



## ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - June 3, 2021

Draft Approved - July 1, 2021

- I. CALL TO ORDER - 4:30pm
- II. ROLL CALL

<p><b><u>Committee</u></b> Trustee Liddle (as Chair) Mayor Gunter Clerk Szynski Trustee Guzzo Trustee Barker Trustee Nero Trustee Simonovich</p> <p><b><u>Visitors</u></b> None</p>	<p><b><u>Staff</u></b> Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg (host) Deputy Clerk Richards HR Director Brainerd Communications Director McIntyre Deputy Liquor Commissioner Mulhearn 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 - April 8 and 15, 2021 Meeting of the Administration & Finance Committee - Trustee Guzzo made a motion to approve and Trustee Nero seconded the motions.
- VI. NEW BUSINESS
  - A. Fire Department Promotions - Chief Riley introduced the candidates for lieutenant promotions: Ed Gergits, Ted Sciaky, Keith Wonsowski, and Stephanie Grimm. All four candidates were accepted and sworn in as Lieutenant, pictures were taken.
  - B. Senior Citizens Council - Finance Director/AVM Parker explained that the DuPage

Senior Citizens Council is an organization we support annually in the amount of \$24,000.00 to contribute to the meals on wheels program for our senior residents. This year the council is requesting assistance from the Village due to a shortfall with the pandemic costs.

1. Manager May asked if there was a specific amount that was asked for?
  - a) Mr. Parker stated that there was a shortfall of \$32,710.00 mentioned, not a specific amount requested.
2. Mayor Gunter stated that this organization provided a great deal of assistance to our seniors that local organizations could not provide. We do have the largest number of senior residents.
3. Trustee Nero asked if their fees went up every year?
  - a) Mr. Parker confirmed that the \$24,000.00 is the amount we have paid for many years.
4. Trustee Simonovich asked if the amount was an additional \$32,000.00 on top of the \$24,000.00?
  - a) Mr. Parker read the sentence from the request, “we ask your assistance in covering the 2021 gap of \$32,710.00.”
  - b) Mayor Gunter reminded everyone that we are not the only community assisting in covering the gap.
5. The trustees agreed to an additional amount totalling \$32,710.00

**C. Garage Sales** - Manager May presented the topic of permits for garage sales. The success of no permit garage sales for the past year presents the question, do we want to govern garage sales or not regulate this with permits going forward?

1. Trustee Barker does not want driveway stores every weekend at the same house, so how do we prevent that without permits?
  - a) Manager May presented the idea that we write the ordinance to allow four a year without a permit. With the parameters we could count on the neighbors to “police” the issue.
2. Decision to see how this summer season goes and if all is well a formal ordinance change can be presented before the 2022 season.
  - a) Discussion of the WSEC village wide garage sale was discussed.

**D. Amending Liquor License Classifications - Deputy Liquor Commissioner**

Mulhearn presented a change to the Class 5 to allow for tastings instead of a separate temporary classification of liquor licensing just for tastings in a grocery store.

1. Manager May stated that it was on tonight's agenda for formal action, this was an opportunity to ask questions.
2. Mayor Gunter asked for a definition of the classifications, how it was awarded to license holders.
3. Mr. Mulhearn explained that it was the size and types of businesses.
4. Trustee Barker asked about the difference between a tasting room or just tastings on the sales floor.
  - a) Mr. Mulhearn explained that this only affected Class 5 licenses and not other classes. If changes were requested regarding other licenses it would come before the board again.
5. Trustee Simonvich asked about the over serving aspect.
  - a) Mr. Mulhearn explained that all liquor establishments are required to not serve alcohol to intoxicated clientele. This can be an issue and it can be hard to verify.
  - b) Mayor Gunter stated that liquor licenses have other factors to remain in good standing such as noise violations or serving past closing.
  - c) Discussion of liquor licenses, tobacco licenses, vaping in addition to fines, basset training and prosecution ensued.
    - (1) Manager May stated that the board approves the addition of a liquor license, however only the Liquor Commissioner can issue one - at his discretion - and the Liquor Commissioner is the Mayor.
  - d) Discussion of the Westmont Special Events Corporation

participating vendor liquor licensing for car shows & Taste of Westmont ensued.

E. **100 Block of W. Quincy Street** - Manager May presented an update on Addington Plaza, the temporary outdoor seating during the pandemic on public space, and a possible renovation of the parkway/parking area to allow for outdoor seating on a more permanent basis going forward due to the success of the outdoor availability. Changes to the depot area parking/bus drop off can be transformed.

