

ADMINISTRATION & FINANCE COMMITTEE

Meeting Minutes - August 1, 2019

Draft Approved - Sept. 12, 2019

I. CALL TO ORDER - 4:31pm

II. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Addington Trustee Barker - Absent Trustee Barry Trustee Guzzo Trustee Nero (4:33)</p> <p>Visitors</p> <ul style="list-style-type: none">● Robert Kovanda, WBFPC (chair)● Stella Qualizza, WBFPC● One un-named visitor in audience	<p><u>Staff</u> Staff Village Manager May Finance Director Parker DVC Richards DLC Mulhearn (4:57) PW Director Ramsey IT Director Liljeberg (office) WCCTB Director Forssberg Director McIntyre PT Communications Clerk Babyar HR Director Brainerd Fire Chief Riley DFC Fitzgerald Police Chief Gunther</p>
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III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. APPROVAL OF MINUTES - May 9, 2019 Administration Finance Committee minutes were approved by a motion made by Trustee Addington and seconded by Trustee Barry, all ayes.

VI. NEW BUSINESS

A. Waste Management Role In Service Issues - Director Parker discussed the problems in dealing with service issues for our residents. The suggestion from Waste Management is to have residents call the Waste Management (WM) customer service directly and take the Village out of the middle. To have the Village deal with service issues is difficult it would be better to have the Village take complaints in dealing with WM but not in notifying of a problem that WM should solve directly.

- Trustee Liddle commented that being in the middle of the loop was a waste of staff time and resources when WM was being paid for the service and could deal with it faster than the Village.

- Mayor Gunter asked if it was possible to have a report on complaints from WM, as we now know the complaints and if we don't get the calls we will not know the residents are complaining. Director Parker said he would look into that.

- Trustee Barry asked what are the big service issues? Director Parker stated that the missed pick ups is the most common, and then we have the dispute that the waste wasn't out when the driver went by.

1. Discussion of yard waste ensued.
2. Trustee Barry said that he has called WM directly for issues and they are very pleasant to deal with and resolve the issue right away.

- Trustee Addington believes that with our contract with WM residents may think we are passing the buck thinking we should deal with it. It will be a negative perception on the Village. Director Parker said that our inability to control service, as it is WM not the Village, is already a negative.

1. Trustee Nero said that the resident calls were part of what we paid for with the contract to WM; how many calls are we talking about? Director Parker stated that it averaged out to 2 a day, however taking 2 calls results in 6 calls minimum with the return calls required.

- Trustee Addington discussed the issues of full trucks and maybe WM would know more that the Village to be able to respond right away to a resident. Trustee Liddle responded that is exactly correct and her point.

1. Trustee Barry said that part of the problem might be

holiday coverage.

2. Discussion of totes ensued.

- Trustee Nero asked if WM was aware of the complaints?

Director Parker replied that each complaint is given to our representative at WM in real time. The suggestion to contact a CSR at WM came from our sales representative.

- Discussion of the WM Contract length and the items covered were discussed with recommendations for the next contract.

1. Manager May reminded everyone that when the contract is discussed for changes, it is the time that WM requests a 5 year extension.

- Director Parker confirmed that the Board is open to following WM suggestion to have their phone number on the water bill & our website as the contact for issues.

1. Confirmed by Board with the caveat that when residents call and state that WM is not helping we will keep a log and will intervene to assist in resolution.

B. Accepting Credit Card Payments Over the Phone - Director Parker reviewed the reasons that we have not done this in the past and laid out why it would be possible and positive to do this currently for both utility billing and commuter parking.

- Trustee Liddle said it was a great idea and the board all agreed.

C. Hotel/Motel Grant Requests - Director Parker reviewed the guidelines for these requests (10 event grants of no more than \$2500.00, to be spread out throughout the year, no more than 6 grants awarded before October 31st). This year there is an issue with the Lion's Club Red White & BBQ not being submitted earlier which will bring the total to 7 so far this year with WSEC, the Park District and Rotary having requests for summer projects submitted.

