

ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - April 8, 2021

Draft Approved - June 3, 2021

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Guzzo Trustee Barker Trustee Brady</p> <p><u>Visitors</u> None</p>	<p><u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg (host) HR Director Brainerd Public Works Director Ramsey Communications Director McIntyre Community Develop Director Sylvester Management Analyst Mielcarski Executive Director Forsberg Police Chief Gunter Fire Chief Riley</p>
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III. PLEDGE OF ALLEGIANCE - Due to this being a virtual meeting the pledge was waived.

IV. OPEN FORUM - None

V. APPROVAL OF MINUTES - February 11, 2021 Meeting of the Administration & Finance Committee - Trustee Barker made a motion to approve and Trustee Guzzo seconded the motion.

VI. NEW BUSINESS

A. Past Due Water Bills - Director Parker presented on the current situations of pandemic related problems for some residents and businesses, and the EPA grants for residential accounts. There are 340 resident and 60 business accounts that are past due. Legislation is pending to help these people, Director Ramsey believes that we will be in the middle of assistance and we do not have details as to how this will work yet. We might want to hold off on shut offs until we are sure what this will entail. Do we want to offer assistance to residents in need and allow for shut offs to resume? What about businesses if the assistance only

includes low income residents?

1. Manager May asked if we should rethink our time line?
2. Mayor Gunter stated that if we knew who had a real problem and who just wanted to not pay.
3. Trustee Barker asked if the economy was growing?
 - a) Director Parker stated that it seems to be.
4. Trustee Liddle asked if any of the business owners that have not paid have video gaming licenses?
 - a) Director Parker stated that he could look that information up and let the board know later.
 - b) Trustee Liddle stated that if they are making money we should be having the business pay.
5. Are other towns doing shut offs?
 - a) Director Ramsey stated that towns are doing shut offs & the EPA will only reimburse for residential. The larger cities already have this in place, using the poverty level as the margin through LIHEAP.
6. Trustee Barker stated that businesses could be put on the shut off list. We should have commercial differences rather than residential.
 - a) Director Parker stated that notices would be sent to businesses and offer the payment plan.
7. Mayor Gunter asked about the liens?
 - a) Director Parker stated that over \$700 and nonpayment reaching over 90 days have received a notice of lien.

B. Hair Salons in Downtown - Manager May stated that 3 haircare based businesses applied recently and there are 3 more on the way, the question for the committee is - do we want to control the numbers in the downtown? Director Sylvester announced that three new hair salons have inquired for the B-1 district, downtown area. This is a special use required area, and it is something that is not really wanted in that area as it is not a restaurant or retail.

Before allowing the salons to move forward and pay fees, he wanted to make sure that the board would allow more of this service in the central business district.

1. Mayor Gunter remarked that at the Economic Development meeting the Trustee Barry stated that this type of business brings people to the downtown. Do we want people downtown with a service based business?
2. Trustee Barker stated that there were quite a few already.
 - a) Manager May said that there were 15 and now there are only 10. The Chamber states that there are 90 “storefronts” for businesses in the downtown area.
 - b) Trustee Barker asked if there was anything else? Retail is not a popular business so it might be better to have a business than an empty shop.
 - c) Director Sylvester remarked that retail is more big box or online, downtowns are a thing of the past that made sense in the 1920’s and 1930’s.
3. Mayor Gunter said it might take the service to bring people downtown and enough people might bring some retail. Would love to see a Hallmark store downtown.
4. Trustee Barker asked if haircare required upgrading for a storefront?
 - a) Director Sylvester stated that he would look into that.
5. Trustee Liddle stated that if we don’t let the hair salons downtown it is just an empty downtown. This will bring people into the area.
 - a) Director Sylvester remarked it might help the restaurants.
6. Director Sylvester will inform Planner Johnson to move forward with the applications.
7. Manager May stated that Trustee Guzzo and Trustee Brady were online.
8. Trustee Guzzo said she was having some connectivity issues; she

apologized in advance if she dropped off. Trustee Guzzo said that the hair care businesses would bring people every six weeks or so, so it was a positive move forward in the downtown area. Would hate to see salons right next to each other, however is in favor of the service businesses downtown.

9. Director Sylvester explained how the zoning ordinances could be used to make sure that two were not next to each other; similar to the zoning requirements put into play for cannabis. A zoning ordinance could be passed to establish guidelines, such as 500 feet for a like business.

a) Manager May asked if that would go through P&Z?

