

Administration & Finance Committee

Minutes of the Meeting on
January 4, 2017

**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 4:31 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:31 p.m. were Mayor George Yukich, Trustee Sharon Sweas, Trustee Beth Rodgers, Trustee Carlo Caprio, Treasurer John Sawyers and Village Manager Mike Mertens.

Members Absent: None.

Also Present: Development Services Director Michael Salamowicz and Administrative Analyst Sean Keane.

4. Approval of Minutes.

a) December 7, 2016

Mayor Yukich stated that the minutes from the December 7, 2016 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the December 7, 2016 meeting; seconded by Trustee Rodgers. The motion passed unanimously.

5. Old Business.

There was no old business.

6. New Business.

a) Consider for Approval the Village's November Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$2,437.50.

Trustee Caprio made a motion to approve the Village's November Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$2,437.50; seconded by Trustee Sweas. The motion passed unanimously.

Trustee Rodgers requested a quarterly comparison of legal bills. Manager Mertens stated that staff will email out a quarterly comparison to the Committee members.

- b) Consider for Approval a Motion to Enter into an Intergovernmental Agreement with the County of Will for the Provision of Animal Control Services.

Trustee Sweas made a motion to enter into an Intergovernmental Agreement with the County of Will for the provision of Animal Control Services; seconded by Trustee Caprio. The motion passed unanimously.

Mayor Yukich inquired about what fees the Village would be responsible for and whether any of those fees could be recovered. Treasurer Sawyers stated that the Village's Building Department does review each bill and will seek repayment for the services if possible. Trustee Rodgers inquired whether the incidences were often involving repeat offenders. Treasurer Sawyers stated that the incidences often involve repeat offenders. The Village receives a work order for each incidence, outlining the circumstances and the address of the property.

- c) Consider for Approval the Mayor and Village Board Standard Operating Procedure No. 13- Media Communication Policy.

Trustee Sweas made a motion to approve the Mayor and Village Board Standard Operating Procedure No. 13- Media Communication Policy; seconded by Trustee Caprio. The motion passed unanimously.

Manager Mertens stated that staff is moving forward with starting a Facebook page, including setting up archiving software. Staff hopes to have the page up and running in the near future.

Trustee Rodgers suggested that the Village consider creating an Instagram account.

Trustee Sweas stated that Facebook is a good start for social media for the Village.

Trustee Caprio asked what staff member will be responsible for administering the social media accounts. Manager Mertens stated that the Community Relations Coordinator will be responsible for the accounts.

Manager Mertens stated that the Media Communication Policy is intended to guide the content of the accounts and that a draft Facebook page would be shared with the Village Board before going live.

7. Discussion/Update Items.

- a) Village Manager's Update.

- 1) Victorian Village Letter of Credit Release.

Manager Mertens stated that staff is finalizing the letter of credit release for Victorian Village. The LOC release will be forthcoming to the Village Board at either the first or second meeting in January.

2) Gallagher and Henry's Goodings Grove Unit 2 Letter of Credit Reduction. Manager Mertens stated that Greystone Drive was completed last year. Staff is working on gathering information to assess the amount of the reduction in Gallagher and Henry's LOC. Once the amount of the reduction is determined, the LOC reduction will go before the Village Board.

3) Miscellaneous Items
Manager Mertens stated that the Village Board budgeted funding for updates to the Subdivision Ordinance in FY2016-17. Staff is currently researching the subdivision ordinances of other communities to gather information for the RFP. The RFP will likely be sent out by the end of January with review of the submissions taking place in February and March.

Manager Mertens stated that staff is currently looking at the Village's boundary agreements to clarify and ensure records are up to date.

b) Village Finance Director's Update.

Finance Director Sawyers distributed a proposed S.O.P. establishing a debt management policy. Finance Director Sawyers stated that he would like to bring the policy back to the February A&F Committee meeting in the Village's formal S.O.P format.

Trustee Rodgers requested that Finance Director Sawyers email the Committee the word version of the policy so that they could send him their feedback electronically.

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 Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:25 p.m.

Respectfully Submitted:



Sean Keane
Administrative Analyst