

Administration & Finance Committee

Minutes of the Meeting on
February 1, 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 4:03 p.m. by Trustee Sweas.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:03 p.m. were Trustee Sharon Sweas, Trustee Beth Rodgers, Trustee Carlo Caprio, Treasurer John Sawyers and Village Manager Mike Mertens.

Members Absent: Mayor George Yukich

Also Present: Administrative Analyst Sean Keane.

4. Approval of Minutes.

a) January 4, 2017

Trustee Sweas stated that the minutes from the January 4, 2017 Administration & Finance Committee meeting were being presented for approval. Trustee Rodgers made a motion to approve the minutes from the January 4, 2017 meeting; seconded by Trustee Caprio. The motion passed.

5. Old Business.

a) Consider for Approval the Mayor and Village Board Standard Operating Procedure No. 14 – Debt Management Policy.

Trustee Caprio asked why the policy was being considered now. Treasurer Sawyers stated that this policy will ensure compliance for future bond issues and serve as guidelines for the management of debt. The Government Finance Officers Association recommends that local governments adopt comprehensive written debt management policies that are reviewed annually.

6. New Business.

a) Consider for Approval the Village's December Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$4,390.00.

Trustee Rodgers made a motion to approve the Village's December Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$4,390.00; seconded by Trustee Caprio. The motion passed.

- b) Consider for Approval PRI's November Invoice for Professional Services Related to the Master Park Development Plan for the Village's Heritage Park in the Total Amount of \$7,549.50.

Trustee Caprio made a motion to approve PRI's November Invoice for Professional Services Related to the Master Park Development Plan for the Village's Heritage Park in the Total Amount of \$7,549.50; seconded by Trustee Rodgers. The motion passed.

- c) Consider for Approval the Village of Homer Glen's Portion of the Northern Will County Water Agency's Biannual Budget for FY 2017 in the Amount of \$39,037.40.

Trustee Caprio made a motion to approve the Village of Homer Glen's Portion of the Northern Will County Water Agency's Biannual Budget for FY 2017 in the Amount of \$39,037.40; seconded by Trustee Rodgers. The motion passed.

- d) Consider for Approval the Village of Homer Glen's 2017 Membership Dues for the Will County Governmental League in the Amount of \$16,987.82.

Trustee Caprio made a motion to approve the Village of Homer Glen's 2017 Membership Dues for the Will County Governmental League in the Amount of \$16,987.82; seconded by Trustee Rodgers. The motion passed.

Trustee Sweas asked Assistant Village Manager Kokodynsky how the dues were calculated. Mrs. Kokodynsky responded that the dues are based on the Village's population. Consequently, the amount of this year's membership dues are the same amount as last year.

7. Discussion/Update Items.

- a) Village Manager's Update.

- 1) Discussion Regarding the National Citizen Survey.

Manager Mertens stated that the National Citizen Survey (NCS) is a set of customizable questions intended to measure eight aspects of community livability: community engagement, education and enrichment, recreation and wellness, economy, built environment, natural environment, safety and mobility. This scientific study has been used by more than 300 communities in 45 states and is endorsed by the International City/County Management Association (ICMA). Overall, the process takes about 17 weeks from start to finish. The survey uses a standard set of questions and allows for about ¼ of a page of custom questions. The basic service provides the following: 1) a full report of results, plus multiple layers of reporting to meet the needs of different stakeholders; 2) weighted responses to reflect characteristics of the entire community; 3) benchmarking against more than 500 citizen survey results from around the nation; and, 4) tracking results and responses rates by geographic area.

Manager Mertens stated that after speaking with the Mayor and Trustee Burian about this project, he is proposing that the Village include two available add-on options. The Committee discussed the basic survey and the two add-on options and included another add-on option. The three add-on options selected were Custom Benchmark Comparisons, Geographic Subgroup Comparison report and Demographic Subgroup Comparison report.

Manager Mertens stated that the cost for the basic survey is \$15,600. By including the three ad-on options, the survey would cost \$16,830.

The Committee urged the Village Manager to bring a contract before the Village Board for their consideration.

2) Heritage Park Update.

The full draft concept plan report was received by staff on Friday. Manager Mertens is reviewing the document; specifically, looking at the staging and cost of the project. In his opinion, Phase 1 of this project should include the following: expanding the main parking area, building the road shown on the concept plan, developing the Village Green area, adding any underground piping and electric along with addressing the storm water issues.

b) Village Finance Director's Update.

Director Sawyers stated that he is still working on the draft budget.

Trustee Rodgers asked how much the Village collects on the gas tax per month. Treasurer Sawyers stated the Village collects approximately \$55,000 per month.

c) Development Services Director's Update.

No Report.

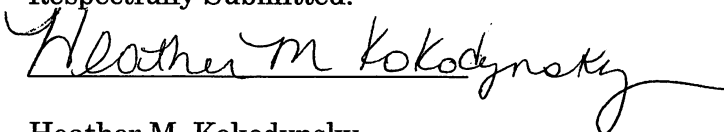
8. Public Comment.

There was no public comment.

9. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:49 p.m.

Respectfully Submitted:



Heather M. Kokodynsky
Assistant Village Manager