



draft

Administration Committee- Meeting Minutes January 5, 2017

CALL TO ORDER: 4:31 by Trustee Liddle

ROLL CALL:

<p><u>Committee</u> Trustee Liddle (Chair) Mayor Gunter Clerk Szymski Trustee Addington (4:10) Trustee Barry Trustee Barker Trustee Nero</p>	<p><u>Staff</u> Manager May - Liason Finance Director Parker Econ Dev Director Forssberg Police Chief Gunther Communications Dir McIntyre PW Director Ramsey (4:55) Deputy Fire Chief Riley Building Division Mgr Vitell (4:45) CD Director Ziegler (4:50) Deputy Liquor Commissioner Mulhearn</p>
<p><u>Guests</u></p>	<p>Angela Yang - TAIPEI/Sister City Program Liaison</p>

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: September 29, 2016 minutes - a motion Trustee Addington and seconded by Trustee Nero. All ayes.

UNFINISHED BUSINESS: There was no unfinished business at this time.

NEW BUSINESS:

- A. **Sister City Program Update** - Communications Director Larry McIntyre and TAIPEI Liaison Angela Yang addressed the Board on this topic.

Angela wished the Board a Happy New Year as Chinese New Year is coming up for the year of the Rooster, and reviewed how to say this in Chinese. Photos of the Taiwanese county that is in consideration for the program were passed around to the Board members. Director McIntyre stated that Ms. Yang returns to Taiwan approximately 3 times a year. When there last month she met with the Governor of the County and the local high school. The school is very excited to have an exchange program. September would be a great time to do this; Larry passed around a photo of Angela meeting with the superintendent and principal of the school.

Larry explained that a letter would be sent from the Mayor to the Taiwan County extending our interest in the program. Angela will be in Taiwan and discuss the future plan to move this faster. The next step will be to invite them to come over for a signing ceremony event over the Fourth of July. Angela will also work on the exchange program, this will be easy to start. Director McIntyre said that the Lions Club International annual event is the end of June in Chicago, so having the Taiwanese representatives in Westmont after that event would be a nice way to entertain the guests with our Fourth of July celebrations. This is not set in stone, it is in discussion with the Park District.

Taiwanese Day parade in October Angela introduced Judy Soo and her husband who are working to introduce Chinese language into school districts. Chicago and Naperville are already doing this, it is a positive step towards global interests. TAIPEI is coordinating a Judy Soo Day to celebrate her work in this area, details will be forthcoming; there may not be a great deal of advance notice.

Angela will return from Taiwan in late February, early March. At that time we will start scheduling meetings with organizations in town: Lions, Rotary, Schools, Park District.... Trustee Addington said that the Lions Club is very interested and would like Angela to attend the March 3rd meeting. Trustee Barry stated that the presentation at Rotary gained a lot of interest. Larry stated that the student exchange program details will be worked out and the service organization meetings will be scheduled in March and/or April to look for host homes and things like that.

May is Taiwanese Heritage Week, and there are a lot of events scheduled for the month of May. The organization that scheduled the dancers last year have reached out to schedule another event; an invitation will come out soon.

Director McIntyre stated that the exchange programs would be students, municipal, cultural, and economic development. Economic Development/WCCTB Executive Director Larry Forsberg discussed an economic tour of Westmont in April/May to show what the Village of Westmont has to offer in our business community to the Taiwanese community.

Director McIntyre passed out a draft/work in progress with an official resolution that has some of the language to state the official intention of the Village to follow through on the intention to move forward with the sister city program. This will be on the next board agenda and the Mayor will announce the Village intention at the Lunar Event, so Director McIntyre wanted everyone to see the gist of the language that would be used.

Ms. Yang said that 2017 would be an important year for the program. She will return to Taiwan three times that year and will do something each time to benefit the Westmont Sister City program. Mayor Gunter stated that Angela was an outstanding hostess on the trip to Taiwan and there is no way that Westmont can out do what the Taiwanese did for the United States visit. The Mayor thanked Angela for all she has done.

- B. Self Serve Alcohol Concept - Deputy Liquor Commissioner Mulhearn discussed the request from Wood Grain Pizza to institute the self-serve alcohol concept. Wood Grain is putting in a second oven, which is a good thing - interested in the self-serve beer technology.

DLC Mulhearn passed out a brochure and showed two videos on the concept. Before the videos began, Tom announced that the prepaid card in the video is not what we are looking at we are looking at

a wristband concept. The positives that the wristband provide: deactivates when removed, deactivates if you leave the premises, can set a time limit and a limit of the number of ounces poured in a time limit. Bassett training will still be required by the state. This technology is an up and coming fad, there are some approved in Lisle and other communities.

DLC Mulhearn stated that this is not the first time this has been reviewed. Taphouse Grill inquired about it a few years ago, and were turned down. The technology was not impressive at that time, it has been upgraded since then. This also requires a change to the floor plan of the business, and the to install would require code and deputy liquor commissioner approval. We can then put in the restrictions that we will require, and update their license.

Trustee Liddle asked about the wristband and how it worked, stating that she has seen the cards in downtown establishments but not the wristband. The vendor disclaimer is if you spill, you pay. DLC Mulhearn said it was connected to your credit card and you were charged when you accessed the tap. Mayor asked about ounce limit restrictions, would the tap shut off? Tom stated that it would and the customer would have to go up and reactivate for additional ounces so that the server would be involved to make sure that it was not an over serve situation. The wristband is preferred over the card so that it can not be shared with underage customers.

