



draft

Administration Committee- Meeting Minutes May 25, 2017

CALL TO ORDER: 4:35 by Trustee Liddle

ROLL CALL:

<u>Committee</u>	<u>Staff</u>
Trustee Liddle (Chair)	Manager May - Liason
Mayor Gunter	Finance Director Parker
Clerk Szymiski	Deputy Police Chief Gruen
Trustee Barker(Co-Chair)	Communications Dir McIntyre
Trustee Nero (5:15pm)	Fire Chief Weiss
Trustee Barry (5:31pm)	PW Director Ramsey
	Com Dev Director Ziegler
	Deputy Clerk Richards
	Deputy Fire Chief Riley
	HR Director Crane
	PT HR Generalist Kosman

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: January 5, 2017 minutes - a motion Trustee Addington and seconded by Trustee Barry. All ayes.

UNFINISHED BUSINESS: Manager May discussed the Sycamore Run Special Service Area. Explained the pond at 61st and Cumnor and the issues with the erosion control problems for St Joseph Creek problems have been 20 years in the resolution. The issue with the parcels agreements, the objection of 1 resident & the sale of one property, along with a tax bill that a resident received that should not have received one, and a wrong Tax ID # on one parcel that needs to be corrected. At this point the SSA is to collect \$1,000.00 a year for 5 years, when we have spent hundreds of thousands of dollars on this project it would be better to just end it now.

- Trustee Barker asked who is now responsible for the creek frontage? Manager May responded that the 8 parcels own the property now and are responsible for the maintenance of the erosion. Discussion of the apartment building and the future costs ensued. Manager May stated that the liability is/was to be zero, however, the length of time involved and the Army Corps of Engineers.
- Trustee Liddle agreed we should cut our losses, no objections were raised by board members.

NEW BUSINESS:

- A. **IMRF Resolution** - Manager May explained that IMRF participation for an elected official requires

that you spend 1000 hours a year working for the Village. IMRF would like the Village to pass a resolution stating that you work for the Village a minimum of 1000 hours a year (20 hours a week). Manager May is not sure that this is a true statement that this threshold is met. If this threshold is not met, then withdraw from IMRF is the best option. We can enroll trustees into a 457 option (401k for Government Employees) that will fulfill our ordinance obligation that trustees are enrolled in a retirement benefit.

- a. HR Director Crane stated that the resolution is required by September 1st, and only time with constituents, along with attendance at meetings and functions in an official capacity are to be considered; on call hours and travel time are not to be considered.
 - i. Trustee Liddle asked if this was just for the board? Director Crane stated that yes it was just for trustees, employee participation is mandatory for any employee that works over 1000 hours.
 - ii. Manager May asked if the results could be mixed with some trustees participating and others choosing not to participate? The response was no, the whole board has to vote for the resolution.
 - iii. Director Parker asked if 1000 hours are voted yes, then individually the board members can decide if they want to participate or not. The response was no, the new board members can choose not to participate.
 - iv. Mayor Gunter asked if a board member is currently in IMRF then they need to continue if a resolution is passed, no one can opt out? Director Crane said that if the board decided not to pass the resolution by Sept 1st the board would not be participating in IMRF.
 - v. Mayor Gunter restated that the current board members are in IMRF and if they don't pass a resolution that they work 1000 hours a year than their participation in IMRF will end. Director Crane replied that a resolution stating that they did not work 1000 hours a year would make it happen sooner.
 - vi. Mayor Gunter asked if this resolution was not passed, would the trustee in question have his pension reinstated. Director Crane replied that the pension deduction would stop after September. Manager May rephrased to ask if the trustee that had been drawing a pension and had to stop drawing would again receive his pension? Director Crane stated that the pension would be restored.
 - vii. Mayor Gunter asked if this is just the trustee or does it include the Mayor and Clerk? Director Crane said that it applied to all elected officials currently enrolled in IMRF, not the Mayor or Clerk. Clerk Szymski remarked that she thought she was participating in IMRF? Director Crane replied that if Clerk Szymski was in IMRF than it would include the Clerk. Mayor stated that Clerk Szymski would lose her service years for the next five years after putting in 2000 hours a year for the last 20 years.
 - viii. Director Parker asked if there was two separate resolutions, one for the clerk/mayor and one for the trustees? Director Crane responded that it was one resolution.
 1. Trustee Nero asked if you could separate it out? Director Crane said no.
 2. Director Parker replied that the copy he was looking at showed that you can list the titles of the elected officials. Then you can do two resolutions, one that states that the Mayor and Clerk do work the 1000 hours and the trustees that do not work 1000 hours have a separate resolution stating that they do not have that many hours. Director Crane replied that she would have to look into that option.
 3. Trustee Barker remarked that Clerk Szymski works over 1000 hours and we would not want to do something that damaged her standing.

