

Administration & Finance Committee

Minutes of the Meeting on
February 17, 2016

**Village of Homer Glen
14917 S. Founders Crossing, Homer Glen, IL 60491
Mayor's Office**

1. Call to Order.

The meeting was called to order at 4:31 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:31p.m. were Mayor George Yukich, Trustee Carlo Caprio, Trustee Beth Rodgers, Trustee Sharon Sweas, Interim Village Manager Heather Kokodynsky and Treasurer/Finance Director John Sawyers.

Also Present: Chief Building Official Joe Baber, Development Services Director Mike Salamowicz, Economic Development Director Janie Patch, Planning and Zoning Director Michael Schwarz, Facilities Manager John Robinson, Administrative Analyst Sean Keane and Administrative Assistant Sue Steilen.

4. Approval of Minutes.

a) January 6, 2016

Mayor Yukich stated that the minutes from the January 6, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the January 6, 2016 meeting; seconded by Trustee Caprio. The motion passed unanimously.

5. Old Business.

a) There was no Old Business.

6. New Business.

a) Consider for Approval the Village of Homer Glen's 2016 Illinois Municipal League Membership dues in the amount of \$1,750.00.

Interim Village Manager Kokodynsky stated that this invoice was sent to the Village in error and recommended that the Committee table this item; the Committee was in unanimous agreement to table this item.

- b) Consider for Approval the Village's Chicago Wilderness Membership Dues for 2016 in the amount of \$300.00.

Trustee Sweas commented that the Environment Committee benefits from the Village's membership with Chicago Wilderness. Furthermore, the membership allows Village staff to attend training seminars and workshops.

Trustee Sweas made a motion to approve the Village's Chicago Wilderness Membership Dues for 2016 in the amount of \$300.00; seconded by Trustee Caprio. The motion passed unanimously.

- c) Consider for Approval the Village of Homer Glen's Portion of the Northern Will County Water Agency's Biannual Budget for FY 2016 in the Amount of \$57,354.16.

Trustee Caprio made a motion to approve the Village of Homer Glen's Portion of the Northern Will County Water Agency's Biannual Budget for FY 2016 in the Amount of \$57,354.16; seconded by Trustee Rodgers. The motion passed unanimously.

- d) Consider for Approval the Village of Homer Glen's December Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$2,502.08.

Trustee Sweas made a motion to approve the Village of Homer Glen's December Legal Bills from Mahoney, Silverman & Cross in the Amount of \$2,502.08; seconded by Trustee Rodgers. The motion passed unanimously.

- e) Consider for Approval the Village of Homer Glen's January Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$6,907.99.

The Committee discussed efforts that staff and Village Trustees are making to maintain low monthly legal bills. Trustee Caprio suggested that the Village request more specific descriptions for each line item of the legal bill.

Trustee Sweas made a motion to approve the Village of Homer Glen's January Legal Bills from Mahoney, Silverman & Cross in the Amount of \$6,907.99; seconded by Trustee Caprio. The motion passed unanimously.

- f) Consider for Approval the Audit Engagement Letter from MPS for Audit Services FY 4/30/2016 – 4/30/2019.

Finance Director / Treasurer Sawyers stated his support and recommendation to approve the audit engagement letter from MPS. Trustee Sweas asked for how long the Village has used MPS for audit services. Finance Director / Treasurer Sawyers stated that MPS has provided audit services since the Village

incorporated. Mayor Yukich also stated his support for approving the audit engagement letter from MPS.

Trustee Caprio made a motion to approve the Audit Engagement Letter from MPS for Audit Services FY 4/30/2016 – 4/30/2019; seconded by Trustee Caprio. Trustee Rodgers abstained. The motion passed.

- g) Consider for Approval an Invoice in the Amount of \$3,471.00 from General Code for the Finalization and Delivery of the Village's Code Books.

Interim Village Manager Kokodynsky stated that since General Code has supplied the Village with the finalized code books, per the contract, the remaining cost of \$2,062.00 is now due. Additionally, the Village was also charged \$414 for sending material to the codifier after the final draft of the code was provided to the Village's Attorney. Furthermore, the invoice includes the annual subscription fee of \$995.00 for eCode360, which will eventually be linked to the Village's website. This module will allow users to easily access and search the electronic version of the code.