1. Trustee Simonvich is worried about the walkway and a safer option - worried about jaywalking , especially with a stroller/wheelchair.
  - a) Back-up of traffic on Cass is the concern.
2. Trustee Barker feels it is a good idea but only benefits 1 business.
  - a) The businesses going into the rest of the area will include 7 restaurants.
3. Mayor Gunter stated that this is the approval of a concept to be approved for further study.
4. Trustee Nero asked about the possibility of offering valet parking in this area?
  - a) Manager May stated that this has not been requested, we could look at this however the homes on Lincoln and Grant will not appreciate it.
5. Discussion of angle parking and the safety problems, with Lincoln and Burlington as the example.
  - a) Discussion of Burlington Avenue.

F. **Hotel Motel Grant Requests** - Assistant Village Manager Parker presented a request from the Rotary Club for a grant to use towards the Village Calendar that advertises all the events. The grant would be used to assist in the preparation and publication of the calendar, since the Village no longer produces this calendar. While it is not an event, it is a service to the residents in reminding them of all the service organization events.

1. Rotary fundraising events were discussed.

2. The board approved moving forward with the grant request.

**VII. REPORTS** - Document attached - no reports were presented due to time constraints.

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

**II. ADJOURN** - Motion by Trustee Nero and seconded by Trustee Barker to adjourn at 5:49 p.m. (next meeting is scheduled for July 1, 2021)



## ADMINISTRATION

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### Village of Westmont Administration & Finance Committee Staff Reports - 2021-06-03

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#### Village Manager

- **Joint Meetings** - On occasion we have scheduled meetings with the Village Board together with other governmental bodies to check in on shared interests. These meetings may be held with our own commissions or other local districts. Possibilities include: to be scheduled preferably on alternating Thursdays
  - Library
  - Park District
  - PZC
  - WBFPC (?)
  - WSEC (?)
  - School Districts (?)

These meetings must be public meetings and convened by both boards separately. It is then a shared agenda. I will be investigating common dates on alternating Thursdays. I ask that you let me know if there are bad Thursday dates for the rest of the summer.
- **Dementia Friendly Westmont** - last meeting was held March 16th. The Village of Westmont and the Westmont library have promoted dementia resources/educational videos on their social media sites. The next step is to finish the staff training efforts with Village Hall and PW staff. Village Board?
  - **Westmont Library** - Memory Cafe/Memorable Moments
    - Activity Kits were made available for curbside pick-up
    - Presentations were recorded and viewership was noted:
      - February - 28
      - March - 38
      - April - 23
      - May - 15
    - June-August will be recorded and virtual. Possible in-person presentation to resume in September
  - **Dementia Friendly Illinois** Communities (monthly Zoom Call): Deputy Chief Gruen was the guest speaker on February's call. He provided solutions on how to build a better relationship with the local police department, first responder training, and how to get buy-in from the PD. He answered numerous questions from the group (36 in attendance)
  - **Dementia Friendly Illinois Sub Committees** were formed and comprise of some DFW members:
    - Sustainability - Martyr Ferguson, Susan Frick
    - Sector Training - Mary Ferguson, Susan Frick
    - Libraries - Carmen Higgins
- **Charging Stations** - We have been approached by an EV charging station vendor regarding the installation of free charging stations at select retail locations. While the charging stations themselves are typically a permitted use, these particular stations contain large video screens. The value of the free charging is offset by the scrolling advertisements - which is not permitted by code. We are investigating potential code

modifications (should we want to accommodate) as well as other charging vendor opportunities both public and private. Recommend potential deferral to EIC.

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## **Finance**

- **Customer Service**

- The village received a note from a resident expressing appreciation for our service. It reads, "Just a little note to thank you . . . for your understanding regarding my precarious water situation. I truly appreciated (it) and I will never forget! Thank you just doesn't seem enough to convey my gratitude!"
- It recently came to our attention that a resident who has been paying for 2 units of garbage/recycling for 18 years currently only has 1 unit. It is typical that if an account was set up as a 2-unit account, it would continue as a 2-unit account until we are told otherwise. The address in question has been listed as a 2-unit account since the Village implemented our current software in 2001. The resident alleges they have never had 2 units, but there is no way to confirm this. The Village has collected the full amount for two units and remitted it to Waste Management. The resident is now requesting a refund. The resident alleges they spoke with customer service representatives who indicated that Waste Management would have records of how many cans were delivered back in 2017 when they delivered cans to them and that if only one can was delivered, the resident should be refunded at least to that point in time. The cost of a garbage can is currently approximately \$15 per month, so a single year is about \$180. The cost to reimburse back to mid 2017 when they dropped off cans would be about \$630. The cost to go back the full 18 years would be approximately \$3,240. After speaking with our Waste Management contact, they declined to issue a refund. The Village has indicated that we would be willing to give a refund to the customer for the fiscal year in which it was discovered, but not to go back in time beyond that unless the balance comes from Waste Management.

