

# Administration & Finance Committee

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Minutes of the Meeting on  
February 5, 2020

**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 4:00 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:00 p.m. were Trustee Sharon Sweas, 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, Chief Building Official Joe Baber, Director of Planning and Zoning Vijay Gadde and Community Relations Coordinator Sue Steilen.

Members absent: None

4. Approval of Amendments to the Agenda.

None.

5. Approval of Minutes.

a) January 8, 2020

Mayor Yukich stated that the minutes from the January 8, 2020 Administration & Finance Committee meeting were being presented for approval.

Trustee Sweas made a motion to approve the minutes from the January 8, 2020 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 will be brought to the second Village Board meeting in February, with amendments she had received from the majority of the board and staff.

2. Village Manager Friling stated that she and Trustee Rodgers will be attending the Homer Township Parks and Recreation meeting later that evening to discuss the joint path connection as well as other park projects.

3. Village Manager Friling stated the approval of the Branding Consultant will be on the agenda for the next Village Board Meeting.

Trustee Gray stated the Village received six (6) submittals and it was narrowed down to three (3) to interview. After the interviews, one of the applicants withdrew their submittal leaving the selection down to two (2). Trustee Gray also stated the Committee performed a Matrix on the two (2) consultants and made a decision to recommend Merje. The contract with this Branding firm Merje is being negotiated at this time. Additional information will be presented to the board as it becomes available.

b) *Finance Director*

1. Finance Director John Sawyers provided the Village's revenue charts for January. He shared the data collected for Sales Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes and Motor Fuel Tax.

Trustee Sweas asked if the reason the numbers we budgeted for the Motor Fuel Tax are higher than we collected is due to the construction on 159<sup>th</sup>. Finance Director Sawyers stated yes.

c) *Development Services Director*

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

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 \$3,802.50.

There was discussion regarding how the Village Board and Village Staff should be utilizing the attorney. Mayor Yukich stated the Board and staff need to have approval from either him or Village Manager Friling prior to contacting our Village Attorney.

Trustee Rodgers asked why the 15304 Bell Road Demolition is taking so long. Chief Building Official Baber stated there has been a delay due to weather.

AP/AR Clerk Gina Spino provided follow up from the previous A & F meeting from January 8 regarding the \$300 rate for the executive session minutes. She stated Mahoney, Silverman and Cross made an error with the rate. They corrected the error and provided a corrected invoice.

Trustee Gray made a motion to Recommend Approval of the Village of Homer Glen's November Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$3,802.50; seconded by Trustee Rodgers. The motion passed unanimously.

- b) Consider a Motion to Recommend Approval of the Village's 2020 Membership Dues for the Will County Governmental League in the Amount of \$17,429.83.

Trustee Gray asked if we are receiving value from this membership. Village Manager Friling stated yes.

Trustee Sweas made a motion to Recommend Approval of the Village's 2020 Membership Dues for the Will County Governmental League in the amount of \$17,429.83; Seconded by Trustee Rodgers. The motion passed unanimously.

- c) Consider a Motion to Recommend Authorizing the Mayor to Sign an Intergovernmental Agreement with Will County for a Household Hazardous Waste and Electronics Collection Event, in the Amount of \$7,500.

This item is being amended. The electronics portion is being removed, as this will not be included at the event.

Trustee Gray asked if volunteers are needed for this event. Community Relations Coordinator Steilen stated the EMA staff is helping and she will also be in attendance.

Trustee Sweas made a Motion to Recommend Authorizing the Mayor to Sign an Intergovernmental Agreement with Will County for a Household Hazardous Waste, in the amount of \$7,500; seconded by Trustee Gray. The motion passed unanimously.

- d) Consider a Motion to Recommend Approval of an Agreement between the Forest Preserve District of Will County and the Village of Homer Glen for Final Restoration Work and Monitoring and Maintenance Requirements, Related to the Construction of the Fiddymont Creek Sanitary Sewer Project, in the Amount of \$65,620.

Village Manager Friling explained she and Mike Salamowicz attended several contentious meetings to bring the project to completion. She stated the Forest Preserve of Will County is claiming there are ongoing issues. She stated it is in the Village's best interest to pay this amount and upon this agreement the responsibility for completion will be the Forest Preserve District of Will County. Trustee Sweas stated she thinks it should be included in the agreement the project must be completed in compliance with the appropriate specifications for

the project. Development Services Director Salamowicz stated that it will be included in the agreement.

Trustee Gray asked if our contractor is responsible for any of the outstanding issues. Development Services Director Salamowicz stated our contractor did the work properly. The Village also had a third party provide inspections to ensure the work was done properly.

Trustee Gray made a motion to Recommend Approval of an Agreement between the Forest Preserve District of Will County and the Village of Homer Glen for Final Restoration Work and Monitoring and Maintenance Requirements, related to the Construction of the Fiddymont Creek Sanitary Sewer Project, in the amount of \$65,620; seconded by Trustee Rodgers. The motion passed unanimously,

- e) Consider a Motion to Recommend Retaining Ruettiger, Tonelli & Associates, Inc. (RT&A) for Professional GIS services for 2020.

Trustee Sweas asked Director of Planning & Zoning Gadde for his thoughts on retaining Ruettiger, Tonelli & Associates, Inc. Director of Planning and Zoning Gadde stated this is our second year working with this them and they have been doing a great job. Director of Planning & Zoning Gadde also stated they are not only working with him; they are working with Economic Development Director Janie Patch as well as Development Services Director Mike Salamowicz.

Trustee Gray asked as things progress with GIS and become more robust, if the Village Staff and Board will have access to the information. Village Manager Friling stated there is some access via our Village website at this time.

Trustee Sweas made a motion to Recommend Retaining Ruettiger, Tonelli & Associates, Inc. (RT&A) for Professional GIS services for 2020; seconded by Trustee Rodgers. The motion passed unanimously.

- f) Consider a Motion to Recommend Waiving Building Department Fee for Homer Township Fire Protection District.

Village Manager Friling stated as we receive these types of requests, they will be reviewed on an individual basis and forwarded to the Village Board for consideration. The current SOP #8 provides for the waiving of 50% of building permit fees for other governmental entities in Homer Glen.

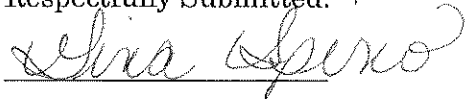
For this particular request, Staff is recommending the waiver of 100% of the fee.

Trustee Gray made a motion to Recommend Waiving Building Department Fee for Homer Township Fire Protection District; seconded by Trustee Rodgers. The motion passed unanimously.

10. Adjournment.

Motion by Trustee Rodgers; seconded by Trustee Sweas to adjourn. Motion carried.  
The meeting was adjourned at 4:39 p.m.

Respectfully Submitted:

A handwritten signature in cursive script, appearing to read "Gina Spino", is written over a horizontal line.

Gina Spino  
AP/AR Clerk