- The options for the structure of the program and the history of requests were reviewed. Questions & answers as to the historical awarding and amounts were given.

1. Trustee Nero stated that all the events were service organization related and quality events.

2. Trustee Barry said that the goal was to not have 1 organization receive all the grants.

3. Mayor Gunter remarked that the new event for Rotary with the calendar coming back was wonderful. Everyone wants the calendar back, losing that information was a true lose to all the residents.

4. Trustee Barry stated that sometimes after the kickoff of a new project the group could fund themselves next year, just needing assistance to get it off the ground. Like the senior choir for the Park District might not need assistance after the first year.

- Director Parker clarified that the change could be that no one group could take more than 1/2 the available funds before October 31st. That way we would have funds available for all the service organizations to apply for and after that time a group could apply for further funding for a good project.

- Trustee Barry feels that groups could come in after the fact.

- Mayor Gunter agrees, stating that a detailed financial report would help determine what the grant should be, on a need based scale.

- Trustee Liddle states that the more events, the happier the people.

- Trustee Addington mentions how great all the new requests are: Community Band, Senior Choir, etc... and should be considered closely as new events bring new opportunities.

- Mayor Gunter remarked that the newest request was the

calendar project from Rotary - while not an event it is a great project that people are very excited about and looking forward to the release.

- Discussion of the event grant requirements were reviewed, both of the business event opportunities and nonprofit.
- The Board voted to have the event requests as board items on the next Village Board agenda.
- Trustee Barry reviewed the calendar project.

REPORTS

Village Manager: Manager May announced that the swearing in of Deputy Fire Chief O'Hare is tonight. This position is an administrative position so that we have the ability to hire ourselves. When the Deputy Fire Chief of Operations is to be hired, it is a firefighter position (full-time) and will be a firefighter position and after the first one, will need to be hired by the Board of Fire & Police Commission. This will be new to them, and the Village, the process needs to be put in place. A service to test/place a full time firefighter is the first item on tonight's agenda. Chairman Kovanda addressed the board to review the cost of the process that the Commission will be using. The belief seems to be that it is cheaper to hire a police officer than a firefighter. But that is apples & oranges, it is a different process.

Chairman Kovanda stated that the Commission has the authority to hire beginning police officers, promoting police officer to the rank of sergeant, and full time firefighters. The Deputy Fire Chief is a full time firefighter and will be a part of the Commission responsibilities. Kovanda explained the processes of the functions of the commission as it relates to the 3 functions. The new system for firefighters will require both the recruiting and the testing, where the police functions of the commission only requires one. There is a lot to set up in having professional officers come in and evaluate candidates, this is starting from scratch as we haven't done this yet and it is an expense. It is a big job, there are psychologists involved in writing job ads, job descriptions, tests, and interview questions. The cost is to go out to a firm to have this done professionally.

- Mayor Gunter remarked that the statement heard regarding this cost is that the

dollar amount is high compared to the salary for the 1 position in question. Did the commission look at other options?

- Chairman Kovanda said that it was a unanimous decision to go with this contractor as the commission is comfortable with the relationship that has been built over the years of using this firm for police recruitment. The meetings have been going well with this firm.
- Trustee Nero asked about the cost that other firms have quoted.
 - Chairman Kovanda said that the analysis of other firms do not give the same detail so it is hard to judge the cost unless you put a spec out there and this was not done.
- Trustee Guzzo requested the information for a comparison between I/O Solutions and the IL Fire Chiefs Association on cost and experience. IL Fire Chiefs has a great deal of experience with firefighters while I/O has a great deal of experience with police departments.
 - Chairman Kovanda replied that the difference in price is clerical work. The company will do the clerical work the association does not do the clerical work as they are an association not a business.
- Trustee Barry said that a business relationship should not be a monopoly for government funds.
 - Chairman Kovanda stated that the company does not have a contract for the Police work that they perform for the Village. A contract will be done for the first time with I/O solutions.
- Trustee Guzzo said that the state association has experience in fire service, and I/O solutions has limited experience in higher level fire safety personnel.
 - Chairman Kovanda stated that I/O Solutions is a national company.
- Trustee Guzzo asked how many companies offer this service on a municipal level?
 - Chairman Kovand replied that there are a lot, however it is from the beginning level firefighter end of it - most Deputy Chiefs would be an internal promotion process.

