

# Administration & Finance Committee

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Minutes of the Meeting on  
July 6, 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 Sharon Sweas, Village Manager Mike Mertens and Treasurer/Finance Director John Sawyers. Trustee Beth Rodgers was absent from the meeting.

Also Present: Chief Building Official Joe Baber, Development Services Director Mike Salamowicz and Assistant Village Manager Heather Kokodynsky.

4. Approval of Minutes.

a) June 1, 2016

Mayor Yukich stated that the minutes from the June 1, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the June 1, 2016 meeting; seconded by Trustee Caprio. The Mayor also voted in favor of the motion. The motion passed.

5. Old Business.

a) There were no old business items discussed at the meeting.

6. New Business.

a) Consider for Approval the Village's May Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$7,215.00.

Trustee Caprio made a motion to approve the Village's May Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$7,215.00; seconded by Trustee Sweas. Mayor Yukich also voted in favor of the motion. The motion passed.

b) Consider for Approval TRIA Architect's Invoices for Professional Services related to the Village Hall Renovation Project in the Total Amount of \$25,558.70.

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 \$25,558.70; seconded by Trustee Sweas. The Mayor also voted in favor of the motion. The motion passed.

- c) Consider for Approval the Village's June Professional Services Invoice for Village Hall Renovations from Troop contracting, Inc. in the Amount of \$463,026.21.

Trustee Sweas made a motion to approve the Village's June Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$463,026.21; seconded by Trustee Caprio. The Mayor also voted in favor of the motion. The motion passed.

Mayor Yukich stated that the Village staff will be able to move in on July 14 and 15. Trustee Caprio confirmed that the total net in change orders on the June invoice was \$36,093.56. Mayor Yukich stated that the change orders are due to unforeseen problems with the roof, heating and air conditioning.

Mayor Yukich stated that we will be having the July 27 Board meeting in the old Village Hall. The new board room will be available for use in August.

Assistant Village Manager Kokodynsky stated that a small advertisement regarding the opening of the new Village Hall will be published in the upcoming edition of the Homer Horizon.

- d) Consider for Approval the Chicago Metropolitan Agency for Planning's FY 2016 Local Contribution Request.

Trustee Caprio made a motion to approve the Chicago Metropolitan Agency for Planning's FY 2016 contribution request for \$912.20; seconded by Trustee Sweas. The Mayor also voted in favor of the motion. The motion passed

Assistant Village Manager Kokodynsky stated that the Village's contribution to CMAP has increased this year by \$680.34. CMAP's request for an increase in dues is attributed to the agency's overreliance on the State of IL for a funding match. With the State's budget issues, CMAP has chosen to rely less on the State and more on its member's contributions.

## 7. Discussion/Update Items.

- a) Village Manager's Update.

- 1) Potential Custodian Position.

Village Manager Mertens stated that staff is working to obtain quotes from cleaning companies for the new Village Hall. Cleaning would occur three times per week. Mayor Yukich stated that the Village should advertise for a part-time custodian to work evenings. Assistant Village Manager Kokodynsky stated that she would place an ad in the local paper. Mayor Yukich stated the proposed part-time custodian position should be paid \$15 per hour and the employee would work a maximum of 18 hours per week.

2) Evlyn's Gate Subdivision.

Village Manager Mertens stated that he is meeting with Developer Jaime Corso regarding the Evlyn's Gate subdivision. There is some outstanding work to be completed such as the final asphalt lift on the streets, etc.; however, there is a letter of credit for the Evlyn's Gate subdivision in the amount of \$869,236.14.

b) Village Finance Director's Update

1) Finance Director Sawyers stated that he has met with three local banks since our current bank is leaving the community.

2) During the month of May, the Village received \$56,350 in funding from the local gas tax which is deposited into the Park Fund. To date, the Village has received \$112,605.23 from the local gas tax.

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 5:08 p.m.

Respectfully Submitted:



Heather M Kokodynsky  
Assistant Village Manager