



draft- Administration Committee- Meeting Minutes
July 5, 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	Police Deputy Chief Gruen
Trustee Guzzo	Police Chief Gunther
Trustee Barry	Deputy Liq Comm Mulhearn
Trustee Nero	Deputy Clerk Richards
	Communications Asst Alison Murphy
	Interim Community Dev Director Bourke
	Communications Director McIntyre
	IT Director Liljeberg (recording office)
	Economic Development Director Forsberg (4:45)
	Building Comm Vitell
	HR Assistant Guerrero
<u>Visitors</u>	
none	

I PLEDGE OF ALLEGIANCE

II ROLL CALL - by observation

III PUBLIC COMMENT: No public in attendance.

IV APPROVAL OF MINUTES:

- June 7th Administration & Finance Committee Meeting Minutes
 - Motion by Trustee Guzzo & 2nd by Trustee Addington
 - All ayes - Approved

V UNFINISHED BUSINESS: None listed.

VI NEW BUSINESS:

a. Hotel/Motel Grant Request - Red, White, and BBQ

Director Parker discussed this item which will be on the consent agenda at tonight's meeting. This grant has been awarded in previous years when the Lion's Club has been able to obtain additional advertising. This is the same item as in previous years.

- Manager May pointed out that it was being down in arrears this year.

- Director asked for an approval by motion to have it on the agenda tonight.
 - Trustee Liddle made the motion, Trustee Addington 2nd the motion
 - All ayes.

b. Hen Coop/Hen Yard Permit Review

Manager May reminded the committee of the ordinance passed last year that allowed for beekeeping and hens, no roosters, with guidelines about where they are to be kept on the lot and the amount allowed for hens. Currently, on East 64th Street, a home that has an acre lot has had a complaint against them for where on the lot the hens were kept and the number of hens. Code Enforcement went out and spoke to the resident, found out it was a 4-H project. The coop, which is bigger than the ordinance allow (50ft to 64ft). It has been moved to another part of the lot.

The resident is asking to be allowed to keep the structure, and the additional hens. From a code enforcement perspective, they are in violation and need to give up 6 hens and rebuild the coop. Manager May states that the parameters were set with the belief that this should be fine and here a year later we have someone requesting a change. The structure is larger than our ordinance, however this is a larger than average lot size, and the resident has moved it to be nearer an empty lot than the neighbors that made the complaint.

Rebuilding the structure would be a cost and burden, and abandoning the 4-H project would be a sacrifice. The question is, what would the board like to do about this situation? Should we permit it?

- Mayor Gunter asked what the project end date was going to be?
 - Manager May said that he did not have that information.
- Trustee Liddle asked how old the coop was?
 - Manager May responded that he was not certain. It could be more of a temporary coop and next year they will have nothing?
 - Trustee Liddle stated that it was moved so it would make sense it wasn't permanent.
- Manager May asked what parameters we would like to give this family regarding the coop and 12 hens?
 - Trustee Liddle said that given the lot size she didn't a problem with the it?
 - Manager May responded that the it is a very large lot, 507 E. 64th Street.
 - Trustee Barker said it wasn't the size it was that this should be a temporary thing.
 - Trustee Guzzo asked if 4-H was done weren't they normally sold?
 - Trustee Addington stated that 4-H was a competition and the kids take the animals to the fair. This shows how the community has changed, years ago everyone had goats, horses, and Mayor Rahn's dad always had chickens.
 - Trustee Guzzo said her neighbor use to have a horse 30 years ago.
 - Mayor Gunter asked if staff had the ability, per the ordinance, to give an extension?
 - Manager May remarked that could be a temporary solution are you comfortable to change the ordinance so it applies.
 - Building Commissioner stated the year was less than a year old. He has not seen the coop, but it was newer and easy enough to move but not modifiable.