- Trustee Addington inquired as to the time frame/terms of the contract, how long is it and what if we are not satisfied?
 - Manager May explained that entering into a contract has to be based on more than just price the scope of work will be considered. We would be committed to the \$50,000.00.
- Trustee Addington remarked that you don't want to enter into a contract for 3 years and then not use it?
 - Chairman Kovanda replied that the commission has worked with I/O Solutions for over 15 years.
- Trustee Addington, based on experience, understands that not having the expertise in the area means you need to seek assistance from the outside for the protection of the Village. He asked if Chief Riley is in agreement?
 - Chief Riley stated that the Fire & Police Commission has put a lot of effort into this, however he does oppose this. All the promotions at the Fire Department are done through the IL Fire Chiefs Association. The testing and interview process is done by people that have been in the Fire Service in positions of leadership. Illinois fire districts and municipalities are staffed and promoted through this certification process.
 - Chief Riley is not opposed to I/O Solutions, it is the cost. \$50,000.00 for one member, what happens if it is full time and we need 48 members? The need to see more quotes from vendors for the costs of service that is needed. The association does not have a record of giving a quote for service.
- Trustee Barry stated that if Chief Riley can find that out than the relation is too close, we don't want a problem with a close relationship. But why are we even doing this? Spending \$50,000.00 for 1 job is ludicrous, and we don't need this. The brotherhood is too close in Fire for the association to do it and \$50,000.00 is wrong for I/O Solutions. Why can't we do it in house?
 - Manager May replied that we are required by law to do this, and it is the

Commission that is responsible for the independent review process.

- Trustee Guzzo stated that the brotherhood was the most qualified and careful - not wanting to be in a burning building with someone that was unqualified.
- Trustee Nero stated that we owe it to the residents to reach out and get a quote from other sources.
- Trustee Barry remarked that Chief Riley stated we could avoid all this by going full time and that will be brought on the 18th?
 - Chief Riley said that at Public Safety it will be on the agenda for review about the department needing to go full time. The process for F&P Commission to set up the process could take 16-18 months. The need to go full time due to difficulty in hiring experienced part time firefighters, due to union regulations against part time work, is about 2 years out in an estimate as to what has been happening with hiring 13 and losing 7, and hiring 11 and losing 8. Staffing is getting difficult, yet going full time could cost \$3-4 million. However, the time will come.
 - Chief Riley remarked that he is in favor of the IL Fire Chiefs Association process as they are in Illinois - I/O Solutions is a national company that is not focused only on IL. Being in the Fire Service for 33 years, knowing accessors at both I/O Solutions and IL Fire Chiefs Association the preference from Fire would be for IL Fire Chiefs Association.
- Discussion of why this would be necessary for hiring full time higher level fire staff whether for a full time department or part time department ensued.
- Trustee Nero put forth the position that we need more information on the quote. It will be necessary to evaluate apples & apples, so the Commission needs to reach out for actual item by item quotes.
- Trustee Liddle asked Chief Riley about the recent appointments in the State of IL for Fire Chiefs that have been on the news, did the Association do the testing?
 - Chief Riley responded yes, the Peoria and Kankakee positions are filled

both by firefighters from our area, Downers Grove and the former Tri-State Chief. Our being a part of the Fire Pension will eliminate some crossover as you cannot double dip into pensions and collecting two.