The codification of the Village's ordinances was done by the Village Attorney. An Ordinance adopting the Village Code will go before the Village Board at a future Village Board meeting. After official adoption, eCode360 will be linked to the Village's website and Code Books will be available for the Mayor and Village Trustees.

Trustee Caprio made a motion to approve an Invoice in the amount of \$3,471.00 from General Code for the Finalization and Delivery of the Village's Code Books; seconded by Trustee Sweas. The motion passed unanimously.

- h) Consider the Annual Review and Approval of the Mayor and Village Board Standard Operating Procedures (SOP) #1-11.

Trustee Sweas made a motion to approve the proposed changes to the Mayor and Village Board SOP's 1 and 2; seconded by Trustee Rodgers. The motion passed unanimously.

- i) Consider for Approval Resolution No. 16-004, a Resolution Directing Village Staff to Not Enforce the Ninety-One (91) Days Maximum Annual Display Time Permitted for Temporary Signs, Section 10.6-5.b(2), for 159th Street Corridor Businesses for the Duration of the IDOT 159th Street Road Improvement Project.

Economic Development Director Patch provided background on the proposed resolution. This resolution would provide support to businesses that are impacted by the IDOT 159th Street Road Improvement Project, in addition to the Village-sponsored business identity signs that are anticipated to be implemented in mid-summer of 2016. The only aspect of temporary sign enforcement that this

resolution would affect is directing staff to not enforce the maximum allowable 91-day display time limit per Section 10.6-5b(2) for temporary signs for 159th Street corridor businesses located within the IDOT 159th Street Road Improvement Project limits for the duration of the project. All other temporary sign regulations would remain in effect.

Mayor Yukich concurred that this resolution will provide additional support to 159th Street corridor businesses that are impacted by the roadway project.

The committee was in agreement to revise the resolution to establish a deadline at the end of the calendar year, with further deadline extension beyond December 31, 2016 subject to Village Board approval.

Trustee Caprio made a motion to approve Resolution No. 16-004, a Resolution Directing Village Staff to Not Enforce the Ninety-One (91) Days Maximum Annual Display Time Permitted for Temporary Signs, Section 10.6-5.b(2), for 159th Street Corridor Businesses for the Duration of the IDOT 159th Street Road Improvement Project with the revision to establish a deadline at the end of the calendar year, with further deadline extension beyond December 31, 2016 subject to Village Board approval; seconded by Trustee Sweas. The motion passed unanimously.

- j) Consider for Approval a motion to Waive the Formal Bidding Process and Approve an Agreement with Landscape Supply, Inc. for the Spring 2016 Public Parkway Tree Planting Program at a not to exceed amount of \$58,500 and Fall 2016 Public Parkway Tree Planting Program at a not to exceed amount of \$58,500.

Administrative Assistant Sue Steilen provided the Committee with background on the Village's previous tree planting programs and the difficulties that staff encountered with other contractors. These difficulties led to improper planting and increased staff time to supervise planting procedures. In the spring of 2015, an RFP was issued for the spring tree planting program and was awarded to the lowest bidder (Landscape Supply, Inc.). Unlike previous plantings, this planting was done properly and communication between the contractor and Village staff was efficient. In the fall of 2015, the Village Board approved an additional contract with Landscape Supply, based on the spring 2015 contract prices, without going through a bid process. Again, all went well with the fall 2015 planting program and Village staff was pleased with the work performance of Landscape Supply, Inc.

Trustee Rodgers expressed concern about the no bid process in that she felt that perhaps there could be cost savings left on the table. Administrative Assistant Steilen indicated that Landscape Supply Inc. had been, in the past, the low bidder when the project was put out for bid.

Trustee Sweas made a motion to Waive the Formal Bidding Process and Approve an Agreement with Landscape Supply, Inc. for the Spring 2016 Public Parkway

Tree Planting Program at a not to exceed amount of \$58,500 and Fall 2016 Public Parkway Tree Planting Program at a not to exceed amount of \$58,500; seconded by Trustee Caprio. The motion passed unanimously.

