



Approved 5/7/2018 - draft- Administration Committee- Meeting Minutes
May 10, 2018

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

ROLL CALL:

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (as Chair)	Village Manager May
Mayor Gunter	Finance Director Parker
Clerk Szymiski	PW Director Ramsey
Trustee Addington	Fire Chief Weiss
Trustee Barker	Deputy Fire Chief Riley
Trustee Guzzo (4:40pm)	Police Chief Gunther
Trustee Barry	Deputy Liq Comm Mulhearn
	Management Analyst Mielcarski
	Deputy Clerk Richards
<u>Visitors</u>	Community Dev Director Ziegler
none	Communications Director McIntyre
	Communications Specialist Murphy
	IT Director Liljeberg (recording office)
	Economic Development Director Forsberg (4:45)

I PLEDGE OF ALLEGIANCE

II ROLL CALL - by observation

III PUBLIC COMMENT: No public in attendance.

IV APPROVAL OF MINUTES:

- April 12th Administration & Finance Committee Meeting Minutes
 - All ayes - Approved

V UNFINISHED BUSINESS: None listed.

VI NEW BUSINESS

A. Kurtz Ambulance Contract Extension - Fire Chief Weiss presented a contract extension to the board for Kurtz ambulance services to the Village. The contract expired on April 30, 2018. This extension is for one year. There are two renewal options with Kurtz that are guaranteed not to exceed 2% of the current cost. Chief Weiss stated that Kurtz has been an outstanding service provider to the Village since 1998 and he is requesting that this extension be approved and the option for two

additional one year extensions.

- This item will be on the agenda for tonight's board meeting.

B. AT&T Lease Amendment - IT Director Liljeberg presented a renegotiated cellular contract that is to be extended to 2051 for the site located at the tower at Wilmette and 55th Street. The original agreement is dated November 5, 2001; this is the third amendment to that original agreement. This item will be on the agenda for tonight's board meeting.

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C. Hotel/Motel Grant Requests from the Park District - Finance Director Parker presented the Westmont Park District's annual request for tourism grants for the tourism event sponsorship that the park district performs for the Village. The events request funds: Concerts in the Park, Summer Musical, Haunted Forest, and Holly Days. These items will be on the May 24, 2018 board meeting agenda.

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D. Westmont Special Events Corporation - Inter-Agency Agreement Proposal - Communications Director McIntyre presented this item. The non-profit tax-exempt under section 501(c)(3) that prepares all the festivals here in Westmont. The idea is to have an inter-agency agreement to allow this volunteer organization to incorporate other events that the Village receives requests for from the public into their area of expertise. At this time WSEC organizes the Taste of Westmont and the Cruzin Nites car show on Thursdays.

- Director Parker commented that this idea was presented during the budget workshop as funds are being made available for the Village to sponsor WSEC for additional paid employees that will enable the organization to vet tourism type programs for the Village.

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E. Busking Policy - Deputy Clerk Richards presented this item to the board. Recently there has been a request from a musician to perform in the downtown area and play for remuneration. Communications Director McIntyre added to this discussion, explaining the concept of busking to the board.

- The board advised Director McIntyre that a policy could be drafted for review.

II. REPORTS - Attached

- A. Chairperson - Nothing at this time
- B. Village Manager -
- C. Finance Director
- D. Human Resources
- E. Deputy Liquor Commissioner
- F. Clerk's Office
- G. Communications
- H. Information Technology

III. ADJOURN 5:31 p.m.

(next meeting is scheduled for July 5, 2018)

Village of Westmont

Administration & Finance Committee

Staff Reports - 2018-05-10

Finance

- Will be closing the C Parking lot and converting all C lot holders into A lots.
- As you are aware, there is a regional recycling issue with unapproved items getting into the recycling stream. As a result, Waste Management is putting more emphasis on only picking up authorized items. Staff has received several phone calls related to recycling not being picked up. We are working with Communications staff to get the word out regarding this change. Additionally, we are working to confirm with Waste Management to remind their drivers that if they do not pick up the recycling, they should leave a sticker out to indicate the reason it was not picked up.
- The next step in the budget/appropriation process is that will be publishing the appropriations ordinance. This will be available for public review in June and voted on in July. This the legal spending authority for the Village. As such it based on the budget, but is a little higher in all areas, and substantially higher in specific areas, such as TIF funds, where we may spend more, but have only budgeted for what we have reason to believe we will spend.
- We are continuing to work with the Enterprise Resource Planning System implementation. We are currently in the analysis and planning phase where we are getting in-depth information on what their system can do, and making decisions about how we plan to implement their system.

