

# Administration & Finance Committee

---

Minutes of the Meeting on  
August 3, 2016

**Village of Homer Glen  
14240 W 151<sup>st</sup> Street, Homer Glen, IL 60491  
Community Room**

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, Trustee Beth Rodgers, Village Manager Mike Mertens and Treasurer/Finance Director John Sawyers.

Also Present: Chief Building Official Joe Baber, Development Services Director Mike Salamowicz, Facilities Manager John Robinson, Administrative Analyst Sean Keane and Assistant Village Manager Heather Kokodynsky.

4. Approval of Minutes.

a) July 6, 2016

Mayor Yukich stated that the minutes from the July 6, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Caprio made a motion to approve the minutes from the July 6, 2016 meeting; seconded by Trustee Sweas. Trustee Rodgers abstained. Mayor Yukich also voted to approve the minutes. The motion passed.

5. Old Business.

a) Discussion Regarding Establishment of Comparable Communities to the Village of Homer Glen.

Village Manager Mertens stated staff is seeking to establish a list comparable communities that will be used to narrow the scope of research when compiling information from other municipalities. These communities will ultimately provide a sample that is more "representative" of the Village of Homer Glen as opposed to a random array of municipalities in Illinois.

Seven factors were selected as criteria for comparability: distance (miles), population, number of households, sales tax generated, number of full-time employees, number of part-time employees, and number of registered or licensed businesses.

Using GIS, communities within a 20-mile radius of the boundaries of the Village were selected. This 20-mile radius encompassed 134 municipalities. Staff was then able to reduce this list to a total of 54 municipalities based on population and number of households. This list was then further reduced to a total of 34 municipalities, again based on population and number of households. This list

was then reduced based on all seven factors which were applied to a list of 16 comparable communities.

After discussion occurred regarding the sixteen comparable communities. It was determined that the Village would use: 1) Darien, 2) Lemont, 3) Frankfort, 4) Mokena, 5) New Lenox, 6) Lockport, 7) Woodridge, 8) Romeoville and 9) Lisle as comparable communities for future studies.

A part-time versus full-time Code Enforcement Officer position was discussed. Trustee Sweas asked if there was money in the budget for a full-time Code Enforcement Officer. Treasurer Sawyers confirmed that the budget contains funding. Village Manager Mertens stated that he would like to obtain more data to justify the need for a full-time Code Enforcement Officer. Trustee Rodgers also requested additional data to support a full-time hire for this position.

Now that the comparable communities have been established by the Committee, Village Manager Mertens stated that staff will review the salary and job descriptions for future part-time and full-time staff members.

Mayor Yukich requested consensus from the Committee to change the status of the part-time Code Enforcement Officer to a full-time Code Enforcement Officer/Building inspector. Trustee Caprio and Sweas were in favor of the change in status. Trustee Rodgers deferred her decision to that of the Village Manager. The Village Manager stated that he would like to keep the current Code Enforcement Officer but add Building Inspector Duties to a revised job description.

- b) Consider for Approval SOP No. 12 Village of Homer Glen Community Meeting Room Policy.

Trustee Sweas made a motion to approve SOP No. 12; seconded by Trustee Rodgers. The motion passed unanimously.

Assistant Village Manager Kokodynsky noted that since the last A&F meeting, she spoke with an insurance representative from the Village's insurance provider who explained that it would be significantly cheaper for an organization to obtain insurance for a six month period as opposed to a one month period. Consequently, language allowing for an organization to reserve meeting dates in the community meeting room for up to a six month period was added to the SOP.

Facilities Manager John Robinson explained the security precautions taken for any group that uses the Community Meeting room.

It was confirmed that the Receptionist would take in Community Meeting Room requests upon Board approval of SOP No. 12.

was then reduced back to all seven factors which were listed in a letter of 10/1/54.

The discussion centered regarding the status of comparable communities. It was determined that the Village would have 1) Market, 2) Industry, 3) Retail, 4) Education, 5) Recreation, 6) Transportation, 7) Housing, 8) Services, 9) Health, 10) Community Amenities for future studies.

The Village Manager advised that there was money in the budget for a full-time Code Enforcement Officer. The Village Manager stated that he would like to obtain more data to justify the need for a full-time Code Enforcement Officer. The Village Manager was asked additional data to support a full-time position for the position.

It was noted that the comparable communities have been established by the Community Development Department. The Village Manager stated that staff will review the data and job descriptions for future positions and will make recommendations.

The Village Manager requested comments from the committee to change the status of the part-time Code Enforcement Officer to a full-time Code Enforcement Officer. The Village Manager stated that the Village Manager and the Village Manager were in favor of the change to a full-time position. The Village Manager stated that he would like to keep the current Code Enforcement Officer but add another position to a revised job description.

Committee for Approval of the Village of Forest Glen Community Meeting Room Building.

The committee made a motion to approve the report as presented by the Village Manager. The motion passed unanimously.