- ix. Director Crane stated that right now it is listed that all the elected officials work over 1000 hours and that is what needs to be determined. IMRF is requiring that this be recertified by resolution every two years as it does change with election cycles as to whether all elected officials are putting in 1000 hours a year.
- x. Manager May reminded everyone that we could have a separate retirement vehicle for elected officials and leave IMRF out of the equation. Trustee Nero asked about the funds paid in and if that was transferable to a new vehicle. Mayor Gunter responded that the funds paid in are the elected officials funds and the funds the Village paid in are the Village's funds kept in the Village's account. Director Parker stated that the funds can be left in to be applied if you work for another IMRF agency or it is determined that you do work 1000 hours at a later date.
- xi. Mayor Gunter remarked that we have until September 1st to pass the resolution. Trustee Nero asked why this had suddenly become an issue? Manager May responded that there are several communities that have been challenged by labor unions for participating without having the hours to support participation.
- xii. Trustee Liddle asked if we wait until the August Administration Committee meeting will it be enough time to have a resolution passed? Director Crane responded that the memo stated if a resolution is going to be passed it must be done by Sept.1st. Manager May said we could review at the August 3rd Administration meeting - he will poll that individually before that to review.

B. 457 Plan Option - Director Crane said that we have not yet looked into how the 457 plan option would work, she would explore the options before September. Discussion of the elected official compensation ordinance ensued. Mayor remarked that for elected officials the return for less than 10 years service would be better with the 457 plan. It needs to be looked into further.

REPORTS:

- A. Chairperson** - Reports have been submitted from Administration areas in advance. Does anyone have any questions based on the reports submitted? Manager May stated that Mr. McIntyre would like to speak if that's alright? Director McIntyre addressed the board members:
 - a. The branding initiative regional perception survey is ready to go out next week.
 - b. The branding committee is working on guidelines that need to be in place for social media requests by the departments; waiting for the insight requested from the DuPage PIOs.
 - c. The budgeted branding funds of \$25,000.00 will be used for graphics, a new logo design for posters.
 - d. A website redesign is in process and the colors and design need to be chosen so an email will go out to the board requesting feedback. CivicPlus has had a great deal of upgrades since we launched the current website.
 - e. Sister City signing ceremony is set for July 4th and the guests will be arriving on July 2nd. We need to roll out the red carpet and the Mayor is working on the signing ceremony details.
 - f. Trustee Barker asked that the PA system be in place and the details be reviewed. We don't want to have the details fall through as they did at the high school for the dance troupe. Director McIntyre stated that the system did not work that day, and there was no back up plan. However the turnout was greater than anything that had been at the high school before, over 600 people. It was amazing.
 - g. Social Media press release asking that residents ask questions of the Village and not post things on social media, as that is how bad information gets out. Our Communications Committee believes the response should be to address it immediately if misinformation gets published on social media. PIO's believe it should not be a direct response, rather have "fans" of

Westmont respond. Manager May asked that the Police Dept request be addressed. Director McIntyre stated that the EIC and the Police Dept have requested that information go out, however all information can't go out all the time it has to be balanced. These are the guidelines that the Communications Committee has to work out. Also, the facebook page creation has to be monitored so that the public can't post things on a Police Dept page. Keeping us safe from negative commentary.

- B. Village Manager** - Invited Deputy Clerk Richards up to discuss the food peddler request.
- a. Deputy Richards explained that she has received a request from a resident that would like to peddle kettle corn she makes in her home around town on foot. The only peddler license we have deals with vehicles and not foot traffic. She wants to visit businesses and parks and sell popcorn to the patrons.
 - b. Mayor Gunter asked where the health department comes in for that type of food sales? Deputy Clerk Richards remarked that the health department does monitor food trucks but she is not sure that about peddlers. Manager May said that if we approved it there would be other considerations such as insurance and health department requirements.
 - c. Trustee Barry said that this is already happening with different vendors, such as sausage makers and pie makers. Discussion of legitimate and non-legitimate businesses and things that are licensed in other towns.
 - d. The mobile food truck license is two hundred dollars and we only have two issued: Chicago Pizza Boss and the Ice Cream Vendor.
- C. Human Resources** - Part Time HR Generalist Kosman announced the new hires, the part time wage adjustment changes, the active shooter training, the percentage rate increases for employee insurance to go into effect on July 1st, and the voluntary vision insurance program. Mayor Gunter asked about the rate changes for the PPO and the HMO, were the rates getting real close to being even? Director Crane said she would look up the rates and email them to the Mayor, Director Parker stated that the new rates were: HMO single is \$580.00 and PPO is \$785.00.
- D. Deputy Liquor Commissioner** - The items have been submitted, there has also been additional requests from existing businesses for video gaming. Mayor Gunter would like everyone to think about two long term businesses that want to be considered? Would we like to open this up to our current businesses for Class 23 for 90 to apply?
- a. Trustee Barry asked if a business moves does their license move with them? Mayor Gunter answered that a business that has any changes has to reapply. Asked everyone to think about it, not to answer now. We will discuss at the next committee meeting.
 - b. Trustee Liddle asked how many could we have come forward? Mayor remarked that Deputy Liquor Commissioner Mulhearn will have those details at the next meeting.
 - c. Trustee Barry stated that any business that has had a liquor license for over a year can come forward so why would we need to open up the application process for 90 days? Mayor Gunter responded that the criteria is reviewed for standards during the application process so someone just coming before the Board and asking has not been vetted for the liquor, code, and fire standards.

ADJOURN 5:52 p.m. (next meeting scheduled August 3, 2017) Motion by Trustee Barker seconded Clerk Szymiski, all ayes.