Liquor Commission

- Staff has been researching liquor licensing changes that may be needed or considered for future liquor license applications. Staff is getting inquiries for licenses where the business while not in the traditional sense is a tavern, it fits or should be in our tavern classification. As we know, the board has put a cap on tavern (Class 8) classifications as there was no interest in allowing any future class 8 licenses. However, some of the potential businesses fit into staff's future plans for the downtown

area and well as other economic areas of the village. Staff is looking at creating a speciality tavern liquor license that would not allow the traditional tavern type businesses but a combination of a bar/tavern in association with a service type business. One example: we have been approached by a business model called Scissors and Scotch which is a combination of a hair salon and tavern type operation. This business is currently located out of state and is looking to “ Plant their flag” here with Westmont being their first Illinois location. Staff is interested in the board’s opinion of the creation of a new liquor license type for speciality taverns. The exact language is yet to be determined but before staff time is spent we are curious on the board’s opinion as it pertains to expanding our class 8 licensing language.

- At the last administrative committee meeting I discussed the issue of Hilton Oak Brook Hills Resort and Conference Center selling packaged goods from their gift shop. At the Chamber dinner last week I spoke to General Manager Steven Ellingsen who provided some additional information. He indicated they do not have mini-bars in the rooms, they do deliver alcohol via room service but room service stops at 11 p.m. which is when the restaurants close. If we allowed packaged goods to be sold at their restaurant locations, this service would also stop when the restaurant closes at 11 p.m. He said they are trying to provide a service to their customers who may arrive late after a long business day or a long day of travel. The sale of alcohol would be accomplished by their front desk personnel as they will oversee gift shop purchases. It was determined that the sale of packaged goods is allowed by the resort’s liquor license but for on-premise consumption only.

To ensure that the sales are controlled the resort will post signage at the entrance/exit indicating all alcohol is to remain in the building, sales will be controlled by front desk personnel, and all alcohol will be displayed in a container which can be locked at 1 p.m. during the week and 2 p.m. on weekends. I will be drafting an addendum to be added to the resorts currently liquor license and that addendum will then become a part of the license. The addendum will list various requirements the resort must follow to ensure compliance with their liquor license requirements.

- I am continuing research on the permitting of BYOB as it pertains to art galleries or classes. Two businesses have expressed an interest in the serving of alcohol during classes. I hope to have options to be liquor commissioner and village board for review and approval in the very near future.

The following are the list of my activities for the month of April, 2018

- Research allowing package good sales at OBH Hilton
- Finalize Spreemart now Westmont Tobacco & Grocery ownership change
- Prepare tobacco violations for upcoming May 10, 2018 hearing
- Attend department head staff meeting
- Prepare letter and press release for LC 13 program and begin inspections in the near future
- Meet with owner of potential new brew boutique in the downtown area
- Conduct background on civilian employment candidate- accountant
- Prepare Uncle Bub's catering license application and review license fee requirements
- Visit local art galleries on BYOB restrictions
- Meet to discuss potential liquor ordinance restriction in the downtown area
- Attend the Administrative/Finance Committee Meeting
- Finalize Johnny’s Blitz entertainment schedule till mid-July
- Process massage establishment license application which was later withdrawn
- Meet with owner of Sweet and Savory ref. possible liquor license
- Begin/conduct background review on 3 civilian applicants.
- Review and revise plans to allow Oak Brook Hill resort to sell packaged beer and wine only at gift shop.

- Review with Econ Development and Municipal Services senior staff, issues involving future liquor licensing requirements/changes, in particular the downtown (B2) business district.
- Review business proposal from a hybrid liquor service business for haircuts and serving of alcohol called Scissors and Scotch
- Addressed video gaming interest by Woodgrain Pizza

Human Resources

- Government Insurance Network (GIN) Pool Updates
 - Intergovernmental Agreement and ByLaws signed and submitted
 - GIN Officers nominated
 - First official GIN Board meeting scheduled for May 15, 2018
 - Open Enrollment Meetings held April 23rd and April 30th; four total
 - Every employee and retiree required to submit an election form this year
 - HR will enter elections over the next couple weeks
 - New health and dental cards expected to reach homes the 2nd week in June
- Edward Elmhurst Occupational Health
 - We received updated pricing from Edward Elmhurst Occupational Health with some unexpected increases. We contacted them; they agreed to hold most of the pricing and revisit next year.
- HR Recruitment - Positions open this year.
 - Background check in process by Deputy Liquor Commissioner for the FT Accountant, Fire Inspector, FT Water Maintenance, and FT Street Maintenance positions.
 - Selection process complete for PT Accounting Specialist position, interviews to be scheduled in next week or two
- New Hires by Fire Department

<ul style="list-style-type: none"> ○ Firefighter/Medics - 5/1/2018 	Stephen Barabasz Edward Gergits Jordan Kasper Patrick Lenzi Patrick Phillips Andrew Puckett Dale Tobolt	Firefighters - 5/1/2018 Frank Dizonno Chad Raupp Grant Van Buren Ryan Walsh Antoine Winbush
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- New Hires by Public Works Department
 - Public Works Seasonal
 - Matthew Macey - 4/23/18
 - Cody Holum-Manning - 4/30/18
 - Joseph Dobosenski - 5/7/18
 - Zevin Elsner - 5/7/18
 - Michael Searcy - 5/7/18
- Resignations
 - None

Clerk's Office

- Research is being done on microblading. One of our businesses has inquired on adding microblading (temporary tattooing of the eyebrows) as part of their salon services. This service falls under the definition of "body art" which is only permitted in the manufacturing

district in Westmont. This procedure is licensed by the State of Illinois and is monitored and inspected by the local county health department.