- **Parking Permits**

- A resident has asked that we pass on his comments to the Village Board. His truck is a little large for his location and hangs out a bit into his alley. He is concerned about blocking passage or being hit. He works a shift from 3pm to 3am weekdays and is requesting to buy a parking permit to allow him to park from 3am to 3pm each day. Our standard permit lot does not allow parking between 2am and 6am. Our overnight parking pass does not allow parking past 9:30 in the morning, and is only available Monday through Friday. The resident was told that the Village roads and parking lots are not to provide long term parking for individuals. They would address their parking needs on their own property, or with their landlord if they are renting. He asked that his situation be passed on to the Village Board.

- **Purchasing**

- PO 21200624 for Fire Dispatch Services for Fiscal Year 2020-21 approved by the Village Board at the September 20, 2020 meeting was exceeded by 0.4%. Because it was within 10% of the originally approved Purchase Order, this requires notification of the Village Board, but not additional Board action.
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## **Clerk's Office**

- The Clerk's Office has begun taking in permits applications for events.
    - We have received applications for the Taste of Westmont, Cruisin Nights, and the 4th of July.
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## **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
- Working with Police Dept. to update online forms
- Working with Public Works to update Construction Updates page
- Adding revised forms as needed for CD

- Planning meeting between IT and CD and Admin to discuss concerns with Report A Concern
- **Press Releases**
  - 20 new press releases created & published in the last month
  - Be a Responsible Pet Owner Campaign
  - 2021 Swearing In of Village Board
  - Taiwanese Friends Make PPE Donation to Westmont
  - Pritzker Announces Bridge Phase to Begin May 14
  - No Mow 'Til Mother's Day Initiative A Big Success
  - Village Offices Closed Memorial Day May 31
  - DuPage County Offers Rental Assistance Program
  - Dementia Friendly Updates
  - 2021 Construction Projects
  - Memorial Day Ceremony at Veterans Memorial Park May 31
  - Railroad Crossing Closure at Fairview Begins May 20
  - 100th Anniversary Historical Walk Debuts at Gregg House on June 20
  - 2021 Summer Community Events Update CRUISIN' NIGHTS & TASTE OF WESTMONT
  - Park Dedicated in Honor of Jim Long
  - Park District Summer Programs
  - DuPage Receives National Award for Diversity & Inclusion Series
  - Public Works 2020 Water Quality Report
  - Library Posts Dementia Friendly Information Video
  - Westmont Fire Department Administers Vaccines to Homebound Residents
  - Limited Edition 100th Anniversary License Plates
- **Social Media Posts**
  - Posts including graphics and links to Facebook, Twitter, and Nextdoor
  - More than 25 social media posts in the month of May
- **Graphic Design**
  - Created and published numerous graphics to assist with communicating village news including graphics for: License Plate Sales, FD Covid Vacc, Water Quality Report, DuPage Award, Park District Events, TOW/CN Events, RR Crossing closed, Memorial Day Ceremony, Memorial Day Offices closed, Thank You No Mow, Bridge to Phase 5, Be a Responsible Pet Owner, and more
- **Neighbor's Magazine**
  - Finishing Summer issue
- **Westmont E-Newsletter**
  - Published on the fridays after Village Board Meetings
  - Almost 3000 subscribers
  - Featured articles included: Swearing in of Village Board, PPE donation from TECO, TOW/CN Events, etc.
- **News Media Coverage**
  - Monitoring local social media posts to oversee accuracy, or lack thereof
  - Cover of Sub Life newspaper with cover photo
  - Live interview on WGN Radio to promote Westmont events
- **Media Materials**
  - Updated & published new water bill info notices
  - Created regular updates for the digital bulletin boards
- **TECO Relationship**
  - Organized receipt of PPE donation from local Taiwanese organization and TECO
  - Organized photo shoot between Village and Mayslake Village to donate PPE
- **Westmont First Committee**
  - Next meeting May 21
  - Census results now expected this Summer
- **100th Anniversary Committee**
  - Next meeting June 10, 2021
  - Working with CUSD201 on the written history for the school district and the community
  - Worked with committee on Historical Walk project, promoted, took pics, debuted May 1
  - Continuing to follow through on 100th Anniversary License Plate initiative, opened sales up to public
  - Working with artist on the Future of Westmont mural
  - Designing and creating a historical mural brochure
  - Created and positioned vertical banners for VH to celebrate 100th
  - Created and coordinated the placement of 100th Anniversary banners in town