- Mayor Gunter addressed Chairman Kovanda stating that this is something all new to all of us, so it will be necessary to do the research on the costs of various companies.
 - Chairman Kovanda replied that if you add up the costs of testing for sergeants it is similar.
- Manager May advised that this item is on tonight's meeting agenda, and it might be advisable to table it for two weeks to review further at the Public Safety Committee meeting.
- Trustee Barry asked about the quotes received from other firms.
 - Chairman Kovanda said it was not detailed.
- Director Parker said that one of the reasons the cost is so high is that the process is being developed from scratch. For example, there is a line item on the contract of work from I/O Solutions for developing the 5 question assessment center and maybe the others already has an assessment center so the costs are different, or if I/O solutions already has one designed and we could choose it without going through the cost of designing one.
 - Chairman Kovanda said that processing deputy chiefs is not something that I/O Solutions has done in the past.
- Mayor Gunter stated that it is a separate decision independent of the Chief for both Fire and Police appointments.
 - Chairman Kovanda replied that IL State Statute gives the commission the direction on how to perform and we are the sole deciders on most staffing. The commission will put together more information for the Board.
- Trustee Liddle asked Director Parker about available funds for this unbudgeted project.

- Director Parker said that there were no items not being completed so funds are not available, funds would have to be pulled from reserves.
- Chairman Kovanda replied that we knew the funds were not yet budgeted, but were advised to proceed.
- Trustee Barry asked about the funds from the service collecting unpaid fees?
 - Director Parker stated that the funds from the recovery service were already budgeted.
- Trustee Barry asked Chairman Kovanda what the qualifications/certifications were that qualified someone doing this type of work?
 - Chairman Kovanda stated he would look into this.
 - Chief Riley replied that IL Fire Chiefs Association are certified annually through the State Fire Marshal's Office with a 24 hour training certification and it is approved by the Board of IL Fire Chiefs.
 - Chairman Kovanda said that was why this is so expensive.
- Mayor Gunter advised Chief Riley that we need to look for a revenue stream to generate \$1 million a year to support a full-time fire department.

Manager May: Gave a follow up of recreational cannabis with the passing of the law making use legal as of January 1, 2020. The personnel policy will need to be adjusted to this law and as a community we you can only prepare zoning ordinance to control the sale. If you desire to opt out of the legal sale of cannabis, the only way to opt in would be by referendum. The tax factor could be 3% addition of municipal, however all the regulations, zoning, and other decisions need to be made and in place by 1/1/2019. If opting out, that is only 1 decision. So, we need to decide that factor before we spend hours on the regulations.

- Trustee Nero asked if we had the ability to make it illegal to be smoked in our municipality or just on the sale.
 - Manager May stated that it would be just on the sale, the State of IL has determined it is legal to use cannabis in IL.

- Discussion ensued on the neighboring communities policies and the ability to regulate.
- Points made:
 - The revenue stream would be high or higher than video gaming.
 - What would this mean to policing?
 - Chief Gunther said that the day-to-day policing will not change. The prosecution will be harder than alcohol as the testing is not advanced yet.
 - The HR side is different, the testing of officer results could be in question if there is a police officer shooting.
- Manager May asked if he should proceed?
- Mayor Gunter stated that the revenue stream would be a positive development that could assist with projects around town.
- Trustee Nero asked what the municipal portion of the tax would be?
 - Manager May said that the maximum additional tax would be 3%.
- Manager May asked about interest, the board said to move forward with the research - there is interest. Information materials were distributed. Staff will proceed.
- Trustee Addington asked if there should be a public hearing?
 - Mayor Gunter stated that Illinois passed the law so the public hearing has been held by the state.
 - Our question is are we in or out, we cannot make it illegal.

VII. ADJOURN - 5:55pm

- A. Trustee Liddle asked for a motion to adjourn. Trustee Barry made the motion and Trustee Guzzo seconded.