Zemanek advised last year that as a non-home rule community Westmont could not pass such an ordinance.

- b. Mayor Gunter stated that the State of IL could change it to be 21.

- c. Trustee Addington asked about possession, Manager May stated that possession was not something that communities could ban.

2. Trustee Barry asked about the suspension consideration for the business. Deputy Commissioner Mulhearn stated that it starts at a 1 day suspension and goes up from there based on the seriousness and close proximity of violations, . Mayor Gunter stated that we pick the day it would be served. Deputy Commissioner remarked that there are a lot of factors in determining including the advise of the Attorney Perez.

Trustee Liddle announced that the next meeting is scheduled for April 12, 2018. Motion to adjourn by Trustee Nero and seconded by Trustee Barker. All ayes.

VIII ADJOURN