The Village Manager advised that since the last AFB meeting the Village Manager has received a request from the Village Manager to obtain who would be the primary sponsor for an organization to obtain insurance for a six month period as opposed to a one month period. The Village Manager stated that an organization to reserve meeting dates in the community meeting room for up to six month period was about to be set.

The Village Manager explained the security measures taken for the meeting room. The Village Manager stated that the Village Manager would like to have the Village Manager meet with the Village Manager.

It was concluded that the Village Manager would like to have the Village Manager meet with the Village Manager.

**6. New Business.**

- a) **Consider for Approval the Village's June Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,558.75.**

**Trustee Sweas made a motion to approve the Village's June Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$3,558.75; seconded by Trustee Caprio. The motion passed unanimously.**

- b) **Consider for Approval TRIA Architect's Invoices for Professional Services related to the Village Hall Renovation Project in the Total Amount of \$4,817.22.**

**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 \$4,817.22; seconded by Trustee Sweas.**

**After the Committee discussed concerns regarding some of the aesthetic choices made by the Architect's firm and the existence of some outstanding issues, it was determined by the Committee to defer payment to a later date. Consequently, Trustee Caprio rescinded his motion followed by Trustee Sweas rescinding her motion. Trustee Rodgers voted against rescinding the motion and stated that the TRIA invoice should be paid because the firm has fulfilled their part of the contract.**

- c) **Consider for Approval the Village's July Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$247,893.25.**

**Trustee Sweas made a motion to approve the Village's July Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$247,893.25; seconded by Trustee Caprio.**

**Mayor Yukich asked Treasurer Sawyers how much money was owed to Troop following the July's payment. Treasurer Sawyers stated \$229,785.00 will remain and this includes the warranty.**

- d) **Consider for Approval PRI's June Invoice for Professional Services Related to the Park Development Plan for the Village's Heritage Park in the Amount of \$5,936.85.**

**Trustee Sweas made a motion to approve PRI's June invoice for professional services related to the Park Development Plan for the Village's Heritage Park in the amount of \$5,936.85; seconded by Trustee Caprio. The motion passed unanimously.**

**Trustee Rodgers asked if a new schedule could be distributed since the current schedule is off due to PRI having spent time applying for the 319 grant. Village Manager Mertens stated that PRI is currently 2 weeks behind schedule.**



- e) Consider for Approval the Village's Metropolitan Mayor's Caucus Membership Dues in the Amount of \$1,089.90.

Trustee Sweas made a motion to approve the Village's Metropolitan Mayor's Caucus Membership dues in the amount of \$1,089.90; seconded by Trustee Rodgers. The motion passed unanimously.

- f) Consider a Motion to Approve Addendum No. 1 from HR Green for Phase 1 Engineering Services for the Widening of 151<sup>st</sup> Street, between Cedar Road and Bell Road.

Trustee Sweas made a motion to approve Addendum No.1 from HR Green for Phase I Engineering Services for the widening of 151<sup>st</sup> Street, between Cedar Road and Bell Road, for a not to exceed amount of \$29,854.09; seconded by Trustee Caprio. Trustee Rodgers voted nay. The motion passed.

Development Services Director Salamowicz stated that the proposed widening project incorporates a three (3) lane profile between Cedar Road and Parker Road. In addition, drainage improvements will also be incorporated into the project as well as the potential to include a sidewalk or bike path, along the north side of the roadway, to provide pedestrian access to the new Village Hall and Heritage Park.

Development Services Director Salamowicz further explained that the limits of the 151<sup>st</sup> Street widening project, which was originally started by the Homer Township Highway Department and later taken over by the Village, were between Cedar Road and Parker Road. However, based on further reviews of development and other activities along 151<sup>st</sup> Street, Village staff recommends the eastern limit of the project be extended to Bell Road. This will increase the limits of the project from 8,320 feet to 13,020 feet, and thus increase the cost to complete the Phase I engineering study.

HR Green has provided a draft Addendum No. 1, for the 151<sup>st</sup> Street Phase I engineering study, in the amount of \$29,854.09. Based on the original agreement amount of \$85,857.05, the total new costs to complete the 151<sup>st</sup> Street Phase I study will be \$115,711.14.

The 151<sup>st</sup> Street widening project, including the extension to Bell Road, is anticipated to cost approximately \$4.0 million dollars. The Village will look to submit an application for funding at the next call for Surface Transportation Program (STP) projects, in the spring of 2018. By that time, the Phase I study will have been completed, which will greatly increase the Village's chances of being selected. Based on the 20% local match requirements of the STP, the Village would be responsible for approximately \$800,000 of the project costs.

Mayor Yukich asked the Development Services Director if a bid was requested from other companies for the proposed widening project. Development Services Director Salamowicz stated that the Village used HR Green in this instance



because they had already begun working on the widening project with the Highway Department.

