

VILLAGE OF HOMEWOOD  
BOARD OF TRUSTEES MEETING  
TUESDAY—OCTOBER 9, 2018  
VILLAGE HALL BOARD ROOM

CALL TO ORDER: Village President Hofeld called the regular meeting to order at 7:30 p.m. There was one member of the public present and one press representative.

PLEDGE OF ALLEGIANCE: Village President Hofeld led trustees in the Pledge of Allegiance.

ROLL CALL: Clerk Marilyn Thomas called the roll. Those present were Village President Richard Hofeld, Trustee Barbara Dawkins, Trustee Lisa Purcell, Trustee Karen Washington, Trustee Lauren Roman, Trustee Jay Heiferman and Trustee Larry Burnson.

INTRODUCTION OF STAFF: Village President Hofeld introduced staff members in attendance: Village Manager Jim Marino, Village Attorney Christopher Cummings, Director of Finance Dennis Bubenik, Assistant Finance Director Amy Zukowski, IT Manager Tim Stinnett, and Assistant Village Manager Napoleon Haney.

MINUTES: The minutes of the regular meeting of September 25, 2018, were presented. There were no comments or corrections.

A motion was made by Trustee Purcell and seconded by Trustee Burnson to approve the minutes as presented.

***Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.***

CLAIMS LIST: The Claims List of \$828,419.67 was reviewed. There were no questions from the Trustees.

A motion was made by Trustee Purcell and seconded by Trustee Washington to approve the Claims List as presented.

President Hofeld said four items totaled 81 percent of the Claims List: \$75,586.95 to Thorn Creek Sanitary District; \$205, 187.87 for employees health insurance for October; \$284,555.52 to the City of Harvey for Lake Michigan water; \$100,500 for a new backhoe for Public Works.

HEAR FROM THE AUDIENCE: President Hofeld invited anyone in the audience to address the board on any subject not on the agenda. No comments were offered.

OMNIBUS VOTE: Clerk Thomas presented the Omnibus Agenda:

- A. RAFFLE LICENSE / HOMEWOOD SCIENCE CENTER / WALK WALTON FUNDRAISER: Authorize the issuance of a raffle license to the Homewood Science Center for a single raffle to be held on October 21, 2018 and waive the fidelity bond requirement, and waive the requirement that the organization be in existence for five years.
- B. PURCHASE OF POLICE RADIOS AND ACCESSORIES: Waive competitive bidding because of equipment standardization and authorize the purchase of six (6) Motorola APX 6000 radios and accessories from Miner Electronics of Munster, Indiana for a total of \$33,854.70.
- C. ORDINANCE M-2086/SPECIAL USE PERMIT FOR MOTOR VEHICLE SERVICE & REPAIR - 3349 183<sup>RD</sup> STREET: Consider an ordinance granting a special use permit to allow Allied Advantage Group Transmissions & Repair to operate motor vehicle services and repairs at 3349 183<sup>rd</sup> Street, Homewood, Cook County, Illinois.
- D. ORDINANCE CHANGES TO CHAPTERS 10 AND 14 OF THE HOMEWOOD MUNICIPAL CODE – REQUIREMENTS FOR LIQUOR AND TOBACCO LICENSES:
  - i. ORDINANCE MC-998: Consider an ordinance amending Section 10-53 of the Homewood Municipal Code concerning liquor license application requirements.
  - ii. ORDINANCE MC-999: Consider an ordinance amending Section 14-465 of the Homewood Municipal Code concerning tobacco license application requirements.

Trustee Heiferman questioned the cost of Item B. He thought the cost was extremely high for six radios. Trustee Burnson said since the police department joined the E-Com joint dispatch center, it has been using Motorola radios and this cost is in line with previous purchases.

A motion was made by Trustee Purcell and seconded by Trustee Burnson to accept the Omnibus Agenda as presented.

***Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.***

SOFTWARE SERVICES CONTRACT: ENTERPRISE RESOURCE PLANNING (ERP) TRAINING & IMPLEMENTATION: Director of Finance Bubenik made a presentation to the board on the selection of new software for the finance department. The software was last updated in 2004 and staff finds that it takes longer, lowers service operations and is costing the village in staff time.

The Finance Department has been studying various software packages for the past years working with Enterprise Resource Planning consultants. Once the Village was ready to bid, Bubenik organized a team of Amy Zukowski, assistant finance director, Tim

Stinnett, IT manager, and Napoleon Haney, assistant village manager, to assess the proposals. Two finalists were interviewed. Bubenik recommended the board consider a contract with Civic Systems of Madison, Wisconsin. The firm offers cloud storage, up-to-date software, and a flexible payment system.

IT Manager Stinnett told trustees the Village software is hard to maintain because of its age. The new system will allow staff to work anywhere there is an internet connection. Ms. Zukowski said the new system will allow for departments to interact much more efficiently since records will be easily available on a shared platform. It will also be much easier for her to create reports. Assistant Manager Haney said the system will allow for digital signatures, so action can be immediate, rather than passing documents between departments. The software will also help reduce redundancy.

Board members thanked Bubenik and his team for the time they put into investigating the best possible purchase for the village, and acknowledged that the village was certainly due to update its software.

A motion was made by Trustee Burnson and seconded by Trustee Heiferman to authorize President Hofeld to enter into an agreement with Civic Systems of Madison, Wisconsin for the purchase of ERP software at a cost of \$179,880 for the first year, and an annual fee of \$14,694, and an annual hosting fee of \$7,650.

***Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.***

**MANAGER’S REPORT:** Manager Marino invited the community to the annual Fire Department Open House from 11 a.m. to 2 p.m. on Saturday, October 13.

**GENERAL BOARD DISCUSSION:** Trustee Heiferman invited the community to come to the Homewood Science Center’s annual Walk Walton event on Sunday, October 21. Trustee Roman invited the community to the final Farmer’s Market on Saturday, October 13, and to enjoy Hobo Night at 6:30 p.m. on Saturday, October 13. President Hofeld said the new inductees into the Homewood Hall of Fame will be honored at an October 14 luncheon at Ravisloe Country Club.

Trustee Purcell made a motion and Trustee Washington seconded the motion to adjourn the regular meeting of the Board of Trustees.

***Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.***

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Marilyn Thomas  
Village Clerk