

Administration & Finance Committee

Minutes of the Meeting on
January 9, 2019

**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 4:06 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:06 p.m. were Mayor George Yukich, Trustee Sharon Sweas, Trustee Beth Rodgers, Interim Village Manager Anne Marie Gaura and Finance Director John Sawyers. Trustee Caprio arrived at 4:15 p.m.

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

Members absent: None

4. Approval of Amendments to the Agenda.

There were no amendments to the agenda.

5. Approval of Minutes.

a) October 3, 2018

Mayor Yukich stated that the minutes from the October 3, 2018 Administration & Finance Committee meeting were being presented for approval.

Trustee Rodgers made a motion to approve the minutes from the October 3, 2018 meeting; seconded by Trustee Sweas. Mayor Yukich also voted in favor of approval. The motion passed.

b) December 5, 2018

Mayor Yukich stated that the minutes from the December 5, 2018 Administration & Finance Committee meeting were being presented for approval.

Trustee Sweas made a motion to approve the minutes from the December 5, 2018 meeting; seconded by Trustee Rodgers. Mayor Yukich also voted in favor of approval. The motion passed.

6. Public Comment.

Residents of Homer Glen, Mr. & Mrs. Kwak were present, however they opted to speak when during the discussion of agenda item 9.a.

7. Reports and Communications from Staff.

a) *Interim Village Manager*

1. Interim Village Manager Gaura stated she wanted to bring something to the Committee's attention. She stated the Village has been made aware of two (2) vacancies on two (2) of the Committees. One vacancy is on the Parade and Festival Committee and the other is on the Community and Economic Development Committee. She stated that staff is looking for direction on moving forward with filling these vacancies. Mayor Yukich stated he wanted to get feedback from Trustee Caprio for the Parade and Festival Committee and feedback from Trustee Burian for the Community and Economic Development Committee. The Committee suggested getting the word out through free media resources.

b) *Finance Director*

1. Finance Director John Sawyers provided budget information as well as the Village's revenue charts for December. 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 stated the Village of Homer Glen has a deadline of February 15, 2019 to adopt and have the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office approve the floodplain management measures that satisfy 44 Code of Federal Regulations (CFR) Section 60.3 (d) of the National Flood Insurance Program (NFIP) regulations. Director Salamowicz stated this matter was brought to the Public Services and Safety Committee for consideration. Proposed changes were made to Chapter 138 of the Code of the Village of Homer Glen and were submitted to the Department of Natural Resources, who is reviewing any changes on behalf of FEMA. Staff received a response from them indicating more changes were required and they recommended the Village adopt the County's Ordinance so the Village of Homer Glen would be in compliance with the FEMA's requirements. Director Salamowicz stated that the Village needs to be equally or more stringent than the County with regard to the Ordinance. Director Salamowicz contacted the Village's Attorney to confirm that the proposed amendments are more stringent than those of the County's. Director Salamowicz also stated this matter will be added as a workshop item to the January 23, 2019 Village Board meeting agenda to allow the Board the opportunity to review the current Code of the Village of Homer Glen and compare it to the County's Ordinance. This would allow a vote to occur at the February 13th Village Board Meeting.

8. Old Business.

None.

9. New Business.

- a) Discussion Regarding a Request for an Exterior Materials Variance for 13529 S. Maple Avenue, Homer Glen.

The homeowners of this address, Mr. & Mrs. Kwak were in attendance.

Trustee Rodgers stated she thought this matter should be brought to the Village Board meeting and not Administration & Finance Committee. Trustee Sweas agreed. Chief Building Official Baber stated any variance issues with the building code are to be appealed through the Village Board.

Trustee Caprio suggested letting the residents speak since they were in attendance for this meeting. The Committee agreed. Trustee Rodgers explained to the residents this type of matter would be handled by the Village Board.

Interim Village Manager Gaura gave a summary to explain that in the past there were a few cases that were brought to the Administration and Finance Committee. Moving forward these matters will only be brought directly to the Village Board.

It was reiterated again to the residents that this matter would be going to the Village Board for review on January 23, 2019. Trustee Caprio apologized to the residents for the delay.

- b) Consider a Motion Recommending Approval of Pay Estimate No. 7 from Patnick Construction, Inc. for 2017 Drainage Improvement Project No. 2 (Including Work in the Woodbine, Meadowview, Chickasaw and Wedgewood Highlands Subdivisions and at the Northwest Corner of 151st Street and Will-Cook Rd.), in the Amount of \$25,593.21.