Trustee Rodgers stated that she would like to see the Village issue RFP's for all engineering projects instead of constantly using HR Green for the Village's projects.

- g) Consider for Approval a Reduction of \$369,237.14 from the Letter of Credit for the Evlyn's Gate Subdivision and a Close Out Agreement.

Trustee Caprio made a motion to approve a reduction in the amount of \$369,237.14 from the \$869,236.14 Letter of Credit (LOC) for the Evlyn's Gate Subdivision. Trustee Caprio also stated it is understood that approval of this reduction will result in \$499,999.00 remaining in the LOC. He further stated that it is understood that a close out agreement will be established in an effort to further the completion of the project; seconded by Trustee Rodgers. Two conditions were added to the original motion which then passed unanimously.

Mayor Yukich stated that the developer needs money to finish the curbs, streets and bike path. Consequently, the developer is requesting a reduction in the current LOC so he can complete the above mentioned work.

Village Manager Mertens explained that the Village should consider a closeout agreement that would establish terms for a reduction of the LOC to 10% of the close out costs for the public improvements for one year. Additionally, the agreement would establish a \$5,000 cash bond payment that would be required to be received with each single family building permit after the one year warranty period expires. These cash payments would provide a long term warranty coverage for the remaining single family home buildouts. Village Manager Mertens concluded that upon completion and acceptance of the public improvements the Village would take ownership of the subdivision's public roads and parks.

Trustee Rodgers stated the \$369,237.14 requested by the developer will not cover the amount of work that needs to be completed. Trustee Rodgers and Trustee Sweas stated that they are not interested at this time in taking over the park and gazebo because they are eyesores. Trustee Sweas stated the developer should have kept up with maintaining the park. Trustee Rodgers stated that the monument sign is overgrown with weeds.

The Committee discussed conditions that must be included in the close out agreement with the developer: 1) the Village of Homer Glen will not accept the park until it is brought up to Homer Glen's standards; and, 2) The Village will be a part of the process for approving the construction loan draws for the public improvements per the close out agreement.

7. Discussion/Update Items.

a) Village Manager's Update.

1) Village Hall Turnover.

The Village Manager stated that the Village Board's chairs would be delivered tomorrow. The lobby furniture will be delivered next week and the dimming of the lights will also be addressed next week. Village Manager Mertens explained that as of June 15, the Village has the right to collect \$1,000 per calendar day from the contractor for every day the project remains unfinished.

2) First Midwest Homer Glen Location.

First Midwest Bank will continue to own its building in Homer Glen but they will conduct their business elsewhere.

3) Paving of Village Hall Parking Lot.

Development Services Director Salamowicz has received two quotes for partial paving of the Village Hall parking lot. PT Ferro and Dee Construction submitted proposals that were very close in price. PT Ferro's proposal was for \$102,600.00 and "D" Construction's proposal was for \$102,722.00.

Village Manager Mertens requested direction from the Committee as to which firm they would prefer. The Committee discussed the topic and selected PT Ferro as the preferred contractor. Stripping of the parking lot will be considered as a separate issue in the near future.

b) Village Finance Director's Update

1. Finance Director Sawyers has met with a few banks to find a replacement since First Midwest is moving out of Homer Glen. Director Sawyers has met with First Community Bank and they have agreed to waiving the fees that were also waived by First Midwest bank. Director Sawyers also looked at First American bank's services.

c) Development Services Director's Update

1. Director Salamowicz stated that there are five drainage projects budgeted for this year. Director Salamowicz provided an overview of each of the drainage projects. A request for proposals has been prepared and will be submitted to several engineering firms. Once the proposals are received, Director Salamowicz will bring them to the A&F Committee for their consideration.

8. Public Comment.

There was no public comment.

9. Executive Session – Litigation.

2) Village Manager's Report

1) Village Hall Renovation

The Village Manager noted that the Village Hall renovation would be completed tomorrow. The job is almost finished and the painting of the interior will be addressed next week. Village Manager mentioned that as of June 1st, the Village has the right to collect 25,000 per cent per year from the contractor for every day the project remains uncompleted.

2) First Midwest Home Office Location

First Midwest Bank will continue to own the building in Homer Glen but they will convert the building to business elsewhere.

3) Village Hall Renovation

The renovation of the Village Hall is well advanced. The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior. The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior. The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior.

Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior. The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior.

4) Village Hall Renovation

The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior. The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior.

5) Village Hall Renovation

The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior. The Village Manager mentioned that the Village Hall is being renovated in two phases. The first phase is the exterior and the second phase is the interior.

6) Public Comments

There was no public comment.

Executive Session - 10:00 AM

10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 6:28 p.m.

Respectfully Submitted:



Heather M Kokodynsky  
Assistant Village Manager

Model for the Capital and the Treasury. The model was used as a guide for the Treasury.

The model was used as a guide for the Treasury.

*Handwritten signature: Theodor W. Schultz*

The model was used as a guide for the Treasury.