

# Administration & Finance Committee

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Minutes of the Meeting on  
April 11, 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 4:30 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:30p.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. Mayor Yukich excused himself from the meeting at 5:43 p.m.

Also Present: Chief Building Official Joe Baber, Development Services Director Mike Salamowicz, Planning and Zoning Director Michael Schwarz, Facilities Manager and EMA Coordinator John Robinson, Assistant Planner Caron Bricks and Administrative Analyst Sean Keane.

4. Approval of Minutes.

a) March 10, 2016

Mayor Yukich stated that the minutes from the March 10, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the March 10, 2016 meeting; seconded by Trustee Caprio. The motion passed unanimously.

5. Old Business.

There was no Old Business.

6. New Business.

a) Consider for Approval the Village's February Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,220.75.

Trustee Sweas made a motion to approve the Village's February Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$5,220.75; seconded by Trustee Caprio. The motion passed unanimously.

b) Consider for Approval the Village's March Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$177,291.92.

Mayor Yukich updated the Committee on the progress of the work being completed by Troop at the New Village Hall. Trustee Caprio asked if the

contractor completing the voice / data wiring has walked through the building. Facilities Manager Robinson stated that the contractor has not yet walked through the building.

Trustee Caprio made a motion to approve the Village's March Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$177,291.92; seconded by Trustee Sweas. The motion passed unanimously.

- c) Consider for Approval a Motion to Extend the Contract with Lyons Pinner Electric Companies for One Year for Street Light Maintenance within the Village of Homer Glen.

Mayor Yukich asked if Street Light Maintenance could be performed by Village staff in the future. Facilities Manager Robinson stated that this is something that could be looked into for the future. A cost analysis would have to be completed. Development Services Director Salamowicz stated that this would be the second year that the Village contracted with Lyons Pinner Electric Companies. The contract extension includes 29 additional street lights. These additional street lights resulted in a slight increase of \$1,586.88 in the overall cost of the contract. The contract cost does not include unexpected costs, such as street light repairs and replacements due to traffic accidents and unforeseen damage. These costs are additional and, if applicable, are sometimes recovered through insurance claims. The overall street light maintenance costs for FY2015-16 is approximately \$61,200. The planned maintenance contract and unexpected costs are accounted for in the \$83,000 of MFT funds identified in the IDOT Resolution for Maintenance of Streets and Highways by Municipality under the Illinois House Code.

Trustee Caprio made a motion to Extend the Contract with Lyons Pinner Electric Companies for One Year for Street Light Maintenance within the Village of Homer Glen; seconded by Trustee Sweas. The motion passed unanimously.

- d) Consider a Motion to Approve the IDOT Resolution for Maintenance of Streets and Highways by Municipality for Street Light Maintenance within the Village of Homer Glen.

Development Services Director Salamowicz stated that this \$83,000 allocation is based on the street light maintenance costs from FY2015-2016, which includes 29 additional street lights.

Trustee Caprio made a motion to approve the IDOT Resolution for Maintenance of Streets and Highways by Municipality for Street Light Maintenance within the Village of Homer Glen; seconded by Trustee Rodgers. The motion passed unanimously.

e) Discussion Regarding Smoke Shops and Smoking Lounges

Interim Village Manager Kokodynsky stated that Assistant Planner Bricks was tasked with researching Zoning Ordinances from other communities and best practices regarding these uses.

Assistant Planner Bricks provided the Committee with a summary table of the results of a survey regarding smoke shops and smoking lounges. Eight communities responded to the survey. The Villages of Lemont and New Lenox are the communities that have most clearly defined regulations for smoke shops and smoking lounges. The Village of Lemont regulates the lounge use while the Village of New Lenox regulates the retail use.

Trustee Rodgers suggested that Village staff research the Village of Frankfort's Zoning Ordinance as a basis of comparison.

Director of Planning and Zoning Schwarz stated that currently there are six businesses in the Village that sell traditional tobacco products and e-cigarettes / vaping devices. The Village's Indoor Clean Air Policy does not regulate e-cigarette products as it does traditional tobacco products.

The Committee was in agreement to recommend that smoking lounges uses could require a Special Use Permit in the I-1 "Industrial" Zoning District. Smoke Shops would be a permitted use in all commercial zoning districts. Furthermore, the Committee was in agreement to direct staff to schedule a workshop item at the April 27 Village Board meeting to discuss Smoke Shops and Smoking Lounges.

Director Schwarz stated that several Village Ordinances are ancillary to the Zoning Ordinance including:

- Ordinance 08-004, An Ordinance Establishing a Village Indoor Clean Air Policy
- Ordinance 08-012, An Ordinance Establishing Possession Tobacco Restrictions of the Village of Homer Glen
  - Director Schwarz stated that, to his knowledge, the City of Chicago is the only other Illinois municipality that has altered their Tobacco possession restrictions, including electronic cigarettes, to raise the minimum possession age from 18 to 21. There is, however, a proposed state law to raise the possession age Statewide. Director Schwarz stated that, as a home rule community, the Village of Homer Glen may have the legal authority to raise the possession age from 18 to 21, though the Village Attorney would need to confirm. The Committee was in agreement to maintain the State-wide possession age of 18 and not pursue any changes to the minimum age for possession of tobacco products in the Village of Homer Glen. Director Schwarz stated that definition of tobacco and tobacco products would need to be expanded to include e-cigarette products.

