

Administration & Finance Committee

Minutes of the Meeting on
September 7, 2016

**Village of Homer Glen
14240 W 151st Street, Homer Glen, IL 60491
Community Room**

1. Call to Order.

The meeting was called to order at 4:33 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:33p.m. were Mayor George Yukich, Trustee Carlo Caprio, Trustee Sharon Sweas, Trustee Beth Rodgers and Village Manager Mike Mertens

Members Absent: Treasurer John Sawyers.

Also Present: Development Services Director Mike Salamowicz, Planning and Zoning Director Mike Schwarz, Assistant Planner Caron Bricks and Assistant Village Manager Heather Kokodynsky.

4. Approval of Minutes.

a) August 3, 2016

Mayor Yukich stated that the minutes from the August 3, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the August 3, 2016 meeting; seconded by Trustee Caprio. The motion passed unanimously.

5. Old Business.

a) Consider for Approval First Community Bank's Proposal for Banking Services.

Trustee Caprio made a motion to approve First Community Bank's proposal for banking services. He further stated that it was understood that all banking fees will be waved; seconded by Trustee Sweas. The motion passed unanimously.

b) Discussion Regarding SOP No. 12 Village of Homer Glen Community Meeting Room Use Policy.

Village Manager Mertens stated that there have been comments made by various groups regarding the following items: 1) the requirement for insurance; 2) the one hundred and fifty dollar deposit; and 3) not being able to bring food and drinks into the community room.

Manager Mertens stated that Assistant Village Manager Kokodynsky spoke with the Village's insurance provider regarding whether additional insurance from a group requesting to use the Community Meeting Room was required. The insurance company stated that they recommend that the Village request the Applicant obtain liability insurance coverage for any community room meeting;

however, the insurance company stated that the additional insurance is not required.

Manager Mertens stated that requests have been made from groups to bring in premade food such as sandwiches, donuts, etc. Trustee Rodgers stated that she was fine with premade/prepackaged food being brought in for meetings.

Trustee Rodgers stated that the Village should collect credit card information instead of accepting a check.

c) **Grand Opening of the Village Hall.**

Manager Mertens stated that he is recommending a small reception occur before the October 26 Village Board meeting. The Committee agreed with this suggestion.

6. **New Business.**

a) **Consider for Approval the Village's July Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,361.25.**

Trustee Sweas made a motion to approve the Village's July Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$3,361.25; 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 \$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 Rodgers. The motion passed unanimously.

c) **Consider for Approval PRI's July Invoices for Professional Services Related to the Master Park Development Plan for the Village's Heritage Park in the Total Amount of \$8,605.55.**

Trustee Sweas made a motion to approve PRI's July invoices for professional services related to the Master Park Development Plan for the Village's Heritage Park in the amount of \$8,605.55; seconded by Trustee Caprio. The motion passed unanimously.

Trustee Sweas asked when "mysidewalk" would go live so that the residents could access the information on it. Village Manager Mertens stated that an announcement would be made at the open house scheduled for September 20 at 7:00p.m. in the Village Board Room. The open house is being held to obtain additional feedback from the residents regarding what features they would like to see incorporated into the Village's master park plan for Heritage Park.

- d) Consider for Approval the Revised Village of Homer Glen Organizational Chart.

Trustee Sweas made a motion to approve the revised Village of Homer Glen organizational chart; seconded by Trustee Caprio. The motion passed unanimously.

Trustee Rodgers stated that she wanted to ensure that the Village Board will need to authorize the fulfillment of a part-time Development Services Inspector position. Village Manager Mertens stated that the approval of the organizational chart did not authorize the approval of the hiring of a part-time Development Services Inspector.

- e) Consider for Approval the Proposed Salary Range and Job Description for the Position of Deputy Clerk.

Trustee Caprio made a motion to approve the full-time Deputy Clerk job description with a salary range of \$53,000 to \$63,000; seconded by Trustee Sweas. The motion passed unanimously.

Trustee Sweas stated that she believes the range should start at the previous Deputy Clerk's wage which was \$53,000.

Discussion occurred regarding the data collected from municipal comparisons.

Trustee Rodgers stated that the Village of Woodridge should be excluded from the municipal comparisons list for this position.

Trustee Caprio stated that he is comfortable with a \$10,000 range for this position; preferably, with a starting salary closer to that of the Village's former Deputy Clerk.

Village Manager Mertens stated that staff would remove the Village of Woodridge from the equation and recalculate the average to be used for the salary range. Manager Mertens noted that staff had already been authorized to hire for the position and would do so immediately.

- f) Consider a Motion to Approve a Proposal from the Lowest Responsible Engineering Firm, HR Green, for Engineering Services for the Design and Preparation of Construction Documents for 2016 Drainage Improvement Projects No. 1 and No. 2.

Mayor Yukich stated that he would like to hire a different engineering firm for the Village's projects other than HR Green. Manager Mertens stated that the Board could choose from one of the other firms that submitted proposals.

Trustee Rodgers stated that HR Green did previously work on the Woodbine Area Regional Drainage Improvement Project so they are familiar with the flooding issues in the Woodbine subdivision.

6) Consider for Approval the proposed Village of Horton (see organizational chart)

The following are the reasons to approve the proposed Village of Horton (see organizational chart) recorded by the Board. The Board has approved the proposal.

It was stated that the Village Board will be able to provide the Village Board with the information it needs to make a decision on the proposed Village of Horton. The Board has approved the proposal.

