

Administration & Finance Committee

Minutes of the Meeting on
March 10, 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 and EMA Coordinator John Robinson, Deputy Village Clerk Kathy Carik and Administrative Analyst Sean Keane.

4. Approval of Minutes.

a) February 17, 2016

Mayor Yukich stated that the minutes from the February 17, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the February 17, 2016 meeting; seconded by Trustee Rodgers. The motion passed unanimously.

5. Old Business.

a) Discussion Regarding the Second Draft of the Village's FY 2016-2017 Budget.

Finance Director Sawyers presented the second draft "Detailed Budget Report" for the fiscal year ending 4/30/2017 to the Committee. A \$55,326 operating surplus is projected for FY ending 4/30/17. This surplus complies with the Village's fund accounting policy (SOP #2). Director Sawyers also provided a summary schedule of opening and closing cash balances with budgeted revenues and expenditures by fund.

Furthermore, a budget initiatives list was provided to the Committee, which listed major budget initiatives by fund for the FY2016-17 Budget. Director Sawyers stated that most requests made by the Village Trustees and Department Directors were included in the initiatives list.

Director Sawyers stated that revenues are projected conservatively, using trended data.

Director Sawyers summarized the budget initiatives by fund, as follows:

GENERAL FUND-10:

Administration

- New staffing position- Assistant Planner
- New staffing position- Assistant Village Manager
- New staffing position- Assistant Dev. Services and Finance
- New staffing position- Replace Dev. Services Inspector
- MS4 permit professional services, required by IEPA- \$20,000
- Fourth Mosquito application- additional \$12,000
- Moving to new Village Hall- saved \$178,000
- Color copier lease- \$4,000
- Subdivision Ordinance- \$25,000
- Hickory Creek Watershed Group Membership- \$7,000
- Computer equipment, including large format plotter/scanner- \$8,495

The Committee was in agreement to remove the Assistant Planner and Assistant Dev. Services and Finance staffing positions from the General Fund Initiatives list. Both of these staffing positions were created in FY2015-16 and therefore are not considered an initiative for FY2016-17. The Assistant Village Manager and Development Services Inspector positions should be indicated as a restored position rather than a new position.

Trustee Rodgers commented that the budget presentation should indicate that four mosquito control applications were conducted during FY2015-16, despite only three applications being included in the budget. Thus, the FY2016-17 budget includes the same number of applications that were conducted in the previous two fiscal years.

Trustee Sweas asked Development Services Director Salamowicz what the benefits of the Hickory Creek Membership were. Director Salamowicz stated that some of the water quality testing that is required for MS4 permitting will be conducted through the Hickory Creek Watershed group.

Public Safety

- Maintenance of Opticom- \$15,000

Building

- Pickup truck- \$29,000
- Desktop Scanner- \$2,500

Trustee Rodgers asked if the updated budget initiatives sheet would be provided at the Budget presentation. Interim Village Manager Kokodynsky stated that

the budget initiatives would be incorporated into the presentation in a different format.

Mayor Yukich asked what the age of the Building Department's current pickup truck is. Chief Building Official Baber stated that the current truck is a 2006. This truck will be repositioned for use by the Code Enforcement Officer.

Public Works

- Underground Utilities Locates- \$95,000- cost previously covered by Homer Township Road District (HTRD).

Development Services Director Salamowicz further explained that this item is part of street light maintenance and the Village's portion of the J.U.L.I.E. locate fees. The maintenance and locate fees were previously paid for by the HTRD.

Mayor Yukich asked why the J.U.L.I.E. locate fees would be the responsibility of the Village.

Director Salamowicz stated that per the intergovernmental agreement with HTRD, this expense belonged to the Village. When reviewing the data from previous years provided by the HTRD, typically only 20% of the J.U.L.I.E. calls require actual locates for underground utilities that the Village would be responsible for.

Mayor Yukich asked if this \$95,000 is a flat fee. Director Salamowicz stated that the fees for the locates vary and the \$95,000 is a placeholder to ensure that the additional fees are budgeted.

Trustee Sweas asked if each call to J.U.L.I.E would result in one charge even though multiple locate crews are involved. Director Salamowicz stated that each entity (Village of Homer Glen, Illinois American Water, Nicor, etc.) would be responsible for their own portion of each locate. J.U.L.I.E. does not actually conduct the locates but rather acts as the coordinator of the entities that are involved. If it is determined that there are no street light utilities in the area of a J.U.L.I.E call, then the Village's locate crew will not have to be sent to the site.

