

Administration & Finance Committee

Minutes of the Meeting on
June 1, 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, Village Manager Mike Mertens and Treasurer/Finance Director John Sawyers.

Also Present: Chief Building Official Joe Baber, Development Services Director Mike Salamowicz, Planning and Zoning Director Mike Schwarz, Economic Development Director Janie Patch, Assistant Planner Caron Bricks and Assistant Village Manager Heather Kokodynsky.

4. Approval of Minutes.

a) May 4, 2016

Mayor Yukich stated that the minutes from the May 4, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Caprio made a motion to approve the minutes from the May 4, 2016 meeting; seconded by Trustee Sweas. The motion passed unanimously.

5. Old Business.

a) Discussion Regarding Establishing a Community Room Use Policy.

Assistant Village Manager Kokodynsky stated that at the last Committee meeting, she was requested to make the following changes to the draft policy: 1) Serving of food and beverages in the Community Room is prohibited; 2) Reservations are made on a month-to-month basis; and, 3) Language stating that reservations for the room can be made six months in advance was removed from the policy.

Additionally, Mrs. Kokodynsky reported that she researched available insurance coverage options for potential applicants. She explained that the Village's insurance provider, IMLRMA offers a Tenant User Liability Insurance Program (TULIP), a program that helps individuals and groups protect themselves and their guests at events held in the Village's Community Room. Since the Village is a member of IMLRMA, TULIP may be offered to Applicants at no additional cost to the Village.

Mrs. Kokodynsky then explained how a potential applicant could use TULIP to obtain inexpensive coverage. The cost for TULIP is based upon the type of event, number of people attending, event length, and several other factors. Coverage for most events is between \$75 and \$150 for \$1 million of protection. A certificate of insurance is then sent to the tenant user. A copy is sent to the Village and the Village is listed as an additional insured.

Trustee Rodgers inquired as to who from staff would stay to open and close for each meeting. Assistant Village Manager Kokodynsky stated that the Village's new security system provides the ability to program a key fob, allowing the potential user to enter to community room only at the time specified for the event. All events must end by 9:00p.m. Further discussion occurred regarding the Village's new security system.

6. New Business.

- a) Consider for Approval the Village's April Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,167.50.

Trustee Sweas made a motion to approve the Village's April Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$5,167.50; seconded by Trustee Caprio. The motion passed unanimously.

Trustee Sweas asked if the Village Attorney was responsive to staff's requests for assistance. Assistant Village Manager Kokodynsky stated that the Village's Attorney did not respond in a timely fashion to the majority of staff's requests. Trustee Sweas noted that it took the Village Attorney over one month to review a contract between the Village and PRI for the Village's Master Park Plan. Trustee Rodgers and the Mayor also agreed that it was difficult to get ahold of the Village Attorney. Mayor Yukich stated that he would speak with the Village attorney about this issue.

- b) Consider for Approval TRIA Architect's Invoices for Professional Services related to the Village Hall Renovation Project in the Total Amount of \$8,000.00.

Trustee Caprio made a motion to approve TRIA Architecture's Invoice for Professional Services Related to the Village Hall Renovation Project in the Total Amount of \$8,000.00; seconded by Trustee Rodgers.

Trustee Sweas asked if TRIA was working with Troop to get their questions answered so that the project could continue on unimpeded. Mayor Yukich noted that Troop fell behind when they found leaks in the roof. Mayor Yukich stated that it is anticipated that staff will be able to move into the new Village Hall on July 14 and 15. The new Board Room is still being worked on and will be the last area in the building to be completed. Assistant Village Manager Kokodynsky reported that moving quotes were received from three companies. Staff still needed to review each of the services offered by the companies to determine the level of services offered. Mayor Yukich stated that Village Hall

will not be open during the two moving dates so that staff could unpack and be prepared to reopen on Monday, July 18. Mayor Yukich explained that staff will be provided fob's, allowing for entrance into certain areas of the building.

- c) Consider for Approval the Village's April Professional Services Invoice for Village Hall Renovations from Troop contracting, Inc. in the Amount of \$344,515.94.