(1) Yes

10. Trustee Barker asked if retail sales could be controlled?

a) Director Sylvester stated that is the licensing function.

b) Trustee Barker would like to see what other communities are allowing or not allowing in their downtown.

11. Mayor asked about a firing range?

a) Director Sylvester stated that this would be controlled by zoning ordinances, and if you don't state it is allowable then it is not allowed.

VII. REPORTS

A. Chairperson - Trustee Liddle had nothing to report, and invited Deputy Liquor Commissioner Mulhearn to give his report at the podium.

B. Deputy Liquor Commissioner Mulhearn - Reported on the ownership change at El Delphine restaurant on South Cass. The owner Mike Hussain is selling his shares to the other owner, Jesus. Discussion of the gaming license 365 days to be taken into consideration or keep the 6 months for the established ownership.

1. Trustee Liddle and Trustee Guzzo both agree that it should be a full year.

2. Trustee Barker and Trustee Brady both agreed.

■ Dolce has also had a change of ownership, one is leaving and the other two will be 50/50 owners instead of the 3 owners.

1. Trustee Barker asked how long the 3 owners had been in place.

a. 2 years was the response.

■ Deputy Commissioner Mulhearn stated that the inquiries for video gaming cafes have increased. The response given is that the Board feels that there are multiple currently in town and we do not need to increase the service.

C. Village Manager - Reminded everyone that this is a super April with a weekly meeting scheduled on 4 of the following Thursdays at 6pm. The Budget workshop next week might have a special admin/finance meeting at 4:30 to review the government information for the public and new trustees. It will just be an informational presentation - tutorial of sorts.

■ The May 6th meeting, for the swearing in - hope to have a full in person presentation of the board. While we do not know who the new trustee will be, we will have a new trustee.

■ Curaleaf will be doing a soft opening tomorrow. The business is required to come in 30 days after opening to review the traffic flow.

1. Trustee Barker asked if this was a large corporation that took over the Windy City Cannabis corporation?

a. Director Sylvester stated that is what we believe.

2. Trustee Barker asked if it was a company that had multiple locations?

a. Manager May stated that Curaleaf is a national company.

b. Trustee Liddle said that the cannabis industry is expanding into growing and retail.

c. Trustee Barker stated this was going to be a corporate business and not a small retail fairness supply industry.

D. Mayor Gunter asked Clerk Szymski who would be present to swear-in everyone or did she want to swear-in the trustees and have someone come in to swear her in? Clerk Szymski stated that the Mayor could swear her in.

- Manager May asked that Attorney Zemenak be asked what the criteria is, maybe Trustee Brady had a military official that he would like to swear him and maybe everyone else?

E. The Mayor asked Manager May to discuss the movement of staff offices.

- Later in the year, Director Parker will move upstairs to the Asst Village Manager area. IT is moving to the new section, HR will move to the current IT section. The Deputy Liquor Commissioner has moved into the glass office. Things will take awhile to have everyone move.

- Trustee Brady asked if Director Parker should be referred to as Assistant Village Manager?

1. Manager May stated yes, he is the Assistant Village Manager
2. Director Parker stated that he serves as Treasurer, so he has to be the Finance Director, by ordinance, to be the Treasurer - so he is all three.

ADJOURN Motion to adjourn by Trustee Barker, seconded by Trustee Guzzo 5:42 p.m.

(next meeting is scheduled for June 3, 2021)



ADMINISTRATION

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Village of Westmont Administration & Finance Committee Staff Reports - 2021-04-08

Village Manager

- Consolidated Election
 - While we all know the results of those listed on the ballot, all we know about the two write-in candidates is that there were 221 total write-in votes cast (as of 1:00p today). The DuPage Election Commission reports that it may take up to 10 business days to learn the results.
- All public VB meetings will remain hybrid (remote and in-person) indefinitely
- Village Board meeting schedule
 - April 15 - Special AFC (tentative)
 - April 15 - Special VB Meeting (Budget Workshop)
 - April 15 - Executive Session (tentative)
 - April 22 - PSC-Fire
 - April 22 - VB
 - April 22 - Executive Session
 - April 29 - Special VB Meeting (1 N Cass Avenue Station)
 - May 6 - No formal committee meeting
 - May 6 - VB Meeting (Swearing-in of new Board - otherwise a light agenda)

While May 6 is labeled as No Meeting, there may still be the need for AFC only insofar as we still expect in-person attendance. On this evening of swearing-in of newly elected officials, there is also other related business like VB photos (individual and group). These things are not practically accomplished afterwards while families and friends wait.