Mayor Yukich directed Chief Building Official Baber to survey other municipalities to inquire how they administer the J.U.L.I.E locate costs. Furthermore, Mayor Yukich directed Development Services Director Salamowicz to retrieve the invoices from J.U.L.I.E locates that were previously paid for by the HTRD to see what these locates typically cost and what projects require digs to be conducted.

Finance Director Sawyers stated that the budgeted amount of \$95,000 is on the high end. Development Services Director Salamowicz concurred that the costs associated with the street light maintenance and J.U.L.I.E locates likely would be much lower than the budgeted amount.

Economic Development

- Video Production- \$10,000

EMA

- Used Vehicle- \$15,000

Other

- Sales Tax Incentive for Big R- estimated at \$16,800
- Contingency- Increased to \$200,000

SPECIAL EVENT FUND-12:

- Volunteer Anniversary Picnic- not to exceed \$10,000

Trustee Rodgers requested that the Volunteer Anniversary Picnic line item be changed to “community events”. Finance Director Sawyers stated that he could include the item under “community events and activities”.

ENVIRONMENT FUND- 14:

- Hazardous Waste Collection Day- \$10,000

The Committee discussed the recent closing of electronic recycling locations throughout Will County. Mayor Yukich explained that the Will County Governmental League is exploring options for municipalities to provide electronic recycling to their residents.

Finance Director Sawyers stated that the environmental surcharge revenues from refuse bills go towards events such as the Household Hazardous Waste Collection Day. Interim Village Manager Kokodynsky stated that the Village shares the cost of this event with Will County and therefore the event must be open to Will County residents.

Trustee Rodgers requested that staff provide a cost breakdown for the Village hosting early voting.

MFT FUND- 20:

- Homer Township Road District- Increase by \$200,000 for JULIE, street light replacement and maintenance and engineering staff.
- 143rd Street and Lemont Road- Updated costs to complete.

PARK FUND- 50:

- Local Motor Fuel Tax- \$.03 per gallon, effective 3/1/16 (\$750,000 first year).
- Pending IDNR grant for Goodings Grove Park- \$170,500
- Permanent staffing position- Mechanic I
- Temporary staffing position- 2 seasonal laborers
- Temporary staffing position- 1 custodian
- Village Hall park plan- \$90,000
- Elimination of contracted mowing- saves \$89,000
- Goodings Grove park development- \$420,000 (pending \$170,500 IDNR Grant)
- Future park improvements- \$250,000

Director Sawyers stated that the Land Acquisition Fund will purge into the Park Fund, effective April 30, 2016. The Land Acquisition Fund had a balance of approximately \$23,000.

Trustee Rodgers asked how the Village Board would be informed of the local motor fuel tax revenues. Finance Director Sawyers stated that the local motor fuel tax will be paid to the Village on a monthly basis. He will present the local motor fuel tax revenue data to the Village Board as part of his monthly Treasurer's report.

DEBT SERVICE FUND- 65:

Finance Director Sawyers stated that the Debt Service Fund has no major initiatives for FY2016-17. The fund contains revenues from Home Rule sales tax of approximately \$2.5 million and expenditures towards Bond principal and interest of approximately \$2 million.

CAPITAL PROJECT FUND- 70:

- Village Hall Architectural fees- \$59,000 to complete
- Village Hall Renovation- \$2,000,000
- Street light retrofit- \$100,000
- Traffic calming- \$50,000
- Tornado sirens- \$30,000

Mayor Yukich asked how many tornado sirens would be installed. EMA Coordinator John Robinson stated that the budgeted \$30,000 would allow for moving one existing siren that needs to be relocated due to road construction as well as the installation of one new siren. The location of the new siren is still to be determined.

Trustee Rodgers suggested that the Traffic Calming initiative be budgeted in the General Fund under "Public Safety." Finance Director Sawyers stated that the initiative meets the criteria for a capital project because it is a tangible project. The surplus in the Capital Project fund allows for this project. Furthermore, Development Services Director Salamowicz stated that the traffic calming initiative is in its "test stage."

Trustee Rodgers asked where the 143rd Street proposed sidewalk project would be budgeted from in the Capital Project Fund. Development Services Director Salamowicz stated that this would be for the engineering of the project. Finance Director Sawyers stated that this would be budgeted from the professional fees.

EAB FUND- 71:

- Parkway tree replacement program (\$132,000- twice as many as 2016)

BOND FUND- 72:

- Continue funding water transmission line based on NWCWA budget- \$112,600.
- Continue funding drainage projects- \$1,101,650
- Sewer Line- \$4,100,000
- Water Line- \$2,100,000
- Business Signs- \$30,000

Interim Village Manager Kokodynsky asked if there would be funds budgeted for park development at the Village Hall Park in addition to the funds budgeted for the park plan. Finance Director Sawyers stated that if the Village Board should decide to start a phase of the actual park development, these funds could be allocated from the \$250,000 Park Improvement line item included in the Park and Recreation Fund.

