

Administration & Finance Committee

Minutes of the Special Meeting on
March 8, 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 4:07 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:07 p.m. were Trustee Beth Rodgers, Trustee Sharon Sweas, Trustee Carlo Caprio, Treasurer John Sawyers and Village Manager Mike Mertens.

Trustee Caprio arrived at 4:10 p.m.

Also Present: Development Services Director Michael Salamowicz, Assistant Village Manager Heather Kokodynsky, Chief Building Official Joe Baber, Facilities Manager John Robinson, Trustee Christina Neitzke-Troiike, Trustee Keith Gray, and Trustee Brian Burian.

4. Approval of amendments to the Agenda

Trustee Rodgers suggested moving agenda items 8.d to the end after 8.f. The Committee approved the amendment to the agenda.

5. Approval of Minutes

a.) February 7, 2018

Trustee Rodgers made a motion to approve the minutes of the February 7, 2018 Administration and Finance Committee meeting; seconded by Trustee Sweas. The motion passed.

6. Public Comment.

There were no comments from the public.

7. Old Business.

None

8. New Business.

a) Update on February's Revenue Charts

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

There was discussion regarding how the construction is impacting business at the gas stations.

b) Discussion Regarding Alternate Revenue Sources

Finance Director Sawyers discussed three potential options for alternate sources of revenue. The first is the local motor fuel tax. A 2017 – 2018 comparison of the local motor fuel tax revenue was presented. Revenue projections were shown for the current \$0.03 per gallon tax and for increases to a \$0.04 and \$0.05 per gallon tax. Trustee Rodgers expressed concerns about the impact this would have on the gas stations who are already impacted by the road construction.

The second option presented was a potential increase to the Village's Home Rule Sales Tax. The State of Illinois allows for rate increase on January 1 and July 1 annually. Finance Director Sawyers presented additional HRST revenues in .25% increments.

The third option presented was a property tax distribution. The illustration assumed the average homeowner with a \$325,000 market value.

c) Update on Sales Tax Sharing

Finance Director Sawyers presented schedules showing the details for three sale tax incentive agreements: Meijer, Menards and Big R. The schedules listed current incentive earned and projected completion date of the incentive agreements (with corresponding sales tax savings).

d) Discussion Regarding the Draft FY 2018-2019 Budget

Finance Director Sawyers presented a draft of the FY 2018-2019 Budget.

Trustee Rodgers stated she has suggested in the past to review the Sheriff's contract.

Trustee Rodgers suggested having Clarke, the Village's Mosquito abatement provider, spray for ticks in the community. Assistant Village Manager Kokodynsky stated she will look into this service.

There was discussion regarding an upgrade to our meeting communications system. Trustee Gray suggested a more professional system for the Village Board Room. Trustee Rodgers stated her concern regarding the cost based on the current low viewership of the meetings.

There was discussion regarding tree planting and changing the size of the tree as well as the time of year the planting will happen.

- e) Consider a Motion Recommending Approval of an Extension to the Contract with Lyons Pinner Electric Company for an Additional Year for Street Light Maintenance within the Village of Homer Glen.

Trustee Sweas made a motion to recommend approval of an extension to the contract with Lyons Pinner Electric Company for an additional year for street light maintenance within the Village of Homer Glen; second by Trustee Caprio.

Trustee Rodgers asked if the project was sent out for bids. Development Service Director Salamowicz stated that the project was bid out three years ago and Lyons Pinner was the lowest bid.

Trustee Rodgers stated that we need to bid this project out. Manager Mertens stated staff could still bid the project out. Trustee Sweas stated she is fine with extending the contract because Lyons Pinner does a good job and respond in a timely manner. Trustee Caprio concurred with Trustee Rodgers and stated that bidding out the project would be prudent; however, Lyons Pinner was the lowest bidder three years ago and they have not raised their prices. Trustee Rodgers explained that it's possible the Village could receive this service at a lower price than what Lyons Pinner charges.

Mayor Yukich stated that this project should be bid out so that the public knows we are not showing favoritism to one company over another for the service. Trustee Caprio is concerned that the Village may receive a bid from another contractor for a lower price and the Village may give up a quality service in the process. Trustee Caprio noted that he is not in favor of always going with the lowest bid.

Director Salamowicz stated that when the Village took over this project from the Road District, the Road District had a contractor prior to Lyons Pinner that did not provide an efficient service. Lyons Pinner responds quickly to service requests.

Mayor Yukich asked the Committee members if they were in favor of moving forward with extending Lyons Pinner's contract. Trustee Rodgers stated she was not in favor of moving forward with a contract extension.

Manager Mertens asked Trustee Gray (seated in the audience) if he had any thoughts regarding the subject matter. Trustee Gray stated that he is in favor of bidding out projects. He stated that bidding out the project will allow for transparency. Trustee Neitzke-Troiike (seated in the audience) stated that she did not have an opinion on the issue. Trustee Caprio asked if there was a rush to sign the extension. Manager Mertens stated that there was still time available.

Mayor Yukich stated the project should go out to bid so that we can find out what other offers are out there.

Trustee Caprio withdrew his second.

Trustee Sweas stated that she was fine with withdrawing her motion yet the request for bids must stipulate 'the most responsive and responsible bidder is sought for this project'.

Assistant Village Manager Kokodynsky reiterated that Trustee Sweas made a motion to go out to bid on this project. Trustee Sweas concurred. Trustee Caprio seconded the motion to go out to bid for the project. The motion passed unanimously.

- f) Consider for Approval the Village of Homer Glen's January Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$8,783.50.

Trustee Caprio questioned the timeframe for the Bell Road Demolition. Chief Building Official Baber stated the case is still pending through the legal process.

Trustee Rodgers made a motion to approve the Village of Homer Glen's January Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$8,783.50; seconded by Trustee Caprio. The motion passed unanimously.

9. Reports and Communications from Staff.

Village Manager

- a) Discuss the parameters of Sponsorship.

Village Manager Mertens stated that Village staff is drafting a Standard Operating Procedure regarding how donated funds are handled from entities associated with an ongoing lawsuit. Furthermore, Manager Mertens the Village needs to better define the criteria for sponsorship and regulations.

10. Adjournment.

Motion by Trustee Caprio, seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 5:35 p.m.

Respectfully Submitted:



Gina Spino
Development Services Administrative Assistant/ AP & AR Clerk