Trustee Rodgers made a motion to approve the Village's April Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$344,515.94; seconded by Trustee Caprio. The motion passed unanimously.

- d) Discussion Regarding an Application for an Exterior Materials Variance for 13529 Maple Avenue.

Assistant Planner Bricks explained that the designs for the proposed home were recently submitted to staff. Since the modern design of the home is unique, staff requested feedback from the Committee. Trustee Rodgers stated that the proposed design would not fit in with the character of homes in the Village. Director Schwarz stated that the home was set back from the street and the area is heavily wooded. Trustee Caprio stated that he liked the design but agreed that it would look out of place with the other homes. Director Schwarz asked if the Committee had any issues with the applicant using brick instead of the proposed stucco. Trustee Rodgers stated that it would look completely different and then it would be a good fit for the area. Mayor Yukich stated that Director Schwarz should explain to the applicant the Village's ordinance requires brick or stone to be used. If those materials will not work for the applicant then it would be unlikely that the applicant would be successful obtaining a variance due to the lack of hardship being shown for the requested use of stucco on the exterior of the home.

- e) Consider for Approval an Agreement with CGI Communications, Inc. for the 2016 Community Video Program.

Director Patch explained that CGI Communications, Inc. is a provider of marketing solutions to communities and small businesses. They offer a Community Showcase Program which is open to both members and non-members.

Director Patch further explained that CGI proposed to create a series of short 30 second to one minute marketing videos for the Village of Homer Glen that would include pertinent information regarding the community (i.e. education, real estate, businesses, etc.). If the Village opted to approve the proposed agreement with CGI then a professional video would be created and made accessible via the Village's website. The video program would not cost the Village any money to produce; however, it would require support from Homer Glen business sponsors which would have their logo featured around the perimeter of the video panel. Lemont's website provides an example of what a typical Community Video Program would entail.

Director Patch expressed the importance of having a video presentation about the community available for viewing by potential businesses and residents. Director Patch stated that not for profit organizations would not be charged if they wished to have their logo featured. Director Patch stated that a community may have up to three videos produced. Village Manager Mertens stated that this is a policy issue for the Board to decide on. The Committee discussed the positives and negatives of having the logos of specific businesses featured on the Village's website.

Mayor Yukich requested Miss Patch to speak with other communities that had worked with this agency. The Committee members concurred with this directive.

7. Discussion/Update Items.

a) Village Manager's Update.

- 1) Village Manager Mertens expressed his appreciation for this opportunity. He is looking forward to getting to know all of the Board members and staff.

Assistant Village Manager Kokodynsky stated that over 50 applications were submitted for the full-time maintenance worker position. A hiring committee, comprised of Mrs. Kokodynsky, Facilities Manager John Robinson and Development Services Director Mike Salamowicz, reviewed the applications and interviewed four prospects for the position. The hiring committee unanimously selected Steve Spear to fill the Maintenance Worker position. Mr. Spears will begin his employment with the Village on Monday, June 6.

- 2) Miscellaneous Items.

Chief Building Official Baber stated that the Building department is in need of a new vehicle. The FY 2016-17 budget included the funds for the purchase of said vehicle. Mr. Baber has selected a Ford Utility Interceptor which will be purchased through the Governmental Suburban Purchasing Cooperative-Joint Purchasing Program. The price (\$26,414.00) also includes the installation of a roof top amber warning light which is necessary when conducting the duties of the department.

b) Village Finance Director's Update

Finance Director Sawyers stated that health insurance premiums will increase by 2.2% effective July 1, 2016. Benefits will remain unchanged with Blue Cross remaining as the health care network.

c) Development Services Director's Update

No report.

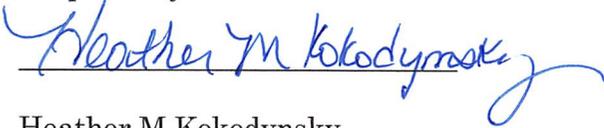
8. Public Comment.

There was no public comment.

9. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 5:37 p.m.

Respectfully Submitted:



Heather M Kokodynsky
Assistant Village Manager