



ADMINISTRATION & FINANCE COMMITTEE

Virtual Meeting

Meeting Minutes - September 9, 2021

Draft Approved - October 7, 2021

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

<p><u>Committee</u></p> <p>Trustee Liddle (as Chair) Mayor Gunter Clerk Szynski Trustee Guzzo Trustee Barker Trustee Nero Trustee Brady Trustee Simonovich</p> <p><u>Visitors</u></p> <p>None</p>	<p><u>Staff</u></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 Deputy Chief Gruen PW Director Ramsey</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 -The August 12, 2021 meeting minutes are not yet finalized and will be approved at the October meeting.
- VI. NEW BUSINESS
 - A. Water Bill Assistance Program - Director Parker presented an update on the discussion from the last meeting regarding the State of Illinois program in January. Since that meeting DuPage County has reached out regarding their program to assist with shut offs and delinquent accounts. This program is moving quicker than the State and will have agreements in place between the county and the village. Seems to be a better fit for the Village and faster than the State of Illinois. Would this be acceptable to the committee?

1. Trustee Simonovich asked what the County criteria is to be?
 - a) Director Parker believes it will be similar to the LIHEAP program. It is being termed the LIHWAP (water instead of energy). Details are being worked out now at the County.
 2. Trustee Liddle believes it is a positive to allow the County to administer, Trustee Nero agrees. Trustee Barker states that the relationship with the County is a good one.
- B. Facade Grant Program Review -** Manager May presented on the program from the historical perspective and what moving forward will mean. Explaining that an unusual request has come in after the fact, in an unusual/angry way. This program has been in place for over 20 years to inspire/assist businesses to improve the appearance of their building in the downtown area by offering a possible 50% match in cost to a building storefront improvement. The grant is not for the person or the business, it is for a building. As the staff in Community Development are all fairly new, without an understanding to point this out to interested parties, the grant has not been used in quite awhile. If you read the description there is reference to a design review committee - which no longer exists. Now it is staff interpretation as to whether the improvement is appropriate, and no one has turned in anything bizarre or anything at all in quite awhile. Just about everyone that has asked has received it. The question is do we want to amend the grant requirements.
1. Mayor Gunter remarked that since we haven't issued one in years it would be a good time to amend it.

Manager May stated that the recent downtown business that is upset over not being told about the grant, upon review is not eligible for the grant under current guidelines. The location of the business has already received the full amount allowed for that address under previous ownership. Also, the work has already been down and according to the guidelines approval must be received before the work begins. The business owner is upset due to the fact that he was not informed of the grant in advance of the work being done. He was told to turn in his information and it would be reviewed. Upon review, it is not an historic alteration. He has replaced the awning that the previous business had on the front. It is more of a sign than a facade improvement. So in light of this business

the grant does not really apply, however it has brought to light that the design committee no longer exists (part of the Main Street Committee) so who should be reviewing this besides staff?

2. Trustee Liddle asked if an awning really qualified as a facade?
 - a) Manager May stated it was on the list.
3. Trustee Barker stated that there was quite a list of things that are eligible. If you knew his total cash outlay for the facade, it is well done and brings life to the building even though it is somewhat of a billboard. The building has been a little rundown and it would be nice if other buildings freshened up. If we knew what all he did besides the awning and his investment, then we would just have to get past the maxxed out funding for the address.
 - a) Manager May replied that the previous work was over ten years ago, so that is one of the questions - what is a good time limit to hit reset on an address improvement?
 - (1) Trustee Simonovich remarked that 10 years is reasonable.
 - (2) Mayor Gunter added that 5 years could be reasonable if there was a new business owner.
 - b) Mayor Gunter stated that there has to be a review of the request be it the Economic Development Committee or something. The approval of the storefronts and signage was one of the factors in doing this.
4. Trustee Guzzo reviewed the history of the 1990's Main Street Committee as part of the Illinois Main Street program. There had been a design element to the IL Main St program that you sent in a picture of your building and a free design was returned that met all the criteria of small town main street elements to look nice, be historical, and fit in a downtown main street.
5. Mayor Gunter has formed a subcommittee of Trustee Guzzo, Trustee Barker, and Economic Development Director Forssberg to review the IL Main Street design criteria to enable Westmont to have new criteria for review.
 - a) Manager May stated that staff would like to be involved as well.

We can wait until October/November to begin setting things up. It will be explained to the applicant that under the current guidelines he does not qualify, however his application will be reviewed again after the new system is in place.

6. Trustee Nero asked if the amounts that we budget for this grant and the life safety grant are reasonable still, they have not changed as long as he has been on the board. Look at what some of the businesses have done. The cost is a lot higher than the \$5,000 (50%) we offer. This should be promoted and allow us to give downtown a shot in the arm.
7. Trustee Guzzo stated that it was \$5,000 back in the 90's.
8. Trustee Simonovich asked if Alea Rose received a grant?
 - a) The response was that Alea Rose was probably unaware of the program. Discussion ensued on the painting of the fire hydrant gold (with sparkles) and being told no by the fire department. The adoption of a fire hydrant program was discussed and Manager May explained the color of a hydrant represents the water flow to that hydrant.

