

Administration & Finance Committee

Minutes of the Meeting on
January 5, 2022

**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 4:01 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:01 p.m. were Mayor George Yukich, Trustee Rodgers, Trustee Dan Fialko, Trustee Ruben Pazmino, and Interim Village Manager Matt Walsh.

Also Present: Development Services Director Mike Salamowicz, Chief Building Official Joe Baber, Superintendent of Parks and Facilities John Robinson. Public Works Director Brent Woods arrived at 4:10 pm.

Members absent: Finance Director John Sawyers

4. Approval of Amendments to the Agenda.

5. Approval of Minutes.

a) October 6, 2021

Mayor Yukich stated that the minutes from the October 6, 2021 Administration & Finance Committee meeting were being presented for approval.

Trustee Pazmino made a motion to approve the minutes from the October 6, 2021 Administration & Finance Committee meeting; seconded by Trustee Fialko. The motion passed unanimously.

6. Public Comment.

None

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 was absent.

c) *Development Services Director*

1. Development Services Director Salamowicz stated he had no report.

8. Old Business

- a) Trustee Pazmino asked for an update regarding the Gas N Wash meter. Development Services Director Salamowicz stated he just received the report and hasn't reviewed it yet. Trustee Fialko asked when the data would be available to the committee. Development Services Director stated the information should be available by next week.
- b) Trustee Fialko asked for a status on the estimates for the Roof for the Village Hall. Interim Village Manager Walsh stated staff has received the report from the roof consultant but the Village has not yet gone out to bid however we could do that soon.
- c) Trustee Fialko asked for an update on the Ring Road project. He also stated he spoke with Interim Village Manager Walsh and confirmed that the Village has not yet received the grant funds. Mayor Yukich asked when the last communication was with the State of Illinois regarding the grant funds. Interim Village Manager Walsh stated he spoke with the state last week. He also stated the State asked for more documentation that he provided to them. Trustee Fialko stated he would like to discuss the project at the next A&F Meeting and wanted it to be clear that he is not ready to pay any bills before the grant funds are received.

9. New Business.

- a) Consider a Motion to Recommend Approval of the Village's November Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,391.25.

Trustee Fialko made a motion to Recommend Approval of the Village's November Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$3,391.25; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Pazmino stated he would still like more detail in the descriptions of the fees. Interim Village Manager Matt Walsh stated he would request it. Trustee Fialko asked about a specific item on the invoice under the general section. Trustee Fialko referred to the item that reads Correspondence with staff regarding IGA with County; confirmation of revisions; review of correspondence regarding cameras in village ROW. He asked the Interim Village Manager if he could explain what this is. Interim Village Manager Walsh stated the IGA with the county is what is on the agenda regarding path improvements. Interim Village Manager Walsh stated the camera portion of that item is due to inquiries from residents regarding installation of cameras within subdivisions. Trustee Fialko stated he would like further discussion on the installation of cameras in

subdivisions and potentially sharing the expense with neighboring towns. Chief Building Official Baber stated that item is on the Public Services & Safety meeting that is happening later this evening.

- b) Consider a Motion to Recommend Approval of the Village's November Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the Amount of \$4,856.25.

Trustee Pazmino made a Motion to Recommend Approval of the Village's November Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the amount of \$4,856.25; seconded by Trustee Fialko. Trustee Rodgers voted no. The motion passed.

- c) Consider a Motion to Recommend Approval of Pay Estimate No. 3 from PT Ferro Construction Co. for the 2021 Road Resurfacing Program, in the Amount of \$72,914.44.

Trustee Rodgers made a Motion to Recommend Approval of Pay Estimate No. 3 from PT Ferro Construction Co. for the 2021 Road Resurfacing Program, in the amount of \$72,914.44; seconded by Trustee Fialko. The motion passed unanimously.

Trustee Fialko asked Development Services Director Salamowicz if there is a punch list as there were issues that were brought up regarding some of the work that was done. Development Services Director Salamowicz stated there is no punch list yet and retainage is still being held. Trustee Fialko asked how long the retainage is held. Development Services Director Salamowicz stated it is held until the punch list is completed. Trustee Fialko stated he wanted confirmation from Development Services Director Salamowicz that he approves payment. Development Services Director Salamowicz stated yes.