Trustee Barker asked if there was any place we would not want to have this in place? Tom replied that the place is not in question so much as the ounce limit Woodgrain was very accommodating to limit it to two 12 ounce beers, more alcohol centered establishments will be asking for a higher limit. Trustee Barry questioned the 12 ounce beer and not the pint size. Discussion ensued on the trends of Craft Beers, the cup size at the Red White & BBQ, and the 2 beer limit and the amount of alcohol. Manager May stated that the two beer limit was so that you had to go up and talk to a server to have additional ounces put on the wristband for the human element of making sure that you were not being overserved.

Trustee Barry remarked that all the help wanted signs in this type of establishment this can help the business owner staff wise. Trustee Addington asked if Lisle really had this? Tom responded that the Lisle business has not opened up as of yet, however the City of Chicago has two business. Mayor Gunter stated that the concept needs to be decided upon, Wood Grain is a good test of this. Trustee Liddle said that downtown the tap is in the table. Trustee Nero commented that this might help with the lines out the door at Wood Grain. Discussion of Craft Beer and that type of tasting ensued.

Deputy Liquor Commissioner Mulhearn concluded that he would move forward with Wood Grain and keep the board informed, also would let them know if there were any other inquiries. Confirming that this would not change the liquor license, it would just change the language.

On a separate note, Anna's Place has added a kitchen and has hired a chef. The food is restaurant quality and not just a microwave situation. Trustee Liddle commented that when Anna's Place came for the license the owner stated that the hamburgers were famous. Trustee Barry stated he knew people came for the food not just the gambling.

Trustee Addington asked Executive Director Forssberg for an opinion on the serve yourself tap. Larry remarked that it was in demand around the country, popular in airports. It is a way to lower the cost of service and it does not seem to be causing any problems in the airports that have installed it.

Deputy Liquor Commissioner Mulhearn moved on to Dolce's announcing that it is under new ownership. Will be opened again as Dolce, with the owners being Greg and Jason, Jason being one of the owners of Neat Kitchen. Plans for Dolce are a wine bar atmosphere with small plates.

REPORTS

- A. **Chairperson** - Nothing at this time
- B. **Village Manager** - Commented that all committee meetings will have a report section. Staff will do a written report to be handed out if the meeting goes to long for them to be able to present. Manager May has passed out the report from staff, starts with Human Resources, Communications and IT. There will be one for the Deputy Liquor Commissioner however he had so much tonight he presented.
- C. **Human Resources** - Cathy is not here tonight so you have her report.
- D. **Communications** - Larry came to the podium and detailed the information in his report.
- Reviewing the 95th Anniversary Committee/mural
 - EIC staff liaison is now Jon Yeater-very active with Richmond Gardens
 - WSEC very active as staff liaison to that group, Taste of Westmont was amazing this year
 - Sister City will be a busy year this year.
 - Westmont First has been busy - Jimmy Wright sponsored the Blue Ribbon Campaign
 - Social Media Posts are done by Jenny Babyar through Facebook, Twitter, and Google plus
 - Branding Initiative - Strategic Plan Implementation Committee - Amy Quatrone and Trustee Addington have been meeting.
 - Strategic Plan - The whole committee has been meeting, staff is using a project management software to keep it moving forward
 - Holly Days - Park District Committee
 - Team Builder for Westmont Staff
 - Manager May asked Larry about the survey, Larry said that it was in the works. Trustee Addington stated that the survey was part of the strategic plan.
 - Trustee Barker asked if the social media posting of the meetings on facebook was possible as the article he forwarded Larry stated. Larry said the Glen was the IT magician and knows more about this. Manager May said that we have had streaming capabilities for a long time that no one takes advantage of on our website. Glen stated that the meetings were available to watch live on youtube. With Youtube anyone can stream the live footage, on Facebook you have to be a Facebook user and stay logged in to your account to watch. Larry said that maybe we should send a facebook post link to the youtube stream before the meeting begins. Trustee Nero stated that would be easy to do. Glen remarked that this has been available for over two years. Larry said he would do more to promote it.
 - Larry said that the Suburban Life no longer has staff writers, so the coverage of Village Events has fallen. Larry will begin to send the paper updates that they can plug into the paper.
- E. **Clerk's Office** -
- Alicja is returning from her leave. Jinny commented that

Donna G. coming in from an agency to help has done a terrific job doing the business licensing and liquor licensing covering for Alicja while she was out.

- Jinny thanked Spencer for coming in early to open when the staff was out with the flu.

- Trustee Nero commented that the Waste Management Schedule needs to be put on the website. Larry said that it was there, Trustee Nero said that the new one for 2017 needs to be uploaded. Larry promised to have it by tomorrow. He was waiting for Glen to make it look nice.
- Trustee Barry wanted to know why the Westmont App is no longer a secure app? Asked if that was Westmont First?

F. IT - Glen came to the podium

- Consolidation
- Time Clock/Scheduling replacement
- ERP - financial, permitting, resident services: vendors will be here to demo systems in February.
- Homeland Security grant project is completed. The cameras are installed around the depot and Village properties. Along with the new door access system, which will be moving forward at the firehouse.
- 4000 help desk tickets were put in by employees in 2016, response time averages at 5 hours to resolution. Expectations met 97% of the time.
- Two long term projects coming up: server upgrade (5 year) switch stacks will need to be replaced (9 year) as warranties are expiring. Huge project as it is the backbone of the network.

G. Deputy Liquor Commissioner: Tom came up to recap last month's hearing. There are tobacco and liquor violations, a standard will be set to make sure that all the violators are treated equally. Discussion of the suspensions and fines that have been assessed were discussed and the reasoning behind the decisions. Trustee Addington asked if the same person is used as "underage", the response was no.

ADJOURN 5:50 p.m. (next meeting scheduled May 25, 2017) Motion by Trustee Addington seconded Trustee Nero, all ayes.

Approved: