

# Administration & Finance Committee

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Minutes of the Meeting on  
May 4, 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 4:36 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.

Also Present: Chief Building Official Joe Baber, Development Services Director Mike Salamowicz, Deputy Clerk/Office Manager Kathy Carik and Administrative Analyst Sean Keane.

4. Approval of Minutes.

a) April 11, 2016

Mayor Yukich stated that the minutes from the April 11, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Caprio made a motion to approve the minutes from the April 11, 2016 meeting; seconded by Trustee Sweas. The motion passed unanimously.

5. Old Business.

a) Discussion Regarding Amending the Village Code, Article IV, to Require the Registration of Contractors Performing Landscaping Work in the Village of Homer Glen.

Chief Building Official Baber stated that he investigated how other communities define landscapers for the purpose of requiring landscaper registration within their Ordinances. Research indicated that several communities require all types of contractors to register. Two of the communities that were surveyed do not require lawn maintenance contractors to register. Their Ordinances differentiate between lawn maintenance landscape contractors and other landscape contractors.

Trustee Rodgers expressed concern as to how this regulation would be enforced. Furthermore, Trustee Caprio asked how the registration requirements would be communicated to the residents. Interim Village Manager Kokodynsky stated that an informational ad could be placed in local newspapers to inform and educate the residents of the regulations placed on landscaping contractors, similar to what was done when Leaf Burning Permits were enacted. Chief Building Official Baber stated that the contractors should be familiar with these regulations because they are already in place in other communities.

The Committee discussed how many contractors leave materials in the public right-of-ways. Chief Building Official Baber stated that part of the intent of the proposed registration requirement is to inform the contractors of the Village's regulations.

Trustee Rodgers stated that, if enacted, the Code requiring landscapers to register would have to decipher between "lawn maintenance" and other landscape contractors. If a contractor just maintains lawns, they should not be required to register.

Mayor Yukich asked how other communities are enforcing the requirement of landscape contractor registration. The Committee discussed various ways of informing the landscape contractors of the requirements, including notifying major area landscape companies, sending out letters, and publishing ads in the newspaper.

Chief Building Official Baber was directed to research how other communities enforce the requirement of landscape contractor registration. Furthermore, he was directed to research language deciphering between lawn maintenance contractors and other landscape contractors.

#### 6. New Business.

- a) Consider for Approval the Village's March Legal Bills from Mahoney, Silverman & Cross, LLC. in the Amount of \$3,997.50.

Trustee Sweas made a motion to approve the Village's March Legal Bills from Mahoney, Silverman & Cross, LLC. in the Amount of \$3,997.50; seconded by Trustee Caprio. The motion passed unanimously.

- b) Consider for Approval TRIA Architecture's Invoices for Professional Services Related to the Village Hall Renovation Project in the Total Amount of \$72,587.10.

Discussion occurred regarding the delay in payments to the Architect.

Trustee Sweas made a motion to approve TRIA Architecture's Invoices for Professional Services Related to the Village Hall Renovation Project in the Total Amount of \$72,587.10; seconded by Trustee Rodgers. The motion passed unanimously.

- c) Consider for Approval the Village's April Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$239,613.53.

The Committee directed Finance Director Sawyers to release the payment without Village Board approval because the contract amount was already approved.

Trustee Caprio made a motion to Approve the Village's April Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$239,613.53; seconded by Trustee Rodgers. The motion passed unanimously.

- d) Consider for Approval the Will County Center for Community Concerns (WCCCC) Request for the Village of Homer Glen's Contribution to their Programs and Services.

Trustee Rodgers commented that the services provided by the WCCCC to Homer Glen residents are eye-opening. She suggested that the bill go to the Village Board for approval so the other Trustees are aware of the services that are provided to Homer Glen residents by WCCCC.

Trustee Caprio made a motion to approve a one-time contribution of \$1,000 to the Will County Center for Community Concerns (WCCCC) to support their programs and services; seconded by Trustee Rodgers. The motion passed unanimously.