7) Consider for Approval the Proposed Salary Range and Job Description for the Position of Deputy Chief

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8) Consider a Motion to Approve a Proposal from the Law Enforcement Community for the Position of Deputy Chief

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Discussion occurred regarding some of the engineering firms that have previously performed work in the Village.

The Committee concluded that project No. 1 would be allocated to Christopher Burke Engineering and project No. 2 would be assigned to HR Green.

Trustee Caprio made a motion to assign Project No. 1 to Christopher B. Burke Engineering Ltd and Project No. 2 would be assigned to HR Green; seconded by Trustee Sweas. Trustee Rodgers abstained. The Mayor supported the motion. The motion passed.

g) Discussion Regarding Staff Research on Video Gaming Regulations.

Assistant Planner Bricks researched several communities with video gaming ordinances. She stated that there are some options that can be considered by the A&F Committee and Village Board to restrict video gaming. Assistant Planner Bricks reviewed the following options with the Committee.

- Creating video gaming districts, which could be used to limit the number of video gaming licenses per district.
- Revenue based regulation: A minimum revenue from Video Gaming Devices can be required in order for an establishment to maintain their license with the Village. This would require additional staff time to ensure that the submitted financial documents from each Video Gaming Establishment meets the Village's (potential) standards.
- Distance: a specific distance from churches, schools, and residential areas can be required
 - Staff suggestions for distance regulations to avoid non-conformities:
 - School: minimum of 300'
 - Place of Worship: minimum of 750'
 - Residential area: minimum of 50'
- Square footage minimum: Currently, only certain types of liquor licenses require a square footage minimum. This can be added to all liquor license classes or be added to the Video Gaming License requirements. Doty's is already non-conforming to this regulation as the 1,500 sf minimum for Class A liquor licenses was added *after* Doty's received their liquor license from the Village Board. A minimum that may not create any additional non-conformities would be 2,250 square feet.
- Limit the number of devices allowed: The Illinois Video Gaming Act allows only five (5) devices per licensed establishment. Crystal Lake recently restricted this further by limiting the number of devices per establishment to three (3).
- Separate Liquor License Classes: Oak Lawn, Tinley Park and Woodridge all have separate liquor license classes specifically for video gaming. This could be added to Homer Glen's liquor ordinance and separate classes can be added to specific existing liquor license classes. These communities also have language in liquor license classes that do not have a separate video gaming class that expressly *prohibits* video gaming with those

Discussion concerning the proposed changes in the Village
previously presented with the Village.

The Commission's report on the proposed changes in the Village
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licenses. Two communities also requires that each business must have their liquor license for at least one full year before they are eligible to apply for a video gaming license.

The Committee discussed video gaming parlors such as Dotty's cafe. Mayor Yukich stated that he favored establishing a 2,250 sq. ft minimum and a full kitchen for any establishment wishing to have video gaming terminals.

Trustee Rodgers stated she is opposed to adding distance regulations.

Manager Mertens stated that the Community and Economic Development Committee (CED) will also be weighing in on this issue.

- h) Consider for Approval the Proposed Village Lighting Code Review by Dark Sky Partners.

Trustee Caprio made a motion to approve the proposed Village Lighting Code Review by Dark Sky Partners in an Amount Not-To-Exceed \$3,400; seconded by Trustee Sweas. The motion was approved unanimously.

Manager Mertens stated that Dark Sky Partners will review the Village's Lighting Code in order to focus on simplification and clarification. The purpose of the review does not include changing the intent of the Lighting Code.

- i) Consider for Approval the Proposed Revisions to the Mayor and Village Board Standard Operating Procedure No. 1.

Trustee Rodgers made a motion to approve the proposed revisions of the Mayor and Village Board Standard Operating Procedure #1; seconded by Trustee Sweas. The motion was approved unanimously.

The Village Board has reappointed the CED. Consequently, Manager Mertens has reviewed SOP No. 1 in order to allocate some responsibilities to the CED. This item will also be reviewed by the CED.

- j) Consider for Approval the Village's August Professional Services Invoice for Village Hall Renovations from Troop Contracting, Inc. in the Amount of \$33,774.08.

Trustee Caprio made a motion to approve the Village's August professional services invoice for Village Hall renovations from Troop Contracting, Inc. in the amount of \$33,774.08; seconded by Trustee Sweas. The motion was approved unanimously.

7. Discussion/Update Items.

- a) Village Manager's Update.

1) Chamber of Commerce Room Rental.

The Village Manager commented that there has been some conversation regarding the possibility of the Homer Chamber leasing space in the Village Hall. A lease agreement would be required if the Village rented out any space.

Trustee Rodgers stated that we just recently moved into the Village Hall and we may need that additional room. At this point, it is too soon to make a decision on this matter. Trustees Sweas and Caprio concurred.

2) Liquor License Clarifications.

Manager Mertens stated that the Village's liquor ordinance needs to be reviewed in order to define the word "Interest" and "BYOB."

b) Village Finance Director's Update

None.

c) Development Services Director's Update

None.

8. Public Comment.

- a) Trustee Christina Neitzke-Troiike stated that she recalculated the numbers for the Deputy Clerk position and found that the salary range was actually a minimum of \$54,849 with a maximum of \$61,000. She stated that she believes the starting salary should be lowered to \$50,000.

Trustee Neitzke-Troiike asked if lighting for the American flag should shine upward. The Committee stated that is correct.

9. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 6:11 p.m.

Respectfully Submitted:



Heather M Kokodynsky
Assistant Village Manager