Trustee Caprio asked about the retainage for pay estimates 6 and 7. Development Services Director Salamowicz explained the Village is reducing the retainage from 5% to approximately 1.5%. The work is almost complete. Patnick Construction, Inc. performed some final restoration. The Village is holding the retainage until the spring when a final inspection will take place. If everything is complete, we will release the funds.

Assistant Village Manager Heather Kokodynsky asked if this item may be placed on the next Consent Agenda. The Committee said yes.

Trustee Caprio made a motion to recommend approval of Pay Estimate No. 7 from Patnick Construction, Inc. for 2017 Drainage Improvement Project No. 2 (Including Work in the Woodbine, Meadowview, Chickasaw and Wedgewood Highlands Subdivisions and at the Northwest Corner of 151st Street and Will-Cook Rd.), in the amount of \$25,593.21; seconded by Trustee Sweas. The motion passed unanimously.

- c) Consider a Motion Recommending Approval of the Annual Fee Invoice from IWorq for the Tree Management Module Software in the Amount of \$2,500.

Trustee Sweas made a motion to recommend approval of the annual fee invoice from IWorq for the Tree Management Module Software in the amount of \$2,500; seconded by Trustee Rodgers. The motion passed unanimously.

- d) Consider a Motion Recommending Approval of a GIS Services Fee Proposal from Ruettiger, Tonelli & Associates, Inc. in an amount not to exceed \$10,000.

Trustee Rodgers asked for a brief explanation of this item. Director of Planning and Zoning Vijay Gadde stated there is a need for this service due to the vacant Assistant Planner position. There are items that need to be done immediately.

Trustee Rodgers suggested waiting on this item because the discussion of the Planner position is happening at the Village Board meeting later that evening. Interim Village Manager Gaura stated there is a need now for this service until a Planner is hired. It will be on the agenda of the January 23, 2019 Village Board Meeting.

Trustee Caprio made a motion to recommend approval of a GIS Services Fee Proposal from Ruettiger, Tonelli & Associates, Inc. in an amount not to exceed \$10,000; seconded by Trustee Sweas. The motion passed unanimously.

- e) Consider a Motion Recommending Approval of the Village's 2019 Membership Dues for the Will County Governmental League in the Amount of \$16,987.82.

Trustee Sweas made a motion to recommend approval of the Village's 2019 membership dues for the Will County Governmental League in the amount of \$16,987.82; seconded by Trustee Caprio. The motion passed unanimously.

- f) Consider a Motion Recommending Approval of the November 2018 Mahoney, Silverman & Cross, LLC Legal Bills, in the Amount of \$8,534.50.

Trustee Rodgers requested a final number on the cost from Mahoney, Silverman & Cross, LLC for the Electoral Board issues. Interim Village Manager Gaura will provide this information when it becomes available.

Trustee Rodgers asked for an update on the Bell Road demo. Chief Building Official Baber stated he has the documentation. Trustee Rodgers also asked for an update on the Mrowca Litigation. Chief Building Official Baber stated Mr. Mrowca was told to move forward with a lawsuit and he will share an update after he meets with the resident.

Trustee Caprio made a motion to recommend approval of the November 2018 Mahoney, Silverman & Cross, LLC legal bills, in the amount of \$8,534.50; seconded by Trustee Sweas. The motion passed unanimously.

- g) Consider a Motion Recommending Approval of the 2019 Homer Community Festival's Budget.

Mayor Yukich asked Trustee Caprio if he has anyone he wishes to suggest for the open spot for the Parade and Fest Committee. The goal is to find a dedicated individual.

Assistant Village Manager Kokodynsky suggested a process for finding a candidate. She suggested advertising the opportunity on the Village's website and Facebook page. The advertisement would ask any interested individuals to submit a letter of intent along with a resume. Once selected, the individual would then come to Village Hall to meet with the Chairperson of the Committee and the Mayor. The Committee agreed to the process that was proposed.

Trustee Caprio made a motion to recommend approval of the 2019 Homer Community Festival's Budget; seconded by Trustee Rodgers. The motion passed unanimously.

- h) Consider a Motion Recommending Approval of the Hickory Creek Watershed Annual Membership Dues Invoice in the Amount of \$5,250.

Trustee Sweas made a motion to recommend approval of the Hickory Creek Watershed annual membership dues invoice in the amount of \$5,250; seconded by Trustee Rodgers. The motion passed unanimously.

10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:42 p.m.

Respectfully Submitted:

Gina Spino
Development Services Administrative Assistant/ AP & AR Clerk