- CuraLeaf (formerly Windy City Cannabis) has their occupancy permit and will likely open tomorrow unceremoniously (soft open) at 11 E. Ogden. They have certain traffic management duties and responsibilities as well as a requirement to report back to the Village Board after 30 days. This will be done at CDC on 5/20/2021.

Finance

- Staffing
 - Natasha Buh, who has been our Accounting Specialist, was recently promoted to Payroll and Tax Coordinator. She will be primarily responsible for processing payroll, but will continue to collect the Places for Eating Tax.
 - Carolyn Illes, who has been our Accountant, was recently promoted to Sr Accountant and is also filling the role of Acting Supervisor of Accounting Services.
- Software Implementation
 - Our ERP project continues. We have previously gone live with the new system for our Financial Software, Payroll, and Community Development has implemented their permitting software. We are

currently implementing Utility Billing, Asset Maintenance, and citizen response portal. Modules of Accounts Receivable and Parking Tickets will be implemented in the future.

- Our timeclock system update continues for the Fire Department, though we may be getting close to moving to our next phase which will be for administrative staff including Village Hall

Clerk's Office

- Economic Interest Statements must be completed and submitted to DuPage County by the end of April.
- February FOIA Requests (submitted):
 - 17 Non-commercial; 7 Commercial Requests
- March FOIA Requests (submitted):
 - 18 Non-commercial; 9 Commercial Requests

Communications

- **PIO Update**
 - Continuing correspondence with Talk DuPage, PIO training group through DuPage County
 - Received best practices update regarding COVID mitigation news releases
- **Website**
 - Continuing to work with Departments to update website pages & dropdown menus
 - Weekly updates to main page banners & slideshow
 - Dramatic and comprehensive updates with Community Development pages including completely revamped permitting pages
 - Complete structure change to the listing of Westmont Boards, Commissions & Committees page, found under the Government dropdown menu
 - Complete clean-up and streamlined view under the Government dropdown menu
 - Scheduled meetings with Fire and EMA to update their webpage and create new PR materials
 - Significant update to the Communications page to include new ZOOM meeting info as well as add sign-up information for the new e-newsletter
- **Press Releases**
 - 20 new press releases created & published in the last month
 - Prompt response to all COVID-19 items that need to be communicated to the public
- **Social Media Posts**
 - More than 23 social media posts in the month of March
- **Graphic Design**
 - Created and published numerous graphics to assist with communicating village news including graphics for: No Mow Until Mother's Day, Shamrock Challenge, Best Pet Contest PR and Results, Yard Waste, Free Leaf Pick-Up, Drug Takeback Program, Garage Sales, Metra Schedule Updates, Spring Elections, Rain Barrel Program, Easter Egg Hunt Program, Change Clocks PR, Restaurant Week, Dementia Friendly Event Promotion, and more
- **Media Coverage**
 - Monitoring local social media posts to oversee accuracy, or lack thereof
 - Coverage of Westmont Restaurant Week on ABC-TV Ch. 7
- **Media Materials**
 - Neighbors Magazine - April/May issue completed and delivered
 - Updated & published new water bill info notices
 - Created regular updates for the digital bulletin boards
 - Completed two Westmont E-Newsletter through Constant Contact in March - people still signing up - Over 2,750 people signed up
 - Submitted several press releases to be published in the Oakleaf Newsletter for the Oakwood subdivision
- **Westmont First Committee**
 - Next meeting April 19
 - Census results expected this Spring
- **100th Anniversary Committee**
 - Held meeting on April 1, 2021
 - Completed, coordinated & promoted the 100th Anniversary Best Pet Contest - over 60 pets were entered, over 35,000 views on facebook, over 4000 votes cast in the contest, and Garrett was pronounced the Mascot