- e) Discussion Regarding the Establishment of a Community Room Use Policy

Deputy Clerk/Office Manager Carik presented a draft application and policy for the community room at the new Village Hall to the Committee. Staff researched the applications and policies from other communities. Questions still remain as to what the capacity of the room will be and whether or not more than one meeting can occur simultaneously.

Trustee Rodgers asked why the policy stated that the deposit would be refunded within three to four weeks, in full or part based upon an assessment of the facilities. Finance Director Sawyers stated that this time period would allow adequate time for the Accounts Payable Clerk to enter and process the deposit. Furthermore, Deputy Clerk Carik stated this time period was what other communities had stated in their policy.

The Committee also discussed the insurance requirement outlined in the policy. Trustee Rodgers stated that some of the not-for-profit groups that would use the community room may not carry certificates of insurance.

Trustee Rodgers stated that she is in favor of requiring a deposit, as outlined in the policy. Mayor Yukich concurred.

The Committee directed Deputy Clerk/Office Manager Carik to research how much the insurance requirement would cost for not-for-profit community groups.

Trustee Rodgers suggested that serving of food and beverages be prohibited in the community room.

The Committee was in agreement that reservations for the Community Room should be on a month-to-month basis. The language stating that reservations for the room can be made 6 months in advance should be removed from the policy.

- f) Consider for Approval Resolution No. 16-007, a Resolution Approving the Release of Letter of Credit No. 68090479 for Meijer Great Lakes Limited.

Development Services Director Salamowicz stated that he performed an inspection and the improvements have been found to be in good condition and in compliance with Village requirements.

Trustee Caprio made a motion to approve Resolution No. 16-007, a Resolution Approving the Release of Letter of Credit No. 68090479 for Meijer Great Lakes Limited; seconded by Trustee Sweas. The motion passed unanimously.

- g) Consider for Approval Resolution No. 16-008, a Resolution Approving the Release of Letter of Credit No. 2006-1600 for the Hidden Cove Subdivision.

Trustee Sweas made a motion to approve Resolution No. 16-008, a Resolution Approving the Release of Letter of Credit No. 2006-1600 for the Hidden Cove Subdivision; seconded by Trustee Caprio. The motion passed unanimously.

## 7. Discussion/Update Items.

- a) Interim Village Manager's Update.

### 1. Miscellaneous Items

#### a. Goodings Grove Park

Interim Village Manager Kokodynsky stated that the Village received a letter from the Illinois Department of Natural Resources regarding the pending grant for the Goodings Grove Park. The letter provided clarification that the Village may pursue the project using its own funds, with no promise of continued State participation. The Committee was in agreement to keep this project on hold until the General Assembly appropriates funds for the grant. Development Services Director Salamowicz stated that the Village has budgeted for the 50% matching funds for this project.

- b) Finance Director's Update

### 1. Gas Tax Update

Finance Director Sawyers distributed the Local Motor Fuel Tax record to the Committee. These payments reflect the April 2016 tax records and are part of

FY 2015-16. A total of 1,902,186 gallons of fuel were sold at the 8 stations in the Village. This resulted in a total tax revenue of \$56,494.93.

c) Development Services Director's Update

1. Hickory Creek Watershed Planning Group's Membership Renewal Dues

The Committee evaluated the Village's current Hickory Creek Watershed Planning Group's Membership Renewal Dues and the services that the Village receives from this group.

2. Potential LOC Reduction for Goodings Grove Phase 2

The Committee was in agreement to direct staff to bring the LOC Reduction directly to the Village Board.

3. Erin Hills Park

Director Salamowicz updated the Committee on the damaged board walk railings at Erin Hills Park. Quotes were received for repair. Another potential option discussed was removing the railings completely. Furthermore, the Committee discussed the possibility of installing cameras at the park. Director Salamowicz estimated that the cameras would cost between \$200 and \$250 per camera.

8. Public Comment.

There was no public comment.

9. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 6:06 p.m.

Respectfully Submitted:



Sean Keane  
Administrative Analyst