



## ADMINISTRATION & FINANCE COMMITTEE

Meeting

Meeting Minutes - July 1, 2021

Draft Approved - August 12, 2021

**I. CALL TO ORDER - 4:30pm**

**II. ROLL CALL**

<p><b><u>Committee</u></b></p> <p>Trustee Liddle (as Chair) Mayor Gunter Clerk Szynski Trustee Guzzo Trustee Barker Trustee Brady Trustee Nero Trustee Simonovich</p> <p><b><u>Visitors</u></b></p> <p>Mary Ferguson</p>	<p><b><u>Staff</u></b></p> <p>Village Manager May Assistant Manager/Finance Director Parker IT Director Liljeberg (host) HR Director Brainerd Deputy Liquor Commissioner Mulhearn Management Analyst Mielcarski Executive Director Forsberg Police Chief Gunter Fire Chief Riley</p>
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**III. PLEDGE OF ALLEGIANCE -**

**IV. OPEN FORUM - None**

**V. APPROVAL OF MINUTES -** June 3, 2021 Meeting of the Administration & Finance Committee - Trustee Nero made a motion to approve and Trustee Barker seconded the motion.

**VI. NEW BUSINESS**

**A. EIC Acknowledgement -** Manager May explained the structure of the Committees of the Board and the structure of the committee meetings. Trustee Barker presented Village Forester Jon Yeater with the 2021 Award of Excellence for his work on and commitment to the Environmental Improvement Committee as the staff liaison. The accomplishments that Jon has brought to the committee were

reviewed as Jon has prepared to step down from his role as staff liaison. Trustee Little thanked Jon for his support of the committee projects & Trustee Nero remarked that Jon gives 100%. Jon thanked everyone for the recognition and all the volunteers that give of their time to the committee.

- B. Dementia Friendly Westmont** - Manager May introduced Mary Ferguson who discussed the designation of Dementia Friendly that was achieved in 2020. The Library has participated in the outreach during the pandemic. As we are opening up more, other types of meetings and various upcoming trainings that are to be scheduled. Westmont is the first community in DuPage County to reach this designation. Currently will move forward with the library staff training on dementia. Public Safety staff were trained 18 months ago, Village staff will be trained for the guiding principles to assist in interactions with the public that might be inflicted with this disease. Ms. Ferguson would like to train the Village Board.

1. Mayor Gunter thanked Ms. Ferguson for her hard work in this area and let her know that Westmont was led by Susan Frick and herself to move in this positive direction.

- C. Hotel/Motel Grants-Park District** - Finance Director/Assistant Village Manager Parker introduced Finance Supervisor Westra who presented the requests from the Westmont Park District: \$5,000 for Holly Days, \$2,500 for Concerts in the Park, and \$2,500.00 for the Haunted Forest. These are recurring grants annually and if approved at committee will be on the next Village Board consent agenda.

1. Manager May asked if the dollar amount was the same as previously requested.
  - a) Ms Westra stated that it was.
2. Mayor Gunter remarked that the Holly Days event was not a Park District Event, it was a Village event that many agencies were a part of; the other two events were Park events.

- D. Appropriations Ordinance** - Finance Director/Assistant Village Manager Parker presented information on the background of an appropriation ordinance and what the difference between a budget ordinance and the appropriations

ordinance. A review of the upcoming Appropriation Ordinance to be presented at the second July Village Board meeting in the amount \$112,116,460.00; this will be the legal spending limit.

## **VII. REPORTS**

**A.** Chairperson - Nothing

**B.** Village Manager -

- A reminder that the joint meetings are being set up with the Park District, P&Z Commission, and the Library Board.
- IML - information from Brad Cole on the American Rescue Act funds which will be through the State of Illinois and the Governor has not finalized the request for funds yet - so there will be delays.
- Staff location changes - IT has moved and HR has moved, Communications will move next. Administration is moving into the previous HR area. The Utility Billing Clerk has moved to the new Public Works building. AVM/Finance Director is coming to the 2nd floor.

**C.** Deputy Liquor Commissioner -

- Last Thursday was the hearing.
  1. There were three tobacco violations.
    - a. Underage sales for tobacco & vaping products.
  2. There were three liquor violations.
- Update on pending liquor licenses & hiring background checks.
- Discussion of video gaming licenses, both cafes and restaurants.
  1. An overview of the cafes in town and the guidelines for restaurants to have video gaming to allow for the new trustees to understand the processes and the history of video gaming in town. Each trustee had a memory of passing the gaming ordinance.
- Trustee Barker asked about the home delivery of alcohol requests.
  1. Deputy Commissioner Mulhearn stated that the State of Illinois has passed legislation to allow for 3rd party delivery of alcohol beginning January 1, 2022. As this practice started during the pandemic shut down,

now that the shutdown has ended, it has been repealed except in the case of having a packaged goods license (from both the state and the municipality) and permission from the local liquor commissioner.

**D.** Human Resources: Manager May and Renee gave an update on the low candidate pool and the open positions in various departments throughout the Village.

- Community Development has two openings and there were 14 interviews for the two positions. Offers have been made.
- IT Help Desk opening interviews have been scheduled.
- The Community Development Deputy Director is receiving applications.
- The Fire Department Administrative Assistant is retiring, applications are being reviewed for that position.
- A Forestry Intern opening has not generated many applications.
- Manager May stated that the openings in Community Development are due to the resignations of the Permit Clerks. This has created a priority for filling this role. Lori Brady's retirement is considered a priority to allow for training and knowledge transfer from a
- Trustee Simonovich asked about the mechanic position listed in the report that was not mentioned.
  1. Renee stated that the position was not urgent so the interviews have been postponed for now, we have the candidate pool from posting the job.
- Trustee Simonovich asked about the police opening applications.
  1. Renee confirmed that the Police and Fire Commission has scheduled testing. The commission has hired two new officers that will begin July 5th. Manager May stated that two officers just came off probationary status.

■ Mayor Gunter remarked that DMMC has had a communications position open for weeks and not been able to fill, only one applicant.

1. Renee said that the mechanic only had 12 applicants but the Admin III position had over 50. It's hard when people can make more staying home with COVID relief than going to work. The relief will end in September so that should open up the candidate pool.

a. Trustee Simonovich reported that states that have stopped the COVID relief are not seeing any improvement.

i. Renee responded that they would have to get creative in recruiting.

b. Mayor Gunter stated that signing bonuses are becoming common even in public agencies.

i. Renee remarked that some Police Departments are offering signing bonuses.

**ADJOURN** : Motion by Trustee Simonovich to adjourn, seconded by Trustee Nero.

(5:39pm)