Director of Planning and Zoning Schwarz asked if the Village budgeted for monument signage for the New Village Hall. Mayor Yukich stated that the budgeted expense for Village Hall renovations in the Capital Project Fund would cover that project.

Finance Director Sawyers stated that the FY2016-17 Budget will be made available to the public at the end of March. A legal notice will be published in the March 24 edition of a local newspaper. The budget will be presented at the March 23 Village Board meeting. A public hearing will be held at the April 13 Village Board meeting. The Budget will be presented to the Village Board for approval at the April 27 Village Board meeting.

Trustee Rodgers asked staff to ensure that Trustee Burian will be available to attend the Village Board meeting so that he can vote on the proposed budget.

6. Old Business.

a) Consider for Approval a Motion to Accept the Bid Proposal for Voice/ Data Wiring in the New Village Hall from Andromeda Technology Solutions in the Amount of \$15,661.49.

Trustee Caprio stated that he was unaware of the Village staff seeking bids for the Voice/ Data wiring. He requested a bid from a company that he is familiar with and was able to secure a bid that offered competitive pricing.

Trustee Rodgers asked if the bid that Trustee Caprio received was union. Trustee Caprio stated that this company was non-union. Facilities Manager Robinson stated that of the bids he received, three of the four companies are union. Furthermore, he stated that all companies contracted for this job must pay prevailing wages. Further discussion occurred.

Facilities Manager Robinson expressed concern over why the additional bid came in at a significantly lower cost than the other four bids received by the Village. Further discussion occurred.

The Committee was in agreement to direct Facilities Manager Robinson to ask if the additional bid amount was included paying employees prevailing wages. This item will be brought to the Board for consideration at the next Village Board meeting.

Trustee Sweas made a Motion to Accept the Bid Proposal for Voice/ Data Wiring in the New Village Hall from Andromeda Technology Solutions in the Amount of \$15,661.49; seconded by Trustee Rodgers. The motion died. No vote was taken.

7. Discussion / Update Items.

a) Village Manager's Update.

Interim Village Manager Kokodynsky informed the Committee that she has prepared a job advertisement for the two temporary full-time seasonal employees. Furthermore, a job advertisement will be prepared for the full-time mechanic position in the near future.

Moreover, several staff members updated the Committee on various items. They are as follows.

Chief Building Official Baber stated that due to recent situations, the Village would like to have leverage in denying permits, licenses and other permissions based on outstanding balances owed to the Village.

Mayor Yukich directed Chief Building Official Baber to investigate ways to have leverage in denying permissions based on outstanding balances owed to the Village.

Director of Planning and Zoning Schwarz stated that a proposed restaurant use has applied for a Special Use permit for a liquor license in a leased space at the shopping plaza containing Blueberry Hill Cafe. The case will be going before the Plan Commission in the coming month and ultimately the Village Board. There is a concern that there are not enough parking spaces to accommodate the restaurant's use. An application for the building permit has been submitted and the owner of the restaurant anticipates a three month buildout.

The Committee was in agreement to direct the potential restaurant owner to perform an informal parking study during weekend hours to determine if parking is a concern with this proposed use. Staff will hold off on permit issuance until the parking concern is addressed.

b) Village Finance Director's Update

No formal report.

c) Development Services Director's Update

1) Update on Black Rock Estates Building Permit Moratorium

Development Services Director Salamowicz updated the Committee on the expired Black Rock Estates Building Permit Moratorium. There has been recent activity in this subdivision and potential interest in building. This subdivision is a non LOC subdivision with the public improvements being uncompleted.

2) Discussion of Will County Department of Transportation Stormwater Variances (143rd & Bell Rd. Intersection and Bell Rd. from 151st St. to 159th St.)

Development Services Director Salamowicz informed the Committee that Will County has requested variances in meeting the storm water retention requirements of the project. There are multiple storage areas near the intersection; however, staff is concerned that if these variances are granted, a precedent will be created and lead to future storm water variances for other projects.

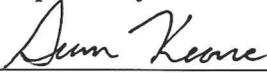
9. Public Comment.

There was no public comment.

10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Rodgers to adjourn. Motion carried.
The meeting was adjourned at 6:38 p.m.

Respectfully Submitted:



Sean Keane
Administrative Analyst