- **Misc:**
  - Worked with Public Works to publish the Water Quality Report in Neighbors, online, website, and water bills
  - Continued to promote the Libraries Dementia Friendly programs in April and May
  - Sister City Committee on hiatus for 2021
  - Attended Memorial Day Ceremony and coordinated photography and posted on village website
  - Assisted with videotaping/coordinating/scriptwriting for various Chamber Awards
  - Assisted with organizing and publicizing No Mow event, which was extremely successful
  - Coordinated invitation to Westmont High School to attend village board to receive recognition for national awards
  - Assisting village, park district and organizations with the publicity for summer events

## **Human Resources**

- **COVID-19**
  - Based on recent guidance issued by the CDC, Governor's office and IDPH, staff is working on a revised COVID policy regarding fully vaccinated employees and the relaxation of certain restrictions, such as mask use and social distancing.
- **Health & Wellness Committee**
  - The committee launched a wellness calendar for the remainder of the year with a wellness focused topic associated with each month and suggested activities related to that topic.
    - For example, May was Mental Health Awareness Month; so our Employee Assistance Program, Perspectives, hosted a webinar specific to mental health.
- **Recruitment**
  - Open Positions
    - Community Development - We are accepting applications for both a full-time and part-time Permit Coordinator.
    - Finance - A candidate for part-time Administrative Assistant II - Accounting is in process.
    - Information Technology - We are accepting applications for a full-time Help Desk Technician.
    - Public Works - We are accepting applications for a full-time Mechanic.
    - Seasonal - We are accepting applications for seasonal Public Works staff, including a Forester Intern.
  - Promotions
    - Kyle Kraft - Promoted to full-time Street Maintenance Worker I eff. 05/03/2021
    - Megan Williams - Promoted to full-time HR Generalist eff. 05/03/2021
    - Patti Mielcarski - Promoted to Supervisor of Administrative Services eff. 05/10/2021
  - New Hires
    - Dennis Arens - Seasonal - 05/10/2021
    - Matthew Heiden - Seasonal - 05/10/2021
    - Gregory Pietrzak - Seasonal - 05/10/2021
    - Dominic Santore - Seasonal - 05/17/2021
    - Jeffrey Kazak - Firefighter - 05/23/2021
    - TJ Riley - Seasonal - 05/24/2021
  - Retirement/Resignations/Separations
    - Joseph Metcalf-Reyes - Firefighter - 04/12/2021
    - Robert Sipek - Firefighter - 04/17/2021

## **Information Technology**

- Currently reviewing applications to fill our vacant helpdesk position
- Continued implementation of Tyler ERP system
- Upgrading door access system at Village Hall and Fire HQ
- Upgrade of CCTV Server System
- Upgrade of public safety in vehicle computer systems

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## **Liquor Commission**

A summary of my activities for the months of April & May, 2021.