- Mayor Gunter said that if we give temporary approval for 64 and then by a date it need to be modified.
- Trustee Liddle asked if he knew if it had an end date or was it an ongoing project for all the kids that could last ten years?
 - Building Commissioner Vitell stated that it would be a multiple year project, not just this year.
- Manager May asked if the number of chickens could be reduced?
 - The response was that the number probably could be altered. The family removed two roosters immediately when requested to do so. The roosters is what caused the original complaint by the neighbors.
- Trustee Liddle asked what anyone wanted to do, make it grandfathered in or require that they comply?
 - Building Commissioner suggested give it an annual approval, so the board could change it if needed.
- Trustee Addington said he did not want to grandfather it in however he wanted to allow the kids to complete the project.
 - Manager May stated that the coop and project were there before we passed the ordinance.
- Trustee Guzzo stated that the size of the coop is based on the number of chickens so to require it to be modified would harm the chickens, or require removing chickens.
- Trustee Addington would like the resident to be asked what they are doing so the annual renewal can be after the project year.
 - Manager May stated that if you ask that way, it will be an automatic extension and they will not consider changing it.
 - Trustee Addington replied that he has no problem with that, as long as the 4-H project is still ongoing.
- Mayor Gunter asked if the ordinance would have to be changed if we just did a temporary and left the ordinance the way it was?
 - Building Commissioner Vitell replied that as a temporary variance you can set whatever limits you want, even setting it up as a changing outcome - 1 less chicken every year type of requirement. Reviewing the situation annually.
- Trustee Liddle stated she would like more information.
- Trustee Addington stated this should come before the board.
- Manager May replied that we will suspend any action by code enforcement, grant the project until 12/31/18, and then have the resident come in to ask for a waiver for next year.
- Trustee Addington made the motion, and Trustee Barker 2nd.
 - All ayes

VII REPORTS

- **Chair Trustee Liddle:**

- Trustee Liddle handed out thank you certificates from the US Olympic Luge team to the staff that participated and assisted with this year's event.
 - Communication Director McIntyre reported that 100 people participated in the event. ABC Channel 7 news came out on the Friday before and that video was on the website.
- Trustee Liddle asked about the Sister City delegation visit.
 - Communications Director McIntyre announced the visit details:
 - Sunday the delegation will arrive and a ceremony will be here in the boardroom on Monday at 10:00 a.m.
 - The delegation will be touring Westmont and the surrounding area all week and participate in the Taste.
 - Deputy Liquor Commissioner Mulhearn discussed the Lions Club breakfast being held at the Fire Station/Police Dept. and the invited the board to attend. Stated that the Lt. Governor will be attending.
 - Trustee Barry asked if the dress for these events is formal?
 - Director McIntyre stated that Monday was formal and to be aware that the Taiwanese are always formal, it is part of their culture.
 - Manager May responded that our culture is not formal and we can be ourselves in our own town. So formal is only asked for Monday.
 - Trustee Addington asked if he should be available for the Tuesday arrival of the second delegation members as one is the 2nd highest Lion internationally?
 - Director McIntyre said that would be very much appreciated, he can connect with Deputy Commissioner Mulhearn who is handling all the travel arrangements.

- **Manager:** The intergovernmental agreement with the Park District for the various aspects of the Natatorium project has been handed out. The review of the agreement has taken a great deal of time, and changed more than once. The last requested changes were 12 items. The developer has asked for two changes, 11 & 12. The item needs to be approved tonight so that it can go to P&Z for approval of the project on July 11th, to be on schedule for the development. August is an important deadline for the project.
 - John Zemanek has sent an email regarding the item, he is not concerned with the changes. The email is included in the handout.
 - There are 2 big changes, the rest being minor. 1 is the 3rd party item which allows for the Natatorium to deal directly with us if the Park District becomes unresponsive.
 - The agreement will be on the agenda tonight to be approved with the changes that have just been handed out. Director Fleck should be at the meeting tonight if you want to ask him questions before the motion.
 - Please note that questions are welcome, this agreement is just with the Park District - not the Natatorium, that will be at the next meeting.
 - The Natatorium will not even need any variances, it will be straightforward.
 - Mayor said that the 63rd & Cass will be on the 19th as well.
- Manager May asked Chief Weiss to come to the podium and report on the fire at 515 N. Cass yesterday.
 - Chief Weiss stated that Police Community Service Officer Terry called in the fire, spotting it from her squad. Upgrading it from a smoke alarm to a general alarm bringing in 30 departments and 100 firefighters. With the fest going on the EMA was stretched to the limits and the police department was dealing with a suicide call so they were stretched to the limit as well. We did succeed stopping the fire halfway across the roof.
 - There was a small issue with water pressure and we used 4 hydrants.
 - One firefighter had heat exhaustion.
 - One resident had a diabetic event.
 - Everyone was involved, Police, Fire, Public Works, the Building Dept., and

worked well together, everything ran like clockwork.

