

# Administration & Finance Committee

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Minutes of the Meeting on  
April 4, 2018

**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 4:02 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:02 p.m. were Trustee Beth Rodgers, Trustee Sharon Sweas, Trustee Carlo Caprio, Finance Director/Treasurer John Sawyers and Village Manager Mike Mertens.

Also Present: Development Services Director Michael Salamowicz, Assistant Village Manager Heather Kokodynsky, Chief Building Official Joe Baber and Economic Development Director Janie Patch.

4. Approval of amendments to the Agenda

There were no amendments to the agenda.

5. Approval of Minutes

a.) March 7, 2018

Mayor Yukich stated that the minutes from the March 7, 2018 Administration & Finance Committee meeting were being presented for approval. Prior to the A & F meeting, Trustee Sweas requested the minutes be reviewed and for additional detail to be added. Assistant Village Manager Kokodynsky presented the amended minutes to the Committee during the meeting. The Committee reviewed the minutes.

Trustee Sweas made a motion to approve the amended minutes from the March 7, 2018 meeting; seconded by Trustee Caprio. The motion passed unanimously.

6. Public Comment.

There were no comments from the public.

7. Old Business.

None

8. Reports and Communications from Staff

*Village Manager*

- a) Village Manager Mertens provided an update on the Fiddymment Creek Sanitary Sewer Project. Manager Mertens stated that the Village is proposing to construct

a new sanitary sewer along Fiddymment Creek, to serve the area bound by 159<sup>th</sup> Street and 151<sup>st</sup> Street, between Cedar Road and Gougar Road. There are a number of items that will need to be finalized in order for the project to be accomplished. With regard to the Will County Forest Preserve District (hereinafter District), the Annexation agreement will need to be updated and there will be a fee; however, the Village will receive a credit for the land donations from the Lieponis and Jensen properties. In addition, the District requires the utilization of a 99-year renewable lease. Also the District will utilize the payment in lieu of funding for the construction of Phase I of their Veteran Memorial Trail, planned from 159<sup>th</sup> Street south to Spring Creek Greenway Trail. Finally, the Village and District will need to sign off on a Conflict of Interest letter as, Mahoney, Silverman & Cross, LLC services both the Village and the District, with the attorney handling the District's labor and employment areas.

With regard to the City of Lockport, there is ongoing discussion pertaining to the proposed sanitary installation as Lockport will be providing wastewater transportation and treatment services. In addition, a determination will be needed on which community will bill the future sanitary sewer users. These items are still being discussed.

With regard to IAW, sewer service charges are normally based on water usage. Water meter readings would need to be obtained from IAW through a data side agreement in order to bill the end users. There will be a fee charged by IAW for each data point. Staff is currently awaiting a draft of the fee agreement from IAW to review cost and impact. There is ongoing discussion regarding this matter.

With regard to the Gougar Road easements, the Village currently has obtained an easement from Mr. Wolan for his property west of Gougar Road, 969 sq. ft. for the temporary easement and 969 sq. ft. for the permanent easement. Each property owner has requested the waving of the tap on fee for their residential property and reimbursement of \$1 per sq. ft. for the Village to utilize the permanent easement for the sanitary sewer due to the lack of traditional right-of-way.

With regard to the Boo Annexation, the annexation agreement requires that the property is serviced by a sanitary sewer system by December 10, 2018 or the property owner has the right to petition to de-annex. The agreement does not reference water service to the property. The engineering plans are being finalized and the project should be out to bid in May, 2018. The system is being designed to be constructed from the west to the east with service stubs at key points along the system. The system up to the Boo property will be installed first and should be operational for service by September, 2018. The full project should take four (4) to six (6) months to complete from start to finish with an updated schedule provided upon receipt and award of bids.

b) Village Manager Mertens provided an update on the 159<sup>th</sup> Street Water Main Project. He stated that he has instructed Development Services Director Salamowicz to keep in close communications with IDOT. IDOT has indicated they will release the permit for the water main as soon as the road is shifted over. He stated that he has asked Development Services Director Salamowicz to obtain that information in writing.

c) Village Manager Mertens provided an update on the draft Intergovernmental Agreement (IGA) with School District 33C for Goodings Grove School Park. The Village has discussed the possibility of an IGA with District 33C to have the Village participate in funding a portion of this park upgrade as the park serves local residents. The concept would be for the Village to allocate \$20,000 from our current FY2017/2018 park budget and \$20,000 from our FY2018/2019 park budget for a total of \$40,000. This funding, in combination with the \$60,000 from the PTO, would be combined with the District's funding for a \$250,000 budgeted park redevelopment. The park would be available for public use after normal school hours in the afternoons, evenings, and weekends as well as during the summer months. The District would be responsible for insurance and maintenance of the park area as part of their normal day-to-day operations.

Staff would recommend the Board approve an IGA to formalize the commitment and symbolize how government entities can work with local community organizations to solve a community need in an efficient and cost effective manner that benefits both the local tax payers and the recreational needs of the neighborhood children.

d) Village Manager Mertens provided an update on the pending variance for 13327 W.Doede Ln. The applicant has a contract to purchase this property and noted he will clear only enough trees in the center of the lot for the home and a small grass area. Staff has discussed the fact that the site is heavily wooded and is somewhat hidden from view.