- k) Consider for Approval the Purchase of Equipment in the amount of \$198,661.52 for the Future Maintenance of the Village's Parks and Trails.

Trustee Rodgers requested that Village staff provide the Committee and Village Board with further information comparing the initial purchase of the equipment to the costs that would be incurred if the Village continued to use contractors for park and trail maintenance. Finance Director / Treasurer Sawyers provided the Committee with a breakeven analysis for the purchase of the park equipment with an estimated breakeven point of 2020. Staff will include this item for review by the Village Board prior to final approval for the purchase.

Trustee Caprio made a motion to approve the Purchase of Equipment in the amount of \$198,661.52 for the Future Maintenance of the Village's Parks and Trails; seconded by Trustee Sweas. Trustee Rodgers voted no. Mayor Yukich also expressed support of the motion. The motion passed.

- l) Consider for Approval the November - December, 2015 invoices in the Amount of \$111,809.03 for Professional Services from TRIA Architecture for the Village Hall Renovations.

The Committee was in agreement to combine Items 6.l – 6.n into one motion.

Trustee Caprio made a motion to approve the November - December, 2015 invoices in the Total Amount of \$111,809.03 for Professional Services from TRIA Architecture for the Village Hall Renovations; seconded by Trustee Sweas. The motion passed unanimously.

7. Discussion/Update Items.

- a) Village Manager's Update.

Interim Village Manager Kokodynsky updated the Committee on the hiring process for the Assistant Planner position and the Receptionist position. Two applicants for the assistant planner position were selected for second-round interviews which will take place next week. Mayor Yukich stated that he would like to be included in the second-round interviews. The Village received over one hundred applications for the receptionist position. Three applicants have been selected for second-round interviews.

Furthermore, Interim Village Manager Kokodynsky and Village Clerk Ann Holtz met with staff to discuss initiatives and ideas for the Village's 15th Anniversary. Staff will be presenting their ideas for Village Board approval at a future date.

Facilities Manager Robinson discussed the potential establishment of a Comcast Channel 6 programming channel that would be exclusive to the Village of Homer Glen. While exact proposals have not been received by the Village, staff requested direction from the Committee as to whether or not this proposal should be pursued. The Committee was in agreement and directed staff to pursue proposals and costs for this project.

b) Village Finance Director's Update

1. Discussion of Draft FY 2016-17 Budget.

Finance Director / Treasurer Sawyers provided the Committee with the first draft of the FY 2016-17 Budget. The Committee was in agreement to direct Finance Director / Treasurer Sawyers to consolidate the Land Acquisition Fund into the Park Fund. A budget initiative sheet was also distributed to the Committee that outlines major new budget revenues and expenditures for the FY 2016-17 Budget.

The second draft of the FY 2016-17 Budget will be distributed to the Committee on March 2 to be discussed at the March 10 Special Administration and Finance Committee Meeting. The Committee agreed to cancel the regularly scheduled Administration and Finance Committee Meeting on March 3.

c) Development Services Director's Update

1. Update on Sewer and Water

Development Services Director Salamowicz provided the Committee with an update on the proposed water main and sanitary sewer line. The 90% plans for the water main have been sent to IDOT. Village staff held a meeting with Illinois American Water to discuss the water main connection. The Village would own the line but delivery of the water would be through IAW. Staff has also met with Lockport to discuss alternate connection plans. Furthermore, a license must be obtained from the Will County Forest Preserve District to construct the water main. This will be going to the FPD Board for consideration of approval at their March 10 meeting and for the Village Board to consider for approval at the February 24 meeting.

Two parcels will still need to be obtained by the Village to allow for the construction of the proposed sanitary sewer line.

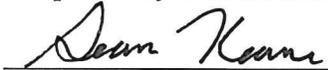
8. Public Comment.

There was no public comment.

9. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Rodgers to adjourn. Motion carried.
The meeting was adjourned at 6:43 p.m.

Respectfully Submitted:



Sean Keane
Administrative Analyst