- d) Consider a Motion to Recommend Approval of an Intergovernmental Agreement Between the Village of Homer Glen and Will County regarding certain improvements, as part of the County's upcoming 143rd Street & Bell Road Intersection Improvement Project.

Trustee Pazmino made a Motion to Recommend Approval of an Intergovernmental Agreement Between the Village of Homer Glen and Will County regarding certain improvements, as part of the County's upcoming 143rd Street & Bell Road Intersection Improvement Project; seconded by Trustee Rodgers. The motion passed unanimously.

Trustee Pazmino asked if there are any grant funds allocated for this project. Development Services Director Salamowicz stated no. Trustee Fialko asked if the Village has done a project like this in the past. Development Services Director

Salamowicz stated yes there have been similar projects in the past and provided examples and details of those projects. Trustee Fialko stated he is concerned about spending this kind of money if the residents are not going to use the sidewalks. Mayor Yukich said that residents have told him directly that they want sidewalks. Trustee Rodgers stated this project has been in the works for a long time and that she has been told by residents that they want sidewalks. Trustee Fialko asked if the Village can use a portion of the American Restoration funds towards this project. Interim Village Manager Walsh stated no based on the infrastructure guidelines provided. Trustee Fialko asked Director of Planning & Zoning King if this project fits in with her objectives. She stated yes.

- e) Consider a Motion to Recommend Approval of the Reduction of the Warranty Bond for the Pets Supplies Plus Development at the Southwest Corner of 143rd Street and Bell Road.

Trustee Fialko made a Motion to Recommend Approval of the Reduction of the Warranty Bond for the Pets Supplies Plus Development at the Southwest Corner of 143rd Street and Bell Road; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Fialko asked why we are not reducing the warranty bond completely. Development Services Director Salamowicz stated this bond is standard and is 10% of the amount and the developer is aware and he recommends keeping the bond at this amount. Trustee Fialko asked if this retailer, Pet Supplies Plus is a franchisee. Interim Village Manager Walsh stated yes but that the owner is regional and has multiple locations. Trustee Pazmino asked if we are leaving the amount as is and Development Services Director Salamowicz stated yes.

- f) Consider a Motion to Recommend Approval of a Fee Waiver for the Homer Township Road District for the subject property located at 14500 W 151st Street, Homer Glen, Illinois

Trustee Pazmino made a Motion to Recommend Approval of a Fee Waiver for the Homer Township Road District for the subject property located at 14500 W 151st Street, Homer Glen, Illinois; seconded by Trustee Fialko. The motion passed unanimously.

Trustee Pazmino asked if the fee waiver is for 100%. Interim Village Manager Walsh stated yes and that he only included details in the supplement sheet for reference only to include the verbiage from the current Standard Operating Procedure (SOP). Trustee Fialko stated he wanted to amend this motion to be clear the fee waiver would be at a 100% reduction.

g) Consider a Motion to Recommend Approval of Surplus Ordinance

Trustee Pazmino made a Motion to Recommend Approval of Surplus Ordinance; seconded by Trustee Fialko. The motion passed unanimously.

Superintendent of Parks & Facilities John Robinson explained the process of putting items on auction. Trustee Fialko asked if there was a fee the Village of Homer Glen would have to pay for this service. Superintendent of Parks & Facilities Robinson stated no. Trustee Fialko asked once the village receives payment for these auctioned items, what account would the funds will go to. Interim Village Manager Walsh stated he would have to check. Trustee Fialko stated he would like to make a suggestion to use this money to help pay for the mower Superintendent of Parks & Facilities needs to maintain the Village. Interim Village Manager said they could consider that.

h) Consider a Motion to Recommend Authorizing Village Staff to Backfill a Vacant Foreman position in the Parks & Recreation Department.

Trustee Rodgers made a Motion to Recommend Authorizing Village Staff to Backfill a Vacant Foreman position in the Parks & Recreation Department; seconded by Trustee Fialko. The motion passed unanimously. Trustee Fialko stated his vote was in hesitant agreement.

