



ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - August 12, 2021

Draft Approved - October 7, 2021

I. CALL TO ORDER - 4:30pm

II. ROLL CALL

<p><u>Committee</u> Trustee Liddle (as Chair) Mayor Gunter Clerk Szymiski Trustee Guzzo Trustee Barker Trustee Brady Trustee Nero - delayed Trustee Simonovich</p> <p><u>Visitors</u> None</p>	<p><u>Staff</u> Village Manager May Assistant Manager/Finance Director Parker IT Jeff Rice (host) HR Director Brainerd Communications Director McIntyre 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 - Due to this being a virtual meeting the pledge was waived.

IV. OPEN FORUM - None

V. APPROVAL OF MINUTES - July 1, 2021 Meeting of the Administration & Finance Committee - Trustee Brady requested that the minutes be amended to show his attendance. Trustee Barker made a motion to approve the minutes as amended and Trustee Brady seconded the motion.

VI. NEW BUSINESS

A. Hotel/Motel Grant Request - Lions BBQ - Mayor Gunter reported on the Lion's Club request to hold a BBQ this year over Labor Day weekend. This is a

streamlined version of the BBQ that is usually held on Memorial Day, moved due to COVID19 restrictions. Grant request is to promote and to seek amateur competitors, hold a 7 minute firework display, and the normal carnival rides as in previous years. The money raised is shared with the Rotary Club in Westmont as this group provides workers.

1. Finance Director Parker stated that in previous years the grant request has been \$2500.00, this is the amount being requested again this year. If approved there will be \$15,000.00 left in the grant fund.
2. Mayor Gunter stated that grant funding is meant to assist local organizations with events that bring tourism to town. The money raised will be used by Westmont nonprofits.
3. Finance Director Parker stated that this will go to the board as a request if the committee votes to approve. Trustee Liddle made that motion, approved by Trustee Guzzo and seconded by Trustee Barker.

B. Authorization for Agreements - Assistant Village Manager/Finance Director Parker presented this request to allow for the Village Manager to authorize small agreements or amendments to agreements that are standard instead of every agreement requiring Board approval. As there was no objection to this, the attorney will provide an ordinance - a dollar amount restriction & other criteria to be approved at a board meeting.

1. Manager May stated that he does approve items that are not titled contract/agreement - usually when there is a PO to be board approved. It can be processed in a lot of ways that include information given to the board.
2. Mayor Gunter stated that this is the type of business that we have a village manager for, and one that is recommended by the attorney.
3. Trustee Barker asked about contract renewals and timelines. Is there a requirement in place to have some items go out to bid?
 - a) Manager May responded that when contracts are expiring, the department will either go out to bid or request information and quotes from a variety of vendors to examine the best solution.

Large items are brought to the board, such as trash/recycling contracts.

- b) Trustee Barker asked about things like engineers where it appears that vendors receive all our business or like Clarke Mosquito Abatement where people don't believe that there is a process. The small ones are not as important to have the public see the process.

C. Water shutoffs - Finance Director/Assistant Manager Parker gave an update on the process of payment plans for businesses and residents. The businesses have been brought up to date with payment plans. At this time if we move forward with residents there are about 200 with a total outstanding debt of approximately \$100,000.00. The ARPA assistance through the state that has been recently released will require we add \$0.10 to each residential invoice and \$5.00 to each business invoice to have funds sent to the state to assist Westmont residents that meet the state criteria for assistance. The details have not been totally ironed out for the program which should begin in February or March. This will mean that the unpaid invoices will be about 2 years old. We have options to review: we go forward the state plan, we offer our own assistance program not part of the state plan, or we begin the process to have people start payment plans.

1. Mayor Gunter asked if the \$100,000 were residential and if all the nonpayers were COVID19 related?
 - a) At this time the justification for nonpayment has not been established.
2. Trustee Simonovich asked how many customers that was?
 - a) Answer was 200
3. Trustee Barker asked if that was more than typical?
 - a) Director Parker stated that our typical shut offs are 50-60 residents until we send out notices and then it goes down to 10-20 that we end up having to shut off.
4. Trustee Brady asked how you know if the nonpayment is not just an

empty building?