VII. REPORTS

A. Village Manager-

1. The COVID19 vaccine/testing requirements are mandatory for the Fire/Medic service and the school resource officer. Policy will be forthcoming.
 - a) Trustee Simonovich asked about today's mandate?
 - (1) Manager May stated that notice of the mandate had not yet been received.
 - (2) AVM Parker stated that on the surface the executive order looks to be for any employer with more than 100 people, reviewing the details will tell more in the coming days.
2. The Joint meeting schedule is being altered due to the library board conflicts and the parking lot remodel. The September 30th with the Park District is scheduled for 6pm at the Police Department. WSEC has not yet been scheduled and the school districts will be next.
3. Block Party regulations were discussed due to an issue with neighbor

complaints. This is the first time we have had a complaint, it is an issue between neighbors.

- a) Mayor Gunter believes we should consider having a petition signed down the block.
- b) Trustee Simonovich doesn't understand why you would not notify your neighbors?
- c) Mayor Gunter thinks maybe we require posting 30 days in advance.
- d) Trustee Simonovich feels we should require a mailing and the Village pay for the postage as it can't be more than 20 people and then we can control the mailing.
- e) Manager May stated that we have been allowing block parties for years and this is the first complaint.
- f) Discussion of various experiences with block parties of board members.
- g) Trustee Guzzo asked how many applications for block parties we get in a normal year.

(1) Answers given ranged from 20 to half a dozen.

- h) Manager May said that a new policy would be ready for next Spring.

4. Mandatory harassment training is required for staff and board to complete. Using the same online company that was used last year.

- a) Trustee Barker stated that the company did not work well last year and the login was very difficult.
- b) Mayor Gunter asked if the OMA training was required annually?

(1) Assistant Manager Parker said that the requirement was for each elected official to take the training at the beginning of their term and that the OMA coordinator (Deputy Clerk Richards) take it annually.

(2) Trustee Simonovich said that her training was with the attorney.

(3) Manager May stated that the attorney also reminds everyone that to respond to a singular email is allowable

and you may always give your opinion - just make sure you have all the facts before doing so. It can be unfair to both sides of a topic and to staff that may have invested time into a request.

(4) Deputy Clerk Richards came into the boardroom to update on the OMA training. She stated that the State of IL Attorney General's office website was hacked and the training has not been offered as the system is still being rebuilt. She also confirmed that there were 25 block party applications.

(a) Mayor stated that it was great that Alicja was watching from her desk.

(i) Manager May replied that staff is online.

(ii) Mayor asked if we still had a remote open forum?

(iii) Manager May stated that we do not, however if someone emails it will be read.

B. Deputy Liquor Commissioner - Mayor Gunter stated that Deputy Liquor Commissioner Mulhearn will present on video gaming.

1. Deputy Liquor Commissioner Mulhearn presented on video cafe interest and video gaming in general. The 365 day waiting period for a restaurant to apply for gaming and the \$1500.00 non-refundable application fee assist in determining the true interest of the applicants.

a) A review of past issues and current business interest in Class 23 licenses.

b) Discussion of guidelines, restaurant sales tax, and liquor license renewals.

c) Trustee Barker stated that the advertisement of video gaming as the draw on our restaurants is disappointing.

d) Trustee Nero remarked that the business investment could be worth the delay and not sell alcohol or food.

(1) The review of licensing and sales is annual and often complaint driven.

2. Deputy Liquor Commissioner Mulhearn presented the item for tonight's Board Meeting, reducing the age of a server. While the billing and cash transaction have to be 21, the server can be 18. This is to help the business, it was recommended by Director Forsberg as other municipalities are doing this as it is legal in the State of Illinois.
 - a) Discussion of liquor stores and gas stations ensued; review of the 5,000 square feet ordinance for liquor sales. Regulations on the massage licenses were reviewed.
 - b) Trustee Guzzo had a question about vaping and changes to the law. Trustee Simonovich stated that she had heard it as well.
- C. Manager May opened the floor for questions regarding the staff report.
1. Trustee Nero asked about the sales tax for Curaleaf.
 - a) Finance Director Parker responded that the first month performance was at the medium low estimate.
 - (1) Manager May asked for a figure, Director Parker responded \$250,000.00.
 - (2) Trustee Simonovich asked about the parking situation.
 - (a) Manager May responded there has not yet been a traffic incident or overflow problem.
 - (3) Trustee Barker asked how many businesses were in surrounding communities.
 - (a) Manager May said that Darien and Willowbrook are authorized yet not an open business.
 - (b) Trustee Nero stated that OakBrook Terrace has an open business, Mayor Gunter remarked that we have not had another request. Discussion ensued on the zoning requirements.

VIII. ADJOURN - 5:47pm - Motion to adjourn Trustee Brady, seconded by Trustee Simonovich, all ayes.

(next meeting is scheduled for October 7, 2021)