

Administration & Finance Committee

Minutes of the Meeting on
May 2, 2018

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

2. Pledge of Allegiance to the Flag.

3. Roll Call.

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

Members Absent: Trustee Beth Rodgers

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

4. Approval of amendments to the Agenda

Mike Mertens stated Trustee Caprio would like to add one item under New Business to discuss a Resolution for National Suicide Prevention Awareness in September. The Committee concurred.

5. Approval of Minutes
 - a.) April 4, 2018

Mayor Yukich stated that the minutes from the April 4, 2018 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the April 4, 2018 meeting; seconded by Trustee Caprio. The motion passed.

6. Public Comment.

Mike DeVivo, Commissioner for the Homer Township Road District joined the meeting at 4:08 pm. He discussed his concerns regarding funding for projects within the Village. He specifically mentioned the poor conditions of certain roadways, including Creme Road. In addition, there is an issue with a bridge crossing on Parker Road. He also stated there is a need for creek clean-ups throughout the Village due to dead ash trees and other debris that are causing blockages. There is also an issue with curbs in the Chickasaw Subdivision. Finally, he mentioned a project that will consist of a complete assessment of all the roads. The Committee requested that Mike DeVivo provide more detailed information for the Committee to review.

7. Reports and Communications from Staff

a.) Village Manager

1. Village Manager Mertens stated the appointment of Mayor Pro-Tem is coming up at the end of May. The current Mayor Pro-Tem is Trustee Beth Rodgers.

2. Will County Forest Preserve (FPDWC) Fiddymment Creek Project.

The Village is proposing to construct a new sanitary sewer along Fiddymment Creek, to serve the area bound by 159th Street and 151st Street, between Cedar Road and Gougar Road. There are a number of related items that will need to be finalized in order for the project to be accomplished. The items related to this project are the FPDWC Annexation Agreement Public Hearing and Amendment, FPDWC License Agreement, FPDWC Deed Transfer, Gougar Road Easements, IAW Data Sharing Agreement and the IGA with Lockport.

For the FPDWC Annexation Agreement Amendment, a public hearing has been scheduled for 7:00 pm on Wednesday, May 9, 2018. The agreement is being updated to allow for a direct payment to the FPDWC in an amount not to exceed \$1,292,818.80 in lieu of the construction of a bike path and in consideration of the tree impact fees and access rights. The Amended Annexation Agreement, the IGA for Public Utility License Agreement and an Ordinance for Conveyance of Real Property is proposed to be considered by the Village Board at the May 9, 2018 Village Board meeting. Manager Mertens was directed by the Committee to schedule the amended Annexation Agreement for the May 23 Village Board Meeting.

With regard to Gougar Road, there are four easement agreements that need to be obtained for the purpose of this project. The Gougar Road easements are proposed to be considered by the Village Board on May 23, 2018.

With regard to IAW, water meter readings would need to be obtained from IAW through a data side agreement in order to bill end users. The IAW fee agreement is proposed to be considered by the Village Board on May 23, 2018.

With regard to the IGA with Lockport, the Village attorney is currently drafting an Intergovernmental Agreement (IGA) that will highlight the details of the connection to the sanitary sewer system, maintenance and master metering requirements. The Village of Homer Glen will be responsible to bill future utility users that connect into the system. A copy of the pending IGA will be forthcoming. The IGA with Lockport is proposed to be considered by the Village Board on May 23, 2018.

The Village and the FPDWC will need to sign off on a Conflict of Interest letter as, Mahoney, Silverman & Cross, LLC services both the Village and the FPDWC, with the attorney handling the FPDWC labor and employment areas. The District will be represented by a different firm for this agreement activity.

b.) Finance Director

1. Finance Director Sawyers stated the Village was still waiting for the motor fuel tax check from Speedway. Staff was informed that Speedway has a new analyst that mailed the check to the previous Village address so the check will be delayed. He also stated he will provide two months of data at the next A&F meeting.

c.) Development Services Director

1. Development Services Director Salamowicz provided an update on the South Extension of the Heroes Trail. He stated he is in the process of closing out the paperwork with IDOT. He also stated there are some local agency agreements and a resolution that he will be bringing before the Board at one of the upcoming meetings.

8. Old Business.
None

9. New Business.

a) Consider a Motion Recommending Approval of the Mayor and Village Board Standard Operating Procedure No. 1-14.

Each year the Mayor and Village Board Standard Operating Procedures are reviewed by the Committees and staff. Staff is recommending minor changes to SOP No. 001, 002, 006, and 012. The Environment Committee is recommending major changes to SOP No. 011. The amended SOPs have been redlined with the proposed changes for the Administration and Finance Committee's review.

Trustee Caprio made a motion to approve the Mayor and Village Board Standard Operating Procedure No. 1-14.; seconded by Trustee Sweas. The motion passed.

b) Consider for Approval the Village of Homer Glen's March Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,918.15.

Trustee Caprio made a motion to approve the Village of Homer Glen's March Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,918.15; seconded by Trustee Sweas. The motion passed.

c) Consider a Motion Recommending Approval of Work Authorization Nos. 3 & 4 from Patnick Construction Inc. for Additional Work Related to 2017 Drainage Improvement Project No. 2 (Various Locations), in the combined amount of \$45,415.96.

The Village of Homer Glen has numerous drainage issues throughout the community and has, over the last several years, been working to resolve these issues. Near the end of 2016, the Village contracted with Christopher B. Burke Engineering, Ltd. and HR Green to prepare engineering plans, specification and bid documents, for two drainage projects, known as 2017 Drainage Improvement

Project No.1 and 2017 Drainage Improvement Project No. 2, respectively. Work on the 2017 Drainage Improvement Project No. 2 is being performed at six (6) locations throughout the Village.

Trustee Sweas made a motion to approve Work Authorization Nos. 3 & 4 from Patnick Construction Inc. for Additional Work Related to 2017 Drainage Improvement Project No. 2 (Various Locations), in the combined amount of \$45,415.96; seconded by Trustee Caprio. The motion passed.

d) Resolution for National Suicide Prevention Awareness in September.

Trustee Caprio requested the Village Board consider a Resolution for National Suicide Prevention Awareness in September. The Committee concurred.

10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 4:59 p.m.

Respectfully Submitted:



Gina Spino
Development Services Administrative Assistant/ AP & AR Clerk