- a) Director Parker replied that the owner is not always the resident and the shut off goes to the address on file for the owner.
5. Trustee Guzzo asked if the Village had tried to reach out to any of the residents that are far in arrears?
 - a) Director Parker stated that standard letters of late notice have gone out.
6. Trustee Guzzo then asked how we would know that the state will only use money we submit to Westmont residents and not the state overall?
 - a) Director Parker restated that the legislation is written that municipal contributions are used only for the residents of that municipality. Mayor Gunter remarked that the \$0.10 and the \$5.00 are set amounts that cannot be changed.
7. Mayor Gunter reminded everyone that there was estimated to be \$3 million in federal assistance sent to the Village and we can set aside some of that funding to assist those that are having a hard time due to COVID19. The problem is that we have no idea who really is suffering due to the pandemic and who are those just taking advantage of our decision to not shut off service during the pandemic.
8. Trustee Barker stated that he could see helping those that came in and worked out a plan. However, not to someone didn't want to pay. Assistance to those in need, maybe 50% owed is more reasonable.
9. Trustee Simonovich asked what the legislation states the qualifications will be for assistance?
 - a) Director Parker replied that the legislation reads that a department of the state will make the determination, not the Village. Determining factors will be typical utility use, size of the family, and other similar factors.
10. Trustee Simonovich remarked that there had been discussion of setting our own program, if this was the case would we be setting our own standards?

a) Director Parker stated that Naperville has set up a program and has a local nonprofit organization standards as their guideline. If the nonprofit accepts the applicant for assistance, then the criteria is set for utility assistance. Westmont could do this with the People's Resource Center. Then, if the PRC standards are not met we only offer a payment plan.

(1) Trustee Guzzo remarked that this was a viable option.

(2) Trustee Simonovich believes this is better than us trying to figure out the criteria.

(3) Mayor Gunter asked if PRC has criteria

(a) Director Parker replied that for PRC rental assistance criteria is set; different from other services.

11. Trustee Barker asked for information on the businesses.

a) Director Parker stated that in April there were 60 accounts with \$27,000 total. Currently the total is only \$7,000 with less than 30 accounts.

12. Trustee Nero arrived late and asked if the 200 residential is the most we have ever had in near shut off mode?

a) Director Parker replied that it was, believing it could be that people are just not paying because we are not shutting off residential. No one seems worried that the fees are adding up on the accounts.

13. Mayor Gunter asked if a threatening letter has been sent to state that if a payment plan is not set up we will shut off the service?

a) Director Parker stated that the only letters that have been sent are regarding liens against the property for the accounts that have large amounts

(1) Mayor Gunter asked if these include multifamily?

(a) Director Parker replied that he believed it did include any multifamily units.

14. Trustee Simonovich would like to know that we have an assistance program in place before we begin shutting off service.
- a) Trustee Liddle agreed.
 - b) Trustee Nero asked if this assistance was from federal funds?
 - (1) Director Parker stated that if we go forward with the state program that is funded in part by federal funds in addition to the funds that we add to accounts to cover Westmont. Last year the budgeted funds assisted businesses & service groups, this year the funds set aside could be used to assist residents that meet the set criteria.
 - (2) Trustee Nero replied that the criteria is the key part. We used the County's criteria to determine the business grants so having criteria for homeowners is essential to know it is helping those in need and not just those that don't want to pay.
15. Trustee Barker asked if the payment plan option was communicated in the last letter sent?
- a) Director Parker does not believe that this has been communicated.
 - b) Trustees agreed that this was necessary to point out at this time.
16. Mayor Gunter asked if the State of IL program could be joined at any time or was there a deadline?
- a) Director Parker replied that the opt in was stated and no further details have yet been given from the State. It is possible that this is tied into the federal money and if we opt out we might be last in line for the federal money.
 - b) Trustee Barker believes we might want to help out and not burden our businesses.
17. Director Parker confirmed the direction from the Board to be:
- a) Reach out and offer payment plans, encouraging people to participate in this option.

- b) Not stating an immediate shut-off until we have an assistance mechanism in place.
- c) Reach out to PRC or other organizations to see what possible criteria can be put in place for assistance guidelines or set up a partnership with the organization for assistance.

D. Federal Holiday - Manager May explained that currently we match the federal holiday system in closing the building, even if all are not paid days off. The newest federal holiday is Juneteenth and the proposal is to close the building on this date, not a paid holiday just a closed to the public day. This allows for ease of use for the floating holiday that was added when we removed Good Friday from the paid holiday list. No objection from the Board. Christmas Eve has been added as a permanent paid day off, however when the policy was written it was not taken into account that the two days in a row of Christmas & Christmas Eve fall in a way that means more than if it falls on a Saturday you have Friday off - if Friday is Christmas Eve then the building is closed to the public for two days in a row. HR did a survey of other communities and it was a 50/50 result with half doing Thursday and Friday with the other half doing Friday and Monday. Manager May is proposing we float the holiday instead. Department Heads would schedule staff on different days to keep the buildings open to the public. This would leave the extra paid day as one that can be scheduled the week between Christmas & New Year which are the slowest time of the year in the building. As we had already published internally at the end of 2020 that the paid holiday would be Thursday and Friday, we should allow for it to be used the week before as people might have already bought plane tickets or made plans.