- Ordinance 05-063, An Ordinance Licensing Retailers of Tobacco and Tobacco Products in the Village of Homer Glen
    - Director Schwarz stated that there is a need to expand the definition of tobacco and tobacco products to address e-cigarette products in this Ordinance for purposes of licensing through the Village Clerk.
  - Ordinance 05-022, An Ordinance Prohibiting the Use, Possession, Manufacture, Delivery, Advertisement of, and Sale of Drug Paraphernalia in the Village of Homer Glen.
    - Chief Building Official Baber stated that a Hookah pipe is considered drug paraphernalia and therefore this Ordinance potentially would need to be updated.
- f) Discussion Regarding Proposed Voice Data System and Service from Comcast for the New Village Hall

Facilities Manager John Robinson presented the proposed voice data system and service from Comcast for the New Village Hall. According to the presentation, some of the major reasons for choosing the system include: cost savings, business continuity / disaster recovery, increased productivity, ability to support remote workers, and improved customer experience.

Facilities Manager Robinson stated that the auto attendant feature of the system would enable residents to automatically be transferred to outside entities such as the Will County Sheriff and Illinois American Water without having to make a separate phone call. Trustee Rodgers asked what entity would be charged for that phone call. Manager Robinson stated that all calls would be included in the service.

Furthermore, Facilities Manager Robinson explained how the system could forward calls to mobile phones or send voicemails to a staff member or Trustee's email. These settings could be personalized by each staff member or Trustee.

Trustee Caprio suggested that Village staff look into purchasing the VVX410 phone model rather than the VVX310.

Trustee Rodgers asked if the phone system could be purchased rather than leased. Facilities Manager Robinson stated that the Comcast Business Voice Edge VOIP voice/data system would allow for continual updates to the leased equipment and technology. The equipment would be owned by Comcast. Finance Director Sawyers concurred that the Village should not pursue purchasing the voice/data system equipment.

Facilities Manager Robinson stated that if the Village were to establish a PEG channel, the construction cost to bring the Comcast fiber to the building would be waived with the use of Business Voice Edge as they use the same fiber cable.

Interim Village Manager Kokodynsky stated that this will increase the budget line item by \$8,000. The contingency line item will be reduced by \$8,000 to allow for this increased cost and result in a net zero impact on the General Fund operating balance.

7. Discussion/Update Items.

a) Interim Village Manager's Update.

1. Discussion Regarding the Village Hall Park Property's Irrigation System

Facilities Manager Robinson stated that the Village was contacted by a company that buys used irrigation equipment from old golf courses. The company estimated that the Village Hall Park property has approximately \$10,000 worth of irrigation equipment within it. As drainage improvements and park development occurs on the property, some of the irrigation equipment could be removed and sold. Other portions of the park could utilize the remaining equipment to water parts of the park.

The Committee was in agreement to direct staff to sell the surplus irrigation equipment as the drainage improvements and park development occurs. The as-builts of the irrigation system will be given to the Park Planner Consultant.

2. Miscellaneous Items

Interim Village Manager Kokodynsky presented a brief overview of the electronic version of the Village Code that will be linked to the Village website, pending Village Board approval. The online code portal will allow users to search by keyword. New Ordinances that have not yet been codified will also be viewable on the online portal. Trustee Rodgers asked how often the Ordinances would be codified. Interim Village Manager Kokodynsky stated that codification would occur on a quarterly basis. Paper copies of the code book will also be available for the Village Board and staff.

Chief Building Official Baber stated that the Village often receives requests from non-profits who want to hold 5-K races within the Village. Due to staffing requirements, the Village is unable to meet these requests and provide a safe venue for these events. At this time, the Village must deny requests to hold these events.

At the March 10 Administration and Finance Committee Meeting, Chief Building Official Baber was directed to research how other communities administer the costs for JULIE locates. In looking at other communities, it was found that these locates are often allocated from the Village's general operating budget. The cost is not accounted for in permitting fees.

Furthermore, Chief Building Official Baber provided the Committee with research of how other communities deal with registration of landscapers. Seven of the eight communities surveyed require landscapers to register as a contractor. Due to the volume of landscapers that work within the Village, the registration process would be an "education process." Trustee Rodgers suggested that the Ordinance clearly

define "landscapers" so that those companies that just cut grass may not be required to register with the Village. The Committee directed Chief Building Official Baber to look at how other communities define landscapers within their Ordinances.

Trustee Rodgers asked if Village staff has researched the potential establishment of transfer stamps. The Committee had previously discussed the establishment of a transfer stamp that could be purchased for a small amount. This would ensure that prior violations and tickets were paid by the property owner. Finance Director Sawyers will research if the Village board can approve the establishment of transfer stamps.

b) Village Finance Director's Update

No report.

c) Development Services Director's Update

No report.

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 6:32 p.m.

Respectfully Submitted:



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Sean Keane  
Administrative Analyst