Trustee Rodgers stated she would be open to the idea unless the nearby residents had an issue with the design of the home. Trustee Sweas stated there are houses in other areas that are similar to this design and appear to be unfinished because of this design. Village Manager Mertens stated that he did not believe this house is visible from the road. Trustee Rodgers stated that she spoke to Trustee Gray and he liked the design of the house. Trustee Caprio stated that he did not have an issue with the design. Trustee Rodgers stated she would like to know how many trees will be cleared. Village Manager Mertens stated he believed it would be only for the driveway and where the house will be built. He also stated that he will confirm that information and get back to the Committee.

*Finance Director*

- a) Finance Director Sawyers presented the Village's revenue charts for March. He shared the data collected for Sales Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes, and Motor Fuel Tax.
- b) Finance Director Sawyers distributed the Village's draft FY 2018-2019 Budget. He noted a few adjustments that were made.

*Development Services Director*

- a) Development Services Director Salamowicz provided an update on the Bid Award and MFT Resolution for Street Light Maintenance. The bid opening will happen in mid-April. Then the recommendation will be taken to the April 25<sup>th</sup> Village Board meeting along with the MFT Resolution for street light maintenance which is something IDOT requires.
- b) Development Services Director Salamowicz informed the Committee that Austin Tyler Construction will begin putting down stone, then the sidewalk in the west parking lot of the Village Hall. He stated we should expect several trucks entering and leaving the area.

9. New Business.

- a) Consider a Motion Recommending Approval of a Lease Agreement with Peterson Properties for the Village's EMA and Cold Storage Rental Space at 15757 Annico Dr. Unit #3, Homer Glen, IL.

TRIA Architecture provided the space analysis and a cost estimate for a replacement building in the amount of \$775,000. Trustee Sweas asked if we are going out to bid for this project. Village Manager Mertens stated this number was a rough estimate for a pre-engineered building that doesn't meet our Code. If it was built to Code, it would cost over a million dollars. Village Manager Mertens stated he felt it was better to take our time and extend our lease agreement with Peterson Properties for the Village's EMA and Cold Storage Rental Space at 15757 Annico Dr. Unit #3, Homer Glen, IL.

The Committee also discussed sharing storage space with other local entities.

The Village has leased this 4,000 square foot space since June 1, 2007. The space houses the Village's EMA operation plus some of the Village's cold storage. The lease agreement lists an increase in rent for the property from \$2,250.00/month to \$2,320.00/month.

Trustee Caprio made a motion to approve the Lease Agreement with Peterson Properties for the Village's EMA and Cold Storage Rental Space at 15757 Annico Dr. Unit #3, Homer Glen, IL; seconded by Trustee Sweas. The motion passed unanimously.

- b) Consider a Motion Recommending Approval of the Proposed Discretionary General Fund Reserve Transfer by April 30, 2018 - Per Standard Operating Procedure No. 2.

The updated Standard Operating Procedure No. 2 will be presented for Village Board approval before May, 2018. The document defines the suggested maximum general fund balance as the greater of \$3,800,000 or the amount representing six (6) months of the current years' operating budget (\$8,881,385 times 50% or \$4,440,693).

The general fund balance at April 30, 2018 is projected at \$5,200,000. Based on SOP No. 2, the maximum suggested fund balance is \$4,440,693 (50% of the current years budgeted expenditures). In accordance with SOP No. 2, the Village can initiate a \$600,000 fund equity transfer (i.e. budget adjustment) to the Park & Recreation Fund, bringing the General Fund balance down to \$4,600,000 by April 30, 2018, which is still above the suggested maximum amount.

Trustee Caprio made a motion to approve the Proposed Discretionary General Fund Reserve Transfer by April 30, 2018 - Per Standard Operating Procedure No. 2; seconded by Trustee Rodgers. The motion passed unanimously.

- c) Consider a Motion Recommending Approval of a Settlement Agreement between Abuzirs and the Village of Homer Glen.

The Committee discussed the motion recommending approval of a Settlement Agreement between the Abuzirs and the Village of Homer Glen. The Committee is concerned the resident is going to continue to break the rules. Trustee Rodgers asked for the Village Board Executive Session minutes to review what was discussed. Village Manager Mertens stated he has asked Village Clerk Holtz to provide the minutes from the last executive session when this matter was discussed.

Village Manager Mertens suggested revisiting the matter at the next executive session of the Village Board in order to further discuss it.

There was no motion regarding this matter.

- d) Consider for Approval the Village of Homer Glen's February Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,678.75.

Trustee Caprio made a motion to approve the Village of Homer Glen's February Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,678.75; seconded by Trustee Sweas. The motion passed unanimously.

10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried.  
The meeting was adjourned at 4:57 p.m.

Respectfully Submitted:

*Gina Spino*

Gina Spino  
Development Services Administrative Assistant/ AP & AR Clerk