

Administration & Finance Committee

Minutes of the Meeting on
January 8, 2020

**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 4:00 p.m. by Mayor Pro Tem Sharon Sweas.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:00 p.m. were Trustee Beth Rodgers, Trustee Keith Gray, Finance Director John Sawyers and Village Manager Karie Friling.

Also Present: Development Services Director Michael Salamowicz, Assistant to the Village Manager Matt Walsh and Chief Building Official Joe Baber.

Members absent: Mayor Yukich

4. Approval of Amendments to the Agenda.

None.

5. Approval of Minutes.

a) November 6, 2019

Mayor Pro Tem Sharon Sweas stated that the minutes from the November 6, 2019 Administration & Finance Committee meeting were being presented for approval.

Trustee Rodgers made a motion to approve the minutes from the November 6, 2019 Administration & Finance Committee meeting; seconded by Trustee Gray. The motion passed.

6. Public Comment.

There was no public comment.

7. Reports and Communications from Staff.

a) *Village Manager*

1. Village Manager Friling stated she wanted to remind the committee that SOP #1 is being updated. The document was sent out for feedback. Once feedback is received it will be updated and sent out for review again.

b) *Finance Director*

1. Finance Director John Sawyers Finance Director Sawyers provided the Village's revenue charts for November and December. He shared the data collected for Sales

Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes and Motor Fuel Tax.

Village Manager Friling stated business are now allowed by the state of Illinois to have a sixth gaming machine. Chief Building Official Baber stated none of our businesses have the sixth machine yet.

c) *Development Services Director*

1. Development Services Director Salamowicz stated he had no report.

d) *Chief Building Official*

1. Chief Building Official Baber stated his update was regarding special events with regard to Heritage Park. He stated he is starting to receive requests to utilize the park. He said he would like to work with specific staff members as well as some of the committees to develop policies. Chief Building Official Baber also stated he is reaching out to surrounding communities to review their policies.

8. Old Business

None

9. New Business.

- a) Consider a Motion to Recommend Approval of the Village of Homer Glen's November Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,910.00.

Trustee Rodgers asked if there was an update on the Bell Road Demolition. Chief Building Official Baber stated they should receive an update later in the evening at the Village Board Meeting. Village Manager Friling stated the Village is waiting to hear back from our attorney.

Trustee Gray asked for an update on Windsor Court. Chief Building Official stated the Village has received partial payments. The Village attorney is still working on the issue.

Finance Director Sawyers asked about the rate for the executive session section of the invoice that was listed as \$300. AP/AR clerk Gina Spino stated she will reach out to the attorney to inquire. The committee agreed to approve the bill and revisit the issue later.

Trustee Gray made a motion to Recommend Approval of the Village of Homer Glen's September Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$5,910.00; seconded by Trustee Rodgers. The motion passed.

- b) Consider a Motion to Recommend Approval of TRIA Architecture's Invoice No. 3177 for Schematic Design of Heritage Park, in the Amount of \$26,250.00.

Trustee Gray made a motion to Recommend Approval of TRIA Architecture's Invoice No. 3177 for Schematic Design of Heritage Park, in the amount of \$26,250.00; seconded by Trustee Rodgers. The motion passed.

- c) Consider a Motion to Recommend Approval of Pay Estimates No. 2 & 3 from D Construction for the 151st Street Bike Trail Project, in the combined Amount of \$73,971.83.

Village Manager Friling stated the Village has received the full grant from the State of Illinois for this project.

Trustee Rodgers stated she is concerned about HR Green's performance. She asked if we incurred additional costs for the issue with the sidewalk extension on the east side of Eagle Ridge Drive. She stated she thinks HR Green should have caught this issue. Development Services Director explained that for ADA purposes the sidewalk was placed on the other side. Village Manager Friling stated we are looking at other outside engineering firms.

Trustee Gray stated HR Green should be catching issues. He also stated in reference to Village Manager's comment about seeking out additional firms, he suggested while vetting any new firms to let them know we want them to be proactive as they are the subject matter experts and for those firms we work with to keep the Village staff and Board in the loop on any issues.

Trustee Gray stated he wanted to make sure that Senator Curran is thanked properly for his efforts with the grant. Village Manager Friling stated she would reach out to this office.

Trustee Rodgers made a motion to Recommend Approval of Pay Estimates No. 2 & 3 from D Construction for the 151st Street Bike Trail Project, in the combined amount of \$73,971.83; seconded by Trustee Gray. The motion passed.

Trustee Gray asked about the upcoming Census. Village Manager Friling stated that staff is attending regional meetings. The Village is also posting information on our various online platforms as well. Assistant to the Village Manager Matt Walsh stated the Village is already getting calls from residents. Trustee Gray suggested putting together a list of commonly asked questions. Assistant to the Village Manager Walsh stated the Village staff is in the process of working on it already. Mayor Pro Tem Sweas asked if we can find out how the Census Bureau is reaching out to individuals so they know it is legitimate.

Trustee Rodgers asked if there are going to be any concessions for seniors with the new cost for the Homer Horizon newspaper. Village Manager Friling stated she was not aware of anything.

10. Adjournment.

Motion by Trustee Gray; seconded by Trustee Rodgers to adjourn. Motion carried.
The meeting was adjourned at 4:33 p.m.

Respectfully Submitted:



Gina Spino
AP/AR Clerk

