Administration & Finance Committee

Minutes of the Meeting on
September 2, 2020

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 4:03 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

   Members present at 4:03 p.m. were Mayor Yukich, Trustee Keith Gray, Trustee Sharon Sweas, Village Manager Karie Friling and Finance Director John Sawyers.

   Also Present: Assistant to the Village Manager Matt Walsh and Chief Building Official Joe Baber.

   Members absent: Trustee Beth Rodgers

4. Approval of Amendments to the Agenda.

   None.

5. Approval of Minutes.

   a) July 1, 2020

   Mayor Yukich stated that the minutes from the July 1, 2020 Administration & Finance Committee meeting were being presented for approval.

   Trustee Sweas made a motion to approve the minutes from the July 1, 2020 Administration & Finance Committee meeting; seconded by Trustee Gray. The motion passed.

6. Public Comment.

   There was no public comment.

7. Reports and Communications from Staff.

   a) Village Manager

   1. Village Manager Friling stated the Village hired a seasonal parks individual and they will start in mid-September.

   2. Village Manager Friling stated the Village will be hiring a part time IT staff member. The Village will be using the funds from the Administrative Assistant position that is currently open.
3. Village Manager Friling stated Channel 6 is ready to go live. This item will go to the next board meeting. Upon board approval of the SOPs, it will go live the following Monday. Village Manager Friling stated she would like the Mayor to record a welcome video for Channel 6.

Trustee Sweas asked if the board meetings will be live? Village Manager Friling stated the board meetings will be recorded and will then run on Channel 6.

Village Manager Friling stated the new recording equipment will be installed in the Village board room within the next thirty (30) days.

b) Finance Director

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

c) Chief Building Official

Chief Building Official Joe Baber stated the private video event that was held in Heritage Park went well.

Village Manager Friling stated the Village received several letters from the neighboring homes of Heritage Park stating the discs from the disc golf course were flying in the backyards, as well as concerns about inappropriate behavior from individuals in the park. Village Manager Friling stated basket number two (2) for Disc Golf has been removed due to these reported issues of the discs going into neighboring yards. She also stated the Village has reached out to Thor Batchelor to discuss a plan to tweak disc area #2 of the disc golf course to prevent this from happening. She also stated the Village staff also spoke to Thor about the rules of the park. He then reached out to his groups, to remind them of the rules of the park. Village Manager Friling stated there will be additional signage added to Heritage Park listing the rules of the park.

Trustee Sweas stated she noticed a couple of disc golf baskets that seem too close to the sidewalks. Village Manager Friling stated the disc golf areas will continue to be evaluated and may need to be changed, which is why the course is considered temporary at this time.

8. Old Business

None


a) Consider a Motion to Recommend Approval of the Village of Homer Glen’s July Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of $12,909.00?
Trustee Gray asked about why the charges for the Lagiglia Litigation Case are so high. Village Manager Friling stated the Village had to respond in court. We are waiting for a judge to set a hearing date.

Mayor Yukich asked for the status of the Lagiglia litigation case. Village Manager Friling stated everything has been filed with the court and also that the Village submitted a motion to dismiss with prejudice. This would allow the Village to request reimbursement for our legal fees. The judge has not set a date to hear the case.

Mayor Yukich asked for the status of the Mitch Mrowca Lawsuit. Chief Building Official Joe Baber stated a permit has been issued and the situation will continued to be monitored by the Building Department staff.

Mayor Yukich asked for a status on the case with Onondaga Court. Village Manager Friling stated the Village is going to send out letters to the adjacent neighbors on Onondaga to let them know the Village now owns the property.

Trustee Gray made a motion to Recommend Approval of the Village of Homer Glen's July Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of $12,909.00; seconded by Trustee Sweas. The motion passed.

b) Consider a Motion to Recommend Approval of TRIA Architecture's Invoices No. 3438 and 3439 for Heritage Park Schematic Design Services, in the Amount of $25,886.15.

Village Manager Friling stated the drawings are almost complete. She also stated the board will have to decide if they would like to go out to bid for the construction of the project this Fall/Winter.

Trustee Gray made a motion to Recommend Approval of TRIA Architecture's Invoices No. 3438 and 3439 for Heritage Park Schematic Design Services, in the amount of $25,886.15; seconded by Trustee Sweas. The motion passed.

c) Consider a Motion to Recommend Approval of Standard Operating Procedure No. 16: Public Access Channel 6.

Trustee Gray had a concern regarding criteria number two (two) of this Standard Operating Procedure. It now states, "Organizations may be asked to submit proof of non-profit status." He suggested the verbiage be changed from "asked" to "required".

Trustee Gray also had a concern regarding the criteria for number ten (10). It now states, "Applications submitted for programming on Channel 6 will be reviewed by the Village and must be approved by the Village Manager or her designee prior to being broadcast." He asked what it meant when it indicated it
had to be reviewed by the village and approved by the Village Manager. Village Manager Friling stated it could be changed to indicate it can just say approved by the Village Manager.

Trustee Gray asked about criteria number four (4) with regard to advertising. Village Manager Friling stated that Comcast will not allow any advertising that is for profit.

Trustee Sweas made a motion to Recommend Approval of Standard Operating Procedure No. 16: Public Access Channel 6; seconded by Trustee Gray. The motion passed.

d) Consider a Motion to Recommend Approval of the Amended Purchasing Policy.

Village Manager Friling stated initially the current limits served the Village well. Commodity prices and professional services have increased during the last eight years since the policy was last amended, the current limits are out of date.

Trustee Sweas stated she is not comfortable increasing the spending authorities. Finance Director John Sawyers stated all items are budgeted. He also stated the amounts are lower than our peer groups. Finance Director Sawyers stated this document is what the auditors use for internal controls to ensure the Village is following the policies.

Trustee Gray stated he agreed with Trustee Sweas and likes having more accountability on items. Trustee Gray stated he spoke with Trustee Rodgers regarding this matter and she is not comfortable with increasing the amounts of spending authority.

Village Manager Friling stated there are some purchases more specifically for a department head approval and it would be helpful to increase a department head’s spending authority.

Trustee Gray stated there are quite a few small purchases that he sees on the payable schedule that he feels could be made in larger quantities. Finance Director Sawyers stated he feels those items are for small projects or the individual department needs. Village Manager Friling stated that as we continue to grow as a Village this will become more cumbersome.

Mayor Yukich stated it would be helpful to have the limits increased, so that time and coordination of the schedules/documents could be streamlined.

The Motion to Recommend Approval of the Amended Purchasing Policy was tabled, and staff was requested to bring back the peer community comparables.
10. Adjournment.

Motion by Trustee Sweas; seconded by Trustee Gray to adjourn. Motion carried. The meeting was adjourned at 4:55 p.m.

Respectfully Submitted:

Gina Spino
AP/AR Clerk