### **April**

- Meet with the Mayor and owner of Moskova Caffe concerning recent and numerous loud music complaints. Owner said he will address the issues. Since this meeting there have been no additional complaints brought to my attention.
- Granted live entertainment permissions to El Delfin, Fremont Grill, Moskova Caffe (outdoor) Neat Kitchen and Bar and Uptown Tavern.
- Issued a violation notice to Oak Brook Hills Hotel and Resort (OBH) for over serving. This allegation was later addressed at a liquor commissioner hearing where OBH stipulated to the offense and paid a fine.
- Assisted Liquor Commissioner in a hearing for over-serving complaints at both Oak Brook Hills and Uptown (2 violations) Both businesses stipulated to their offenses and paid a fine for all violations.
- Conducted a background review for the General Manager of Moskva Caffe.
- Conducted a background review for the Village Mechanic's position
- Assisted the Police Department with a criminal investigation involving both El Delfin and Uptown Tavern. Their investigation revealed no evidence for a criminal or liquor violation charge for either business.
- Spoke to and provided liquor license information to two potential business owners interested in purchasing the old Bakersfield Restaurant (Ogden Ave) location. No follow-up by them occurred.
- Completed change in ownership and licensing with Dolces Bar and Pizzeria and was notified of a possible ownership change involving the current owners of El Delfin Bar and Grill . Mike Hussain is selling all shares to his new partner.
- Answered inquiries on alcohol sales at Falcon Pantry
- Completed an annual review of video gaming for the Village Board. It will be presented at the June Admin/Finance meeting.
- Addressed inquiries on creating a liquor class for sale of beer and wine at wine galleries. A person is interested in relocating to Westmont with an Art Gallery.
- Addressed the name change of Vincitori's Restaurant to Taurasi. Name change only, no ownership change.
- Learned of a BBQ business called Nuka going into Suburbanite Bowl. They are not requesting a liquor license.
- Answered several inquiries on business owners wishing to open video cafes in town.
- Received a liquor license application for TQLA Kitchen and Cantina which will be in the old Woodgrain Pizza location.
- Issued notice of a liquor violation for overserving to Zazzo's Pizza. This will be adjudicated at a liquor commissioner hearing in June, 2021.
- Reviewed the issue of home delivery and curbside delivery of alcohol. The governor recently signed legislation allowing this practice but not until January 1, 2022. Additionally, began research on permitting alcohol tastings at locations with a Class 5 liquor license. This proposal will be brought before the board at the June Administrative and Finance Committee meeting and later for the Board's consideration at an upcoming Village Board meeting.

### **May**

- Reviewed possible criminal complaint involving a customer at Moskova Caffe. There was no evidence of a liquor violation at this time.
- Met with Village Attorney Zemenak and Mayor/Liquor Commissioner on various issues.
- Reviewed police report involving a burglary at Walsh's Bar & Grill involving the offenders trying to pry open the video gaming ATM and terminals.
- Reviewed possible Code Enforcement issues with our Code Enforcement Division at Moskova Caffe. All issues were resolved and there were no liquor license violations found.
- Issued a notice of an alleged violation of over serving to Uptown Tavern. This complaint will be adjudicated at a Liquor Commissioner hearing in June 2021.
- A separate over serving complaint involving the Uptown and Johnny Blitz Bar and Grill was reviewed but there was not enough evidence to support a violation for either location.
- Received a complaint of underage sales of Vape Products at the Citgo Gas Station on Ogden Avenue. This has been an on-going issue for the Police Department. They conducted an underage enforcement check for vape sales. As a result of this check the police department arrested the clerk for selling Vape to the underage agent. As a result, Citgo was issued an alleged violation notice for a tobacco license violation. They are required to obey all local, state and federal laws which they did not. This matter will be adjudicated at a hearing in June, 2021.
- Distributed an agreement for consideration to local downtown businesses within the geographic boundaries of the WSEC street fair. This agreement will allow businesses to permit customers to leave their business with alcohol to enjoy the street fair.
- Review an incident of a minor using a fake ID at DJ's Sports Bar and Grill. The offender was arrested but no liquor license violations were committed by any DJ's employees.
- Began a background review for a liquor license application for TQLA Kitchen and Cantina located at the old Woodgrain Pizza location on Ogden Avenue.
- Approved entertainment requests for DJ's Sports Bar and Grill and Johnny Blitz Bar and Grill.
- Met with an organizer for a charity event for Ronald McDonald House in July, 2021 at Uptown Tavern. This is a recurring event and will involve a charity .05 K walk, dunk tank and other fund raising activities.
- Met with potential new liquor license applicant for Harold's Shrimp and Chicken looking to locate at 9 W. Quincy. Meeting included Economic Development's Larry Forssbers, Village Planner Nalini Johnson along with Deputy Village Clerk Alicja Richards.
- Processed a request for the expansion of the outdoor seating area for a wedding at the Uptown Tavern.
- Received several phone calls from persons inquiring about opening a video gaming cafe in Westmont.
- Received an inquiry about obtaining a liquor license for a proposed Italian Restaurant on South Cass Avenue.
- Worked with the Village Attorney and Tobacco Commissioner on the creation of village ordinances involving the licensing of Vape sales, especially underage sales to assist our police officers in dealing with the underage sale of vape products in the village.