Trustee Pazmino asked if he could be provided with the job duties of the foreman. Superintendent of Parks & Facilities Robinson described the position in detail. Trustee Fialko asked if the Public Works Department could share their staff with Parks & Facilities. Director of Public Works Woods stated he would be happy to share staff but with the workload he is unable to do so at this time. Superintendent of Parks & Facilities Robinson stated his team needs a permanent person in place in the foreman position. Trustee Pazmino asked if the foreman will also be working in the field with the crew. Superintendent of Parks & Facilities Robinson stated yes. Trustee Rodgers stated she was initially hesitant to agree to this position but now feels in favor of it. Mayor Yukich stated he feels that the Village has a great staff and each person does more than one job and if staff is saying there is a need, the board should consider it.

i) Consider a Motion to Recommend Approval of a Purchase of a Used Toro 4000D Mower for the Parks & Recreation Department in the Amount of \$42,600.00 + \$750.00 shipping.

No motion was made to Recommend Approval of a Purchase of a Used Toro 4000D Mower for the Parks & Recreation Department in the amount of \$42,600.00 + \$750.00 shipping.

- j) Consider a Motion to Recommend the Purchase of a 2021 Rice Equipment Trailer for \$6,800.00.

No motion was made to Recommend the Purchase of a 2021 Rice Equipment Trailer for \$6,800.00.

- k) Consider a Motion to Recommend authorizing Village Staff to hire an Assistant Planner for the Planning & Zoning Department

No motion was made to Recommend authorizing Village Staff to hire an Assistant Planner for the Planning & Zoning Department

- l) Consider a Motion to Recommend Authorizing the Village to Engage a Custodial Services Company for the Cleaning of Village facilities.

Trustee Pazmino made a Motion to Recommend Authorizing the Village to Engage a Custodial Services Company for the Cleaning of Village facilities; seconded by Trustee Fialko. The motion passed unanimously.

Superintendent of Parks & Facilities Robinson stated the former custodian left in June and in addition to his team other Village Staff has been helping to clean the facility. Trustee Fialko asked if estimates were obtained from custodial companies. Interim Village Manager Walsh stated yes and the quotes provided include Village Hall and Public Works. Trustee Fialko asked if we could reduce the amount of time for a custodial company to come in and continue to let village staff help clean in addition to their regular jobs. Interim Village Manager Walsh stated at the very least he would like approval to have a deep cleaning done this month to get the facility back where it needs to be. Trustee Fialko asked if all the companies on the list are licensed, bonded and insured. Interim Village Manager Walsh stated yes. Trustee Pazmino asked if we could choose the most inexpensive company on the list and proceed from there. Interim Village Manager Walsh said yes. **At the February 2, 2022 A&F Committee Meeting, Trustee Pazmino stated he would like an amendment made to the to the January 5, 2022 minutes regarding item 9.l. stating that there would be no long-term contract with a cleaning service and would be limited to the amount of the lowest quote.**

- m) Discussion of American Rescue Plan Act Fund Use and the Fiddymet Creek Cedar Road Sanitary Sewer Extension.

Development Services Director Salamowicz passed out documents and explained the scope of the project. He also stated the Village should be able to use the American Rescue Plan act funds for this sanitary sewer extension. Mayor Yukich asked if Illinois American Water has any involvement in this project. Development Services Director Salamowicz stated no. Trustee Fialko asked if this money could be spent on our issues with Illinois American Water.


Development Services Salamowicz stated there are requirements that need to be met in order to use these funds. Interim Village Manager stated the intent is to proceed with an RFP for the engineering services of this project.

n) Discussion of Recruitment for Parks and Recreation Seasonal Workers.

Interim Village Manager Walsh stated in the past the Village waited to post job ads for seasonal positions until after the budget was approved. He also stated that has become problematic because the seasonal workers are already working at that time. Interim Village Manager Walsh stated staff would like to start recruiting for these positions now. Trustee Fialko asked what months a seasonal worker is hired for. Superintendent of Parks & Facilities Robinson stated the Village can not go over One Thousand (1,000) hours so the timeframe is approximately May to October. He also stated the seasonal workers tend to run out of hours due to their time spent on Village events. Trustee Pazmino asked if this is just for recruitment and the final approval will go to the board. Interim Village Manager Walsh stated yes.

10. Adjournment.

Motion by Trustee Fialko; seconded by Trustee Pazmino to adjourn. Motion carried. The meeting was adjourned at 5:28 p.m.

Respectfully Submitted:

Gina Spino
Finance Analyst