1. Mayor Gunter stated we will still close Thursday & Friday?
 - a) Manager May replied it would just be Friday. We will be open and litely staffed.
2. Mayor confirmed that staff would still get a holiday; it would just be applied on a different day.
 - a) Manager May confirmed this, stating that you have multiple days that it would be applied. He is thinking of this in August while

many staff have been thinking of this since last year. He will write this up as a policy that only applies to this calendar year.

(1) Trustee Guzzo likes this idea.

E. Outdoor Dining - Started last year with many restaurants renting tents/tables and was to end August 31st. As the state has gone back to high transmission rates, we have requests to extend the end. Asking if we want to move forward with extending?

1. Trustee Barker asked if there had been any issues?
 - a) Manager May responded that there had not been any.
2. Trustee Simonovich asked why we care if it went on indefinitely?
 - a) Asst Manager Parker explained that all the arrangements have been temporary in nature so the tents/tables and accessories are not up to ADA or safety code.
3. Trustee Nero stated that he was surprised at how few had taken advantage of it, and there is no reason that it cannot be handled as we have been going forward.
4. Mayor Gunter stated that the problems arise in residential areas so making a permanent area can be difficult outside when homes are next door.
5. Trustee Nero stated that there are towns that are extending with more code restrictions.
 - a) Chief Riley stated that the businesses are not worrying about doing it properly as we have not required permits, fees, and extensions. So if we want to move forward with more permanent areas we need to make sure the safety rules are followed.
 - b) Trustee Nero stated that this needs to be conveyed to the businesses in advance.
 - c) Trustee Liddle replied that going forward we need the restrictions in place for safety. The businesses have to realize that we have been supporting them in hard times in a temporary way - moving more permanently has to follow code.

6. Manager May suggested that the expiration of August 31, 2021 be kept in place, September 1st starts allowing more permanent structures following all requirements.
 - a) Chief Riley worried that the timing would be difficult due to shortages of supplies at this time. Next year might be more realistic with the supply chain issues going on during the pandemic.
7. Trustee Nero feels that the tents should be removed due to safety issues, just allow the seating.
8. Trustee Guzzo discussed the safety of residents and visitors.
9. Discussion of indoor/outdoor dining tents/chairs, heaters, and accessories with weather issues ensued in addition to DuPage County pandemic news.
10. Mayor Gunter stated that an extension of outdoor dining until October 31st, no heat, is reasonable and if next year the business is interested it will need to be handled through all code & safety regulations.
 - a) Manager May stated that a notice will be sent to all applicable businesses.

VII. REPORTS

A. Chairperson

- B. Liquor Commissioner: Mayor Gunter presented on the historical precedent of video cafes being limited and restaurants preferred in terms of video gaming licenses. Making note that when a business is sold the new owner is required to wait a minimum of one full year to apply for video gaming licenses. The license is issued to the owner, not the business the same way a liquor license is issued. With background checks and such. Mayor Gunter explains that the liquor license can also come with restrictions attached to the license to control hours of operation or sound violations.
 1. Trustee Simonovich feels that if a business is sold, it is a viable business and the video gaming should be transferred to the new owners. It's the same business, why make them wait.

- a) Deputy Commissioner Mulhearn stated that it is a probationary period for the new owners to operate within the code.
- b) Mayor Gunter stated that the one year term can be shortened or lengthened based on the behavior of the new owner.
- c) Trustee Simonovich believes it could affect the sale and then we have an empty building.

(1) Trustee Nero responded that when the license is issued it is made clear to the recipient that the licenses do not transfer.

2. Mayor Gunter remarked that the State of Illinois requires a liquor license to issue a video gaming license.
3. Trustee Barker reminded everyone that when an applicant comes before the board they are not under oath and make a lot of statements.

C. Deputy Liquor Commissioner -

1. The building at the corner of 63rd & Cass has authorized the release of their identity, signs are up and it is now known that it is Amazon Fresh and will be at the next meeting for a liquor license.
2. Delivery of liquor will be on a future agenda based on the change in state laws that will allow for packaged goods.
3. There will also be a change in the age of liquor serving to 18, the state has changed this for serving - sale has remained at 21.

D. Village Manager: Reported on the water main at Ogden and Park being replaced by the medical building due to water pressure issues. The agreement will be that we pay for up to 50% not to exceed \$50,000.00 of the cost to replace, the medical practice will pay the costs and we will pay the practice. The design of the main has been done to our standards. John Zemanek will draft the agreement.

1. Discussion of the age of water mains, replacement schedules, and water main breaks ensued with Director Ramsey.
2. Trustee Nero asked why they did not replace the main when doing the construction?

a) Director Ramsey stated that in the beginning it was recommended

to them to tap off Ogden Avenue which is a 12 inch main; the decision was made to tap off Park Street due to a cost saving measure. Unfortunately, the water pressure from the smaller main is not up to standard for the State of Illinois in the medical arena.

VIII. ADJOURN A motion by Trustee Guzzo seconded by Trustee Nero at 5:53 p.m.