



draft

Administration Committee- Meeting Minutes August 3, 2017

CALL TO ORDER: 5:03 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	Communications Dir McIntyre
Trustee Nero	Fire Chief Weiss
Trustee Barry	Com Dev Director Ziegler
Trustee Addington	Deputy Clerk Richards
Trustee Guzzo	Deputy Fire Chief Riley
Trustee Barry	HR Director Crane
	PT HR Generalist Kosman

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: May 25, 2017 meeting minutes: motion Trustee Addington. All ayes.

UNFINISHED BUSINESS:

- A. IMRF Resolution** - HR Director Crane gave a recap of the resolution and why it is required.
 - a. Forms for the 457 to begin in September when IMRF deductions cease will need to be returned by next meeting.
 - b. The Trustee and the Village will contribute the same amount to 457 as was contributed to IMRF.
 - c. Trustee Barry asked about vesting, Manager May explained this was more of a pretax savings account to be drawn upon at retirement. Trustee Barry asked what was considered retirement age, HR Director Crane said she would look into it.
- B. 457 Plan Option** -
 - a. Mayor Gunter asked if IMRF was required future Mayors? Could they choose instead to go the 457 route? HR Director Crane stated that the 457 plan is open to any elected official.
 - b. Manager May said that the Mayor and Clerk could choose to participate but the Village will not contribute above, the Village contributes to IMRF for the Mayor and Clerk positions. Finance Director Parker said that the ordinance reads that the 457 is for elected officials that do not participate in IMRF, you can't do both.

- c. Manager May stated that an elected official can contribute the whole stipend if you so choose, the Village contribution is not a match to what you contribute it is a flat rate.
- d. On the agenda for the board meeting will be the resolution issue. It will be presented by Attorney Zemanek.

NEW BUSINESS:

C. Chamber Banner Program -

- a. Manager May explained the changes that need to be made to the Chamber Banner Program in light of the sign ordinance. Stating that an annual permit will be issued to the Chamber for all the light pole banners.
- b. Trustee Addington remarked that Joe H. has done an outstanding job with the sign code ordinance clean up and trying not to penalize anyone financially.
- c. Trustee Barry asked if the Board wanted to get together for a banner? Manager May remarked that the Village is a member.
- d. Trustee Liddle asked if the banner was reviewed by the chamber for approval? Manager May stated that Executive Director Forssberg did review the requests, however it is a single design all that is changed is the text.

REPORTS:

- 1. **Chairperson** - Nothing
- 2. **Village Manager** - The administration committee report is done to save time if needed due to a late start. This format will be shared with all committees and will have a section just for Strategic Plan updates.
 - a. Manager May reviewed the Committee Report
 - i. Strategic Plan Committee will be reviewing the reporting style, will have updates at the next committee meeting.
 - ii. Westmont Park District has decided to pull out of the Neighbors Magazine contribution. That leaves another hole to fill; right now it is the Village and CUSD 201 as the only participants, the Library has previously pulled out.
 - 1. Manager May said we could consider the newsletter again or go 100% electronic as many communities have done. Trustee Liddle liked having the library, park and village all together in the magazine to take on the train to read. Trustee Barry likes the Library's newsletter best.
 - 2. The cost is \$450.00 a page to neighbors, and every household gets one. We have absorbed the Library's pages to keep the magazine going. Now the Park is going to use a different format. We either absorb their pages until Neighbors finds new participants or it will probably fold.
 - a. Trustee Nero said that homeowners associations might be a good fit.
 - b. Service organizations could participate as well.
 - iii. The Deputy Liquor Commissioner has a long section that you can review at your leisure.
 - 1. Mayor Gunter responded that the 17th is another hearing due to the fact that Myths & Legends did not show up for the hearing, and neither did Neat Kitchen. This is Myths & Legends fourth violation. Discussion of the problems with this locations and the fines to be levied.
 - 2. Discussion of the legalities of a liquor licenses and video gaming licenses. Margies Beef and the length of the liquor license was discussed as an example of follow through on the ordinance. Deputy Clerk Richards stated that Margie's Beef tried to go around the Village and directly to the state for a video license which the state

denied based on the ordinance in Westmont.

3. Trustee Addington asked about the gaming palace on Ogden selling food. Mayor stated that there is food being sold at that location and the owner would like to promote the restaurant more.
3. **Human Resources** - PT HR Assistant Kosman reviewed the new hires, the handbook rework and IT's building out of the new intranet which will hopefully make the HR page easier for the staff to navigate.
4. **Clerk's Office** - Deputy Clerk Richards stated that code enforcement and the police department have helped with the one business in town that did not renew a business license. Mailings for the 2018 business license will be going out.
5. **Communications** -
 - a. Director McIntyre said that the Park District pulling out of Neighbor's magazine was confirmed and Tim Sullivan the publisher of Neighbors will reach out to other organizations and the board members are part of many of these organizations that might be interested in taking a page: Rotary, Lions, Knights of Columbus, American Legion, and Maercker School are all possibilities. The Village investment per issue to Neighbors is \$4,050.00, over the year it is over \$24,000.00. All the writing and layout is done by the Director McIntyre.
 - i. The Mayor said that the cost would be much lower if we did it in house.
 - ii. Trustee Guzzo would like to make sure the events publicity did not suffer.
 - b. Sister City signing is moving forward to do it virtually and the Taiwanese College student visit went very well.
 - c. Olympic Luge try outs will be Sept 16-17.
 - d. Halloween events are growing and we have a contest for naming the day is bringing interesting responses.
 - e. Mayor asked if it was a public meeting to do the virtual signing? The answer was yes.
6. **IT** - Director Liljeberg highlighted the new temp to perm employee and the IGA with the Library, stated everything is in the report.

ADJOURN 5:49 p.m. (next meeting scheduled September 28, 2017) Motion by Trustee Nero seconded Trustee Addington, all ayes.