- 10 business licenses were issued in April: Cassden Cleaners *(OC), Nexa Real Estate Investments, Kwak Brothers Painting, Alexian Bros Medical Group, Club Pilates Westmont, Westmont Tobacco & Grocery *(OC), Artisan Concepts Cabinetry, U-Stor-IT (400 Plaza), Burn Boot Camp, D&K Sunshine Coin Laundry *(OC)

*(OC) = Ownership Change

- 2 business licenses were issued in May: Thoroughbred Spirits, Pixelexx Systems
- 37 FOIA requests were received in April.
- As the warm weather approaches we will start to see an influx of block party applications, sound amplifications, solicitor permits, etc.
- Kiwanis - Peanut Day will be May 18-19
- Donut Days are scheduled for June 1-2

Information Technology

- Work continues between the library and all village buildings
- Shoretel phone system has been upgraded
- Cellular phone service has been for both public works and community development

Communications

- PRESS RELEASES
 - About 20 Press Release published since April 12. Topics include Westmont Seed Library, Tree Watering Tips, CPR Training Classes, Overweight Truck Permits, New Library Hours, Kids Safety Camp, Community Garage Sales, Westmont Word launch, Mike Ramsey AWWA Award, Chief Weiss CFO Recertification, Steppin' at the Street Fair, Taiwanese Performance Group, Report Idling Trucks, New Water & Garbage Rates, Annual Budget Adopted, Community Awards Banquet
- WEBSITE UPDATES
 - Updated several website pages including Recycling and Garbage Collection, Site Development Plan Checklist, Stormwater Management/Flood Control, Village Communications and Environment.
 - Created Strategic Plan webpage with unique URL
 - Created Sister City web page with unique URL
 - Created Water Quality Report web page with unique URL
- VERTICAL BANNERS
 - Banner stands have been received
 - Designs for initial banners include Luge promotion and Police Dept. "See it Report it" publicity. Sent for printing.
- SOCIAL MEDIA POSTS
 - 32 social media posts in April
- SOCIAL MEDIA POLICY
 - Will begin working on additional aspects of the Social Media Policy to include a public message re: guidelines for posting and commenting
- COMMUNITY EVENTS
 - Numerous events coming up: Pet promenade, Red White and BBQ, Race to the Flag, Cruisin' Nights, Taste of Westmont, 4th of July, and more
 - Promotion for all events going well
 - US Luge tryouts coming up in June

- WESTMONT SPECIAL EVENTS
 - New Steppin' at the Street Fair program created and publicity sent out
 - Feature article and cover pictures for Steppin' At The Street Fair to be featured in next Neighbors magazine
 - WGN Radio interview with Westmont Special Events and on-air talent Dane Neal; Dane said on-air that Westmont Cruisin' Nights is "One of the best car shows in the Chicagoland area", which we plan to use in advertising this year
 - Will begin promotion soon on hiring part-time seasonal help
 - WSEC will be electing/re-affirming board members and officers in May, new board will be seated in Sept.
 - Office Manager role is expanding and taking on more Set-Up responsibilities
- 100th ANNIVERSARY COMMITTEE
 - Committee recently met, working on several initiatives as we gear up for Nov. 10, 2018
 - Considering a Stop 'N Chat tent at upcoming events
- WESTMONT FIRST COMMITTEE
 - Monthly meetings have different themes
 - Recent theme focused on volunteerism
 - Previous theme was regarding services for senior citizens
- SISTER CITY COMMITTEE
 - Preparing for Hsinchu County visit in July
 - Working on Heritage Week performance at Westmont High School for May 12
- COMMUNITY MURAL PROJECT
 - Planning a community meeting in June to discuss next steps with the mural project and community branding
- COMMUNITY BRANDING INITIATIVE
 - June meeting being planned, will include mural project discussion
 - Developing a new project, the "I LOVE WESTMONT" Club - limited number of I LOVE WESTMONT T-shirts will be awarded to citizens who participate in the project and are selected to receive the limited edition shirts - info coming out soon; involving local students with this project
- NEIGHBORS MAGAZINE
 - Finalizing current issue of Neighbors - the publication continues to be an effective product to deliver quality community information to all residents of Westmont
- WESTMONT WORD
 - Apr/May 2018 edition of The Westmont Word published, put online and available at Village Hall, Westmont Centre and Westmont Library
 - Create a special edition of Westmont Word for the months of May and June so that we could promote Public Works programs and news as well as promote the new Water Quality Report
- WHAT'S HAPPENING IN WESTMONT
 - New video series being created - first videos will highlight Fire Department's 95th Anniversary, Richmond Gardens update, and Westmont Public Works Update
- PIO UPDATE
 - Entire communications team attended PIO Training through TALK DuPAGE program
 - Beginning to work on PIO Policy/Protocols for the Village
- MISC.
 - Create a brochure for Richmond Gardens
 - Working on a brochure for water barrel promotion