- The Red Cross came as there are 22 familie without home.
 - Mayor Gunter asked what the earlier call was?
 - Chief stated it was a small garbage can fire.
 - Trustee Barry asked if that building was sprinkled?
 - Chief said that it was not.
 - Trustee Barry asked if it was a condo or an apartment?
 - Building Commissioner Vitell said he did not know the history but it was a condominium right now.
 - Trustee Barry stated that would have looked better on the news than apartment fire.
 - Trustee Addington asked how much water was put on it?
 - Chief Weiss stated it was approximately 80,000 gallons.
 - PW Director Ramsey stated that at the beginning the water department was pumping 6,000 gallons a minute so he is estimating closer to 120,000 gallons.
 - Trustee Barry asked if the water got billed to the insurance company?
 - Chief Weiss replied that the water was not billed, but the cost of the apparatus and equipment was billed to the insurance company.
 - Director Ramsey said it was probably about \$5-\$7,000. But it would be an estimate based on the main pumping.
 - Building Commissioner Vitell stated that couple of the Dept Heads, Steve and Fire, and Public Works and Police, gave out a variety of information to residents so they were on us today trying to get into the units today. There has been no response from the management company, board president, or the board up company. This will need a structural engineer to inspect and an asbestos check before it can be entered. Not to mention a roof.
 - Shout out to all the personnel that went in to rescue pets,

pills, and things that was fantastic. And Public Works were stretched thin and did a great job closing streets.

- **Clerk's Office:**

Deputy Clerk Richards reminded everyone that OMA and FOIA training is open for annual training refresher. You can log in or just do it as a guest.

- Trustee Addington asked about food truck licensing in comparison to ice cream truck licensing.
 - Deputy Clerk Richards stated that was an annual license and a higher cost, the food truck license was a one time license.

- **Deputy Liquor Commissioner:**

Woodgrain Pizza is on the agenda tonight and has asked to withdraw the request. Partnering with Oberweis and that Burger Joint and the partners have requested that the liquor license change is not something they are interested in pursuing.

- **Finance Director Parker:**

Stated that he had completed his written report so he wouldn't bore everyone by repeating it.

Manager May responded that everyone had expected the review of the Sister City visit to take longer so no one had planned on speaking tonight.

- Trustee Liddle asked if there was anything pertinent from Finance?
 - Director Parker responded that the appropriations ordinance was on tonight's agenda. This is the legal document for our spending this year and our levy for next year.
- **HR Assistant Guerrero:**
 - IPBC has ended, but we will still work till the end of the year with the Health & Wellness incentives through the IPBC. It is part of the IPBC program, so we can not continue after 2018.
 - The PUSH incentive has paid the Health & Wellness Committee a \$100 per participant this year.
 - Hope to find another vendor to continue a program moving forward, hopefully one that has more interest for employees as participation has dropped.
 - HR is still looking for a part time accounting clerk, and Fire is still accepting applications for a firefighter.

Trustee Liddle asked about communications report. Mayor Gunter stated that he had already spoken and he would rather hear from the Chiefs about the 4th of July. Wanted to give a shout out to Deputy Chief Gruen for assisting an elderly woman by holding her umbrella for her to stay dry while waiting for her ride. It was a beautiful sight and the Mayor wished he had gotten a picture.

Chief Gunther: An unpredictable evening last night, stress levels for the Chiefs were high, but everything went off without a hitch. There was the structure fire, a suicide attempt, and managing the event. In addition to all the normal calls for service, routine events, and making sure the park is emptied safely. Thankfully, it went better than we expected.

Chief Weiss: So everyone understands when we have an event like this it is registered with the National Weather Service so that we are getting alerts through the weather monitoring. We are notified of the upcoming storms time, intensity, and duration. Luckily for us the storm turned right and headed towards 75th street so the lightning was not in our area and we could start early and empty the park before the storm hit. We do monitor it throughout the event.

- Trustee Liddle wanted to give a shout out to Administrative Assistant Angela Whitehead for stopping traffic to let the geese safely pass yesterday.

Mayor Gunter stated that the team of the 2 chiefs and the event host make the decisions as to when there has to be a cancellation.

ABC News covered the fire event when they had planned to come to the fireworks as an individual had made a plan through the fireworks company to propose to his girlfriend, with a ground display asking her to marry him before the start of the fireworks. Did she say yes? The answer was "I think so."

Communications Report: Nothing tonight.

III ADJOURN (next meeting is scheduled for August 2, 2018)

- Motion by Trustee Addington and 2nd by Trustee Barry
 - All ayes.
 - **5:35 p.m.**