

Administration & Finance Committee

Minutes of the Meeting on
September 5, 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 George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:02 p.m. were Mayor George Yukich, Trustee Sharon Sweas, Trustee Beth Rodgers and Interim Village Manager Anne Marie Gaura.

Members Absent: Trustee Carlo Caprio and Finance Director/Treasurer John Sawyers.

Also Present: Assistant Village Manager Heather Kokodynsky, Development Services Director Michael Salamowicz, Chief Building Official Joe Baber, Facilities Manager John Robinson and Administrative Analyst Matt Walsh.

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 Rodgers was not in attendance at the last meeting so she abstained from voting. The minutes were tabled until Trustee Caprio would be present to vote on them.

6. Public Comment.

There were no comments from the public.

7. Reports and Communications from Staff.

a) *Interim Village Manager*

1. Interim Village Manager Anne Marie Gaura stated she was getting settled in this first week at the Village. She stated everyone has been very welcoming. She is looking forward to working with everyone.

b) *Development Services Director*

1. Development Services Director Mike Salamowicz provided an update on Evelyn's Gate Subdivision. Developer Jamie Corso is requesting the release of the LOC funds. Development Services Director Salamowicz stated there are still some necessary changes to be made before the LOC funds can be released. Development Services Director Mike Salamowicz provided an update regarding the signs in the roundabout of Evelyn's Gate Subdivision. He stated some of the signs are being blocked by the trees. The directive from the Committee is to have all remaining punch list items completed, including the adjustment of the signs, before the LOC is released.

c) *Chief Building Official*

1. Chief Building Official Joe Baber stated he would like some direction regarding brick mailboxes in the right of way. He stated there are a number of brick mailboxes throughout the Village and asked for guidance on how to enforce the Village Code. The Code does not allow brick mailboxes, but it has been difficult to enforce and is costly for residents to remove them after construction. Road District Commissioner Mike DeVivo has expressed concerns to Village Staff regarding safety due to these mailboxes, and the United States Post Office prefers breakaway mailboxes. Discussion on the aesthetics, safety, and potential liability of these mailboxes took place. There was agreement that fines are preferable to forcing the destruction of mail boxes, but legal counsel should be sought before final decisions are made.

8. Old Business.

There was no old business to discuss.

9. New Business.

a) Discussion of the Proposals Received from iWorQ Systems for Community Development Software.

Administrative Analyst Matt Walsh introduced a proposal from iWorQ systems to replace the MPM software that the building, planning, and engineering departments use. Facilities Manager John Robinson described his experience working with the system on a module that allows for tree plotting and praised the service. Administrative Analyst Walsh mentioned that the yearly cost does not change in the future. There was general support for moving forward with the software. The proposal will be placed on a future Board meeting agenda after Chief Building Official Joe Baber and Finance Director John Sawyers confirm details about the proposed software's compatibility with current in-house software.

b) Consider a Motion Recommending Approval of a \$64,933.92 Economic Incentive Payment to Menards for the Bi-Annual Period Covering September 2017-February 2018.

Trustee Rodgers made a motion to approve the \$64,933.92 Economic Incentive Payment to Menards for the Bi-Annual Period Covering September 2017-February 2018; 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. 1 from Alessio and Sons Company for the Detention Basin and Bioswale project (319 Grant) at Heritage Park, in the Amount of \$314,672.626.

Trustee Rodgers made a motion to Approve Pay Estimate No. 1 from Alessio and Sons Company for the Detention Basin and Bioswale Project (319 Grant) at Heritage Park, in the Amount of \$314,672.626; seconded by Trustee Sweas. Mayor Yukich also voted to approve the pay estimate. The motion passed.

- d) Consider a Motion Recommending Approval of Pay Estimate No. 4 (Final) From Airy's, Inc. for 2017 Drainage Improvement Project No. 1 (Erin Hills Subdivision), in the Amount of \$8,576.93.

Trustee Sweas made a motion to approve Pay Estimate No. 4 (Final) From Airy's, Inc. for 2017 Drainage Improvement Project No. 1 (Erin Hills Subdivision), in the Amount of \$8,576.93; seconded by Trustee Sweas. Mayor Yukich also voted to approve the pay estimate. The motion passed.

- e) Consider a motion recommending Approval of a Building Permit Fee Refund in the Amount of \$21,620 to George Gatses, the Applicant for Homer Glen Center PUD.

Chief Building Official Baber provided the documentation that was requested at the last A & F meeting. The refund request from George Gates was in the amount of \$24,000. The permit review fee is \$766.00. The estimated staff time has been calculated at \$ 1,614. The refund balance if approved would be \$ 21,620.

Trustee Rodgers stated she would like more time to review information from meeting minutes that addressed this issue approximately three years ago. Upon reviewing the meeting minutes, the Committee will seek guidance from our Attorney Eric Hanson. This item has been tabled.

- f) Consider a motion recommending Approval of Connelly Electric's Proposal for the Installation and Configuration of an Electrical Switchboard in the amount of \$42,000.

Trustee Rodgers made a motion to approve Connelly Electric's Proposal for the Installation and Configuration of an Electrical Switchboard in the amount of \$42,000; seconded by Trustee Sweas. Mayor Yukich also voted to approve the proposal. The motion passed.

- g) Consider for Approval the Village of Homer Glen's July Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$8,545.00

Trustee Rodgers made a motion to approve the Village of Homer Glen's July Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$8,545.00; seconded by Trustee Sweas. Mayor Yukich also voted to approve the June legal bills. The motion passed.

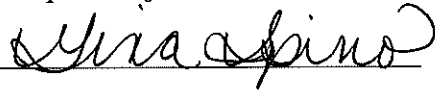
- h) Consider a Motion Recommending Approval of TRIA Architecture's Invoices for Professional Services Related to Phase II Active Core and Master Planning of the Village's Heritage Park Project in the Total Amount of \$ 17,378.19.

Trustee Rodgers 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 \$ 17,378.19; seconded by Trustee Sweas. Mayor Yukich also voted in favor of approving the invoices. The motion passed.

10. Adjournment.

Motion by Trustee Rodgers, seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 4:56 p.m.

Respectfully Submitted:



Gina Spino
Development Services Administrative Assistant/ AP & AR Clerk