

# Administration & Finance Committee

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Minutes of the Meeting on  
August 1, 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 4:04 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:04 p.m. were Mayor George Yukich, Trustee Sharon Sweas, Trustee Carlo Caprio and Finance Director/Treasurer John Sawyers.

Members Absent: Trustee Beth Rodgers.

Also Present: Assistant Village Manager Heather Kokodynsky, Development Services Director Michael Salamowicz, Chief Building Official Joe Baber, Facilities Manager John Robinson, Administrative Analyst Matt Walsh, Director of Planning & Zoning Vijay Gadde, Assistant Planner Kyle McGinnis, and Administrative Assistant Yelana Bowes.

4. Approval of Amendments to the Agenda.

There were no amendments to the Agenda.

5. Approval of Minutes.

a) June 6, 2018

Mayor Yukich stated that the minutes from the June 6, 2018 Administration & Finance Committee meeting were being presented for approval. Trustee Sweas made a motion to approve the minutes from the June 6, 2018 meeting; seconded by Trustee Caprio. Mayor Yukich also voted in favor of approval. The motion passed.

6. Public Comment.

There were no comments from the public.

7. Reports and Communications from Staff.

a) *Planning and Zoning Director*

1. Planning and Zoning Director Vijay Gadde discussed with the Committee George Gatses' request for a refund of a building permit fee in the amount of \$ 23,234 for the Homer Glen Center PUD. The amount originally paid by Mr. Gatses was \$24,000; however, staff would deduct the permit review fee of \$766.00.

The Committee requested that Planning and Zoning Director Gadde determine the cost of staff time related to this matter. He will then bring the cost back to the next A & F Committee meeting for review.

b) *Finance Director Sawyers*

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

c) *Development Services Director*

1. Development Services Director Mike Salamowicz provided an update on Goodings Grove Park. He explained that the Village is experiencing difficulty with the contractor, Frank Burla Construction that handled the project at Goodings Grove Park. The contractor was sent a letter indicating staff would contact the bond company to pull the bond and have a different contractor finish the job if they did not complete the job properly. Development Services Director Salamowicz also stated the Village is considering charging Frank Burla Construction liquidated damages once the job is completed to the Village's satisfaction.

There was additional discussion regarding vandalism happening at multiple parks. Facilities Manager John Robinson and his staff have been cleaning and repairing the damage. In addition, the police have been notified.

d) *Facilities Manager*

1. Facilities Manager John Robinson stated there is a pump house on the Village property at Heritage Park that is no longer available for use due to the construction. He is requesting permission to remove the structure before the landscaping begins. The Committee approved his request.

Trustee Sweas asked about the prairie garden at 151<sup>st</sup> and Bell Road. Facilities Manager Robinson stated that the Environment Committee decided that this location is not feasible any longer. It is difficult to maintain due to the lack of accessibility to the location. The sign will be removed and the plants will be relocated.

e) *Chief Building Official*

1. Chief Building Official Joe Baber provided an update on the MPM software that Village staff utilizes. He stated the building department is experiencing several technical issues that keep occurring as the software is no longer supported. He stated staff is looking at other software to replace MPM.

2. Chief Building Official Joe Baber provided an update regarding hand rails that are needed at the Heritage Park Active Core pavilion. These hand rails are required per the current Code. He stated he will reach out to Tria Architecture.

8. Old Business.

There was no old business to discuss.

9. New Business.

- a) Discussion of the Proposals Received for Information Technology Managed Services.

The Village issued a Request for Proposals for IT Managed Services on June 15, 2018. An official bid opening was held in the Board Room on Friday, July 6, 2018 at 1:00 p.m. The Village received a total of nine bids. Staff narrowed the list to four firms that met the stated requirements. Staff is recommending Current Technologies, the lowest bidder. They are the company that installed our server. In addition, they are familiar with our current software programs.

Administrative Assistant Bowes stated she reached out to their references and Current Technologies received very high praise. The contract would be for one year, so we will have an opportunity to make changes if necessary after that timeframe. The Committee agreed to have this topic taken to the next board meeting.

- b) Consider a Motion Recommending Approval of Pay Estimate No. 5 from Austin Tyler Construction, Inc. for Phase I of the Heritage Park Project, in the Amount of \$ 595,206.43.

Trustee Caprio made a motion to Approve Pay Estimate No. 5 from Austin Tyler Construction, Inc. for Phase I of the Heritage Park Project, in the Amount of \$ 595,206.43; seconded by Trustee Sweas. Mayor Yukich also voted to approve the pay estimate. The motion passed.

- c) Consider a Motion Recommending Approval of Pay Estimate No. 6 from Austin Tyler Construction, Inc. for Phase I of the Heritage Park Project, in the Amount of \$ 125,893.45.

Trustee Caprio made a motion to Approve Pay Estimate No. 6 from Austin Tyler Construction, Inc. for Phase I of the Heritage Park Project, in the Amount of \$ 125,893.45; seconded by Trustee Sweas. Mayor Yukich also voted to approve the pay estimate. The motion passed.

- d) Consider for Approval the Village of Homer Glen's June Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,985.13.

Trustee Caprio asked for a status on the Mitch Mrowca litigation. Chief Building Official Baber stated it was filed with the County Court. We have a court date scheduled here at the Village in two weeks, then it goes back to County Court. The Committee discussed being reimbursed for our court costs.

Trustee Caprio made a motion to approve the Village of Homer Glen's June Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,985.13; seconded by Trustee Sweas. Mayor Yukich also voted to approve the June legal bills. The motion passed.

- e) Consider a Motion Recommending Approval of TRIA Architecture's Invoices for Professional Services Related to Phase II of the Village's Heritage Park Project in the Total Amount of \$ 85,119.21.

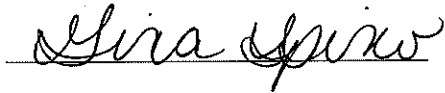
Trustee Sweas requested specific details regarding the contract/invoices.

Trustee Caprio made a motion to approve TRIA Architecture's invoices for Professional Services Related to Phase II of the Village's Heritage Park Project in the Total Amount of \$ 85,119.21; seconded by Trustee Sweas. Mayor Yukich also voted in favor of approving the invoices. The motion passed.

#### 10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 4:47 p.m.

Respectfully Submitted:



Gina Spino  
Development Services Administrative Assistant/ AP & AR Clerk