- Organized Best Pet photo shoot - photos used in the latest issue of Neighbors Magazine including the cover photo
- Finalized the 100th anniversary Beanie Baby name and design
- Initiated the plan to create a CUSD201 written history for the school district and the community, secured a writer to coordinate and follow-through on the project
- 100th Anniversary banner designed, printed and placed at Village Hall
- The 100th Anniversary logo has replaced on the previous board room logo
- 100th Anniversary Flags completed and being delivered and flown at various facilities throughout the Village
- Committee is soliciting information from the community regarding Legacy Business Awards, which will honor and recognize businesses that served Westmont for 40 or more years
- Committee working on Historical Walk project, which will debut this Spring
- Continuing to follow through on 100th Anniversary License Plate initiative
- **Misc:**
 - Working with Public Works to develop a “Clean up after your pets” PR campaign
 - Assisted Public Works with Year-End Report and Stormwater Management History presentations
 - Worked with Fire Dept. and staff to coordinate the production company for the Chicago Fire TV Show, which filmed at 500 N. Cass
 - Worked with IT to develop and create updated path/link for ZOOM access to meetings
 - Maintained TV images/graphics in the train station
 - Promoted Park District, Library, and other community events
 - Promoted Drug Take Back for Police Dept.
 - Promoted April Voting Information
 - Promoted Yard Waste, Brush Pick-Up and Composting
 - Continued to promote the Libraries Dementia Friendly programs in March, April and May
 - Developed details and promotional materials for the No Mow Until Mother’s Day initiative including sign-up form
 - Sister City Committee on hiatus for 2021
 - Consolidate and put into storage materials for Communications to prepare for on-going 2nd floor office updates
 - Organize photography for upcoming Swearing In Ceremony

Human Resources

- **COVID-19**
 - The federal government passed another COVID relief bill, called the American Rescue Plan Act, on March 11. This legislation has many pieces, including some provisions related to paid time off for certain COVID-related reasons. However, we are still waiting for guidance on our options for implementation and what reimbursement opportunities apply to municipal employers. Once we have more information, we will update our internal policies and practices accordingly.
 - Staff continues to do an excellent job of following proper protocols related to COVID-19, and we had only two situations requiring employees to quarantine in the month of March. Both of these occurrences were related to exposures outside of the workplace and did not result in any close contacts or additional quarantine of other Village staff.
 - We were able to connect eligible and interested staff with four vaccination opportunities in the month of March through DCHD, DMMC and Westmont Pharmacy.
- **Recruitment**
 - Open Positions
 - Finance - We are accepting applications for a part-time Administrative Assistant II - Accounting in the Finance Department.
 - Seasonal - We are accepting applications for seasonal Public Works staff.
 - Promotions
 - Natasha Buh - Payroll and Tax Coordinator (PT) - 03/15/2021
 - Carolyn Illes - Senior Accountant, acting Supervisor of Accounting Services - 03/29/2021
 - Retirement/Resignations/Separations
 - Steven Lyons - Firefighter - 03/13/2021

Information Technology

- Upgrading wireless network backup link to Village Hall
 - Removed all IT services from the old Public Works building
 - Upgraded final network switch at the Central Water tower
 - ERP: EAM and UB Implementation - Ongoing
 - Install new screen in Executive Session Conference Room
 - Upgrade security cameras at Police - Ongoing
 - Upgrade AV system in Police Training Room - Ongoing
 - Upgrade AV system in Fire 183 Training Room - Ongoing
 - Continual workstation location changes at the Library to accommodate Covid safety
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Liquor Commission

Below is a summary of my activities for the month of March 2021:

- Completed a second background check for employment on a financial position applicant
- Completed a background check for employment for the village mechanic's open position
- Processed entertainment requests for DJ's Bar & Grill, Walsh Bar and Grill, El Delfin Bar and Grill, and Moskva Cafe
- Investigated two separate over serving allegations at Uptown Tavern. The investigations revealed enough evidence to proceed to a hearing in front of the Liquor Commissioner
- Addressed three loud music complaints from a nearby resident at Moskva Cafe. The Mayor and I met with the owner to discuss these complaints and how to avoid situations like this in the future. He seemed receptive to our efforts and information.
- Reviewed Illinois Gaming Board revenue report for February, 2021
- Reviewed plans for possible wedding event at Dolce which may occur later this year
- Handled 3(+) phone calls inquiring on how to get a liquor license for video gaming cafes
- Fremont Grill had live entertainment without permission. A notice letter and entertainment application was sent to admonish them that liquor commissioner permission is needed before entertainment can occur.
- An over-serving allegation that occurred at Oak Brook Hills Resort and Conference Center is being investigated. The investigation so far has revealed enough evidence to proceed to a hearing for the violation in front of the Liquor Commissioner
- The Police Department reported one underage sale of tobacco arrest involving their on-going tobacco compliance checks. This violation will be adjudicated in a hearing in front of the Tobacco Commissioner in the near future.
- Conducted a background check for the general manager's position with Moskva Cafe.