

# Administration & Finance Committee

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Minutes of the Meeting on  
March 2, 2022

**Village of Homer Glen  
14240 W 151<sup>st</sup> 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 Rodgers, Trustee Dan Fialko, Trustee Ruben Pazmino, Interim Village Manager Matt Walsh and Finance Director John Sawyers.

Also Present: Chief Building Official Joe Baber and Director of Planning & Zoning Melissa King.

Members absent: None

4. Approval of Amendments to the Agenda.

5. Approval of Minutes.

- a) February 2, 2022

Mayor Yukich stated that the minutes from the February 2, 2022 Administration & Finance Committee meeting were being presented for approval.

Trustee Pazmino made a motion to approve the minutes from the February 2, 2022 Administration & Finance Committee meeting; seconded by Trustee Rodgers. The motion passed unanimously.

6. Public Comment.

Jim Petrakos from Tria Architecture and Tony Wellner from Austin Tyler Construction were in attendance.

7. Reports and Communications from Staff.

- a) *Interim Village Manager*

1. Interim Village Manager Walsh stated he had no report.

b) *Finance Director*

1. Finance Director Sawyers provided the Village's revenue charts for February. He shared the data collection for Sales, Tax, Home Rule Sales Tax, Income Tax, Use Tax, Gaming Taxes and Motor Fuel Tax. He also shared the payroll schedule for February.

8. Old Business

- a) Trustee Fialko asked for an update on the roof RFP. Chief Building Official Joe Baber stated the Village received a few inquiries. Trustee Fialko stated he has noticed areas within the Village Hall where the paint is coming off the walls and wondered if that was due to the gutters or the roof or a combination of both. Chief Building Official Joe Baber stated it is probably a combination of both. Chief Building Official Baber stated now is not the time to replace the roof due to the weather. Interim Village Manager Walsh stated the deadline for RFP submittals is still a few weeks away.

9. New Business.

- a) Consider a Motion to Recommend Approval of the Village's January Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,230.91.

Trustee Rodgers made a Motion to Recommend Approval of the Village's January Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$5,230.91; seconded by Trustee Pazmino. The motion passed unanimously.

- b) Consider a Motion to Recommend Approval of the Village's January Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the Amount of \$5,966.25.

Trustee Pazmino made a Motion to Recommend Approval of the Village's January Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the amount of \$5,966.25; seconded by Trustee Fialko. Trustee Rodgers voted no. The motion passed.

Trustee Rodgers asked when we would start seeing the additional details on the invoices. Interim Village Manager Walsh stated it should be on the next set of invoices as he requested it. Trustee Fialko asked if there could be clarification on what was requested, if it was specific names added to the invoice. Interim Village Manager Walsh stated yes. Trustee Fialko asked if the Village Staff goes through the Village Manager for attorney assistance. Interim Village Manager Walsh stated yes, he prefers that. Trustee Fialko stated if the Attorneys are going to be specific about which Trustee is using their resources that he thinks the specific staff member's name should also be listed to keep things consistent.

- c) Consider a Motion to Recommend Retaining Ruettiger, Tonelli & Associates, Inc. (RT&A) for professional GIS services for 2022.

Trustee Rodgers made a Motion to Recommend Retaining Ruettiger, Tonelli & Associates, Inc. (RT&A) for professional GIS services for 2022; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Rodgers asked how many years we have used consultants. Director of Planning & Zoning King stated since 2017. Director of Planning & Zoning King shared information about cost savings for the individual licensing that staff currently has and stated she is flexible on making changes. Trustee Fialko asked what we spent the last year. Finance Director Sawyers stated it was \$11,048. Director of Planning & Zoning stated the Village will spend approximately just over \$13,000 by the end of this year. Trustee Fialko asked about the bill cycle. Director of Planning & Zoning King explained the bill cycle and stated any financial changes have to be made within the bill cycle.

- d) Discussion of Heritage Park Cul-de-sac Project.

Interim Village Manager Walsh stated the project was approved by the Village Board in April 2021. He also stated Tony Wellner from Austin Tyler Construction was present as well as Jim Petrakos from Tria Architecture and both individuals are seeking an update regarding payment. Interim Village Manager Walsh stated he received new information from the state last week regarding the requirements for the grant which would allow Austin Tyler to hire the appropriate contractors to meet those requirements.

Trustee Fialko asked both Tony Wellner from Austin Tyler Construction and Jim Petrakos from Tria Architecture to provide details about the project. Trustee Rodgers asked for it to be stated on the record that she was not part of any discussions to table any pay requests for either Austin Tyler Construction or Tria Architecture. Jim Petrakos from Tria Architecture explained the project scope and pay requests. Jim Petrakos would like to know if the direction is to move forward with the project or if the Village would just like the materials. Tony Wellner explained that when he received the signed contract there were completion dates but he was told not to break ground because the Village was waiting for grant updates but had to purchase some materials because of the lead time for those materials. Jim Petrakos stated once he received the latest information from Interim Village Manager Walsh regarding the update requirements from the state a change order was issued to change the dates from 2021 to 2022. Trustee Rodgers asked for the dollar amount of the grant. Interim Village Manager Walsh stated there are two grants, one is for \$500,000 and the other is for \$250,000. Trustee Rogers asked for confirmation that those grants will be paid to the Village upon completion of the project. Interim Village Manager Walsh stated yes. Trustee Rodgers stated she thinks this item needs to go to the Village Board to determine if the project should move forward or if the Village should take possession of the materials that Austin Tyler Construction purchased for the project. Trustee Fialko stated part of the delay in paying the invoices was because they wanted the lawyers to review the contract since the

project was approved by a previous Village Board. The committee members discussed how the grant funds are given, how it relates to the 319 area of the property, the EPA and possibly changing the scope of the project. Trustee Rodgers stated she would like this matter brought to the Village Board and if the Village isn't guaranteed the grant funds within 60 days to not proceed with the project. Trustee Fialko stated he agreed. Interim Village Manager Walsh stated he will work with Tony from Austin Tyler Construction and Mike from Tria Architecture to submit the Business Enterprise Plan to the state. Tony from Austin Tyler stated he can not wait the 2 months as this directly impacts the smaller contractors that were hired by Austin Tyler. Trustee Pazmino stated perhaps it could be brought to the Village Board to discuss paying for what has already been spent. Trustee Rodgers stated she agreed and added that it should also be discussed by the Village Board whether or not to move forward with the project. Interim Village Manager Walsh stated he agreed and will put this item on the next Village Board agenda. Trustee Fialko asked if all goes well with this plan, when can construction begin. Tony Wellner from Austin Tyler Construction stated he would like to start April 1.

e) Introduction to FY2023 Village of Homer Glen Budget.

Finance Director Sawyers stated he is in the process of preparing the budget information for the next meeting. He also stated, in the meantime, he is available for any questions or concerns.

10. Adjournment.

Motion by Trustee Pazmino; seconded by Trustee Fialko to adjourn. Motion carried. The meeting was adjourned at 4:52 p.m.

Respectfully Submitted:



Gina Spino

Finance Analyst

