

Administration & Finance Committee

Minutes of the Meeting on
January 6, 2021

**Village of Homer Glen
14240 W 151st Street, Homer Glen, IL 60491
Village Board Room**

1. Call to Order.

The meeting was called to order at 4:06 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:06 p.m. were Mayor George 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 Development Services Director Mike Salamowicz.

Members absent: Trustee Beth Rodgers

4. Approval of Amendments to the Agenda.

5. Approval of Minutes.

- a) November 4, 2020

Mayor Yukich stated that the minutes from the November 4, 2020 Administration & Finance Committee meeting were being presented for approval.

Trustee Sweas made a motion to approve the amended minutes distributed to the Committee from the November 4, 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 Public Services & Safety Committee Meeting has been canceled due to lack of quorum. She stated there are some items that were to be discussed at that meeting such as the security cameras for Heritage Park, Long Run Creek clean up project, and the drainage issues for Oak Valley. Village Manager Friling stated most of those items will be on the February Public Services & Safety agenda. Development Services Director Mike Salamowicz stated the drainage project for Oak Valley will go straight to The Village Board meeting.

b) *Finance Director*

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

2. Finance Director John Sawyers stated there has been a rise in unemployment fraud cases. He stated the village has had multiple cases of this fraud. He suggested it might be a good idea to obtain security monitoring software such as LifeLock.

3. Finance Director John Sawyers stated that he, Village Manager Karie Friling and Human Resource Manager Stacy Patrianakos sat in on a webinar for a payroll software vendor. He stated this software will assist with the new demands of taking on the Road District. He hopes to have this new system in place in April.

c) *Development Services Director*

1. Development Services Director Mike Salamowicz stated all the work has been completed for the Stadtler Ridge project. He stated in the Spring they will complete the final restoration to close out the project.

2. Development Services Director Mike Salamowicz stated that around mid-February the contractor will start the drainage work on Eagle Ridge Drive and Onondaga Court.

8. Old Business

None

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 \$19,423.75.

Trustee Gray asked if the Road District charges can be on a separate invoice from the other charges. Finance Analyst Gina Spino stated she will contact Mahoney, Silverman & Cross, LLC to request a separate invoice.

Trustee Gray made a Motion to Recommend Approval of the Village's November Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$19,423.75; seconded by Trustee Sweas. The motion passed.

b) Consider a Motion to Recommend Approval of an Extension of the Village's Contract for Refuse, Recycling, and Yard Waste Collection with Nu-Way (dba. Homewood Disposal Service, Inc.).

Mayor Yukich stated Homewood Disposal/Nu-Way has provided great service to the Village and our residents.

Village Manager Friling stated with the extension of the contract, the Village was able to negotiate some additional benefits for the residents. In summary, major changes to the contract include a new hazardous/e-waste curbside pick-up program that will allow residents to dispose of electronics. Currently this program is not offered to our residents. The cost of this service would be \$0.50 per household per month.

Additionally, the contract includes standard annual rate increases of 2.5% (years 1-3) and 3% (years 4-5). This rate schedule is both competitive and fair. As noted in the attached letter from Homewood, they have seen a significant increase in garbage collections (25%), due to COVID. The senior citizen discount offered will increase from \$3 to \$4/month. The proposed term sheet also includes an increase of \$0.50 for the environmental fee to be paid quarterly by residents; however, this could remain at one dollar.

Under the current contract, Homewood shares back 1.75% of their revenues with the Village. With this extension, this will increase to 2% (1-3 yrs.) and 2.25% (4-5 yrs.). Additionally, they will continue to offer free services to the Village for garbage pickup, special events, and Homer Fest.

Trustee Sweas stated the senior citizens may not know about the features that are available to them and how to take advantage of them. Village Manager Friling stated she will make sure several communications go out to ensure the residents are informed of the benefits and how to sign up for them.

Trustee Gray asked about the rate increase. Village Manager Friling stated there have been small rate increases over the years per the 2016 contract. The current contract provided for an annual 2% increase.

Village Manager Friling stated that if the committee does not want to motion to recommend the contract extension then the Village can go out to bid. She stated she believed this was a fair and competitive contract, including offering additional benefits to our residents and Village. She recommended approval of the extension of the contract. The Committee agreed that extending the contract was the best option for the village and the residents.

Trustee Gray made a motion to Recommend Approval of an Extension of the Village's Contract for Refuse, Recycling, and Yard Waste Collection with Nu-Way (dba. Homewood Disposal Service, Inc.); seconded by Trustee Sweas. The motion passed.

- c) Consider a Motion to Recommend Approval of the financial closeout of the Heritage Park Active Core Project and payment of Pay Request No. 12 to Integral Construction in the Amount of \$292,396.15.

The Village, Tria Architecture and Integral have been working on the completion of the remaining punch-list items. These items are now completed and the project is ready to be closed out. At close-out, the retainage is also required to be released. The Village is currently holding 10% retainage, amounting to \$244,685. The attached pay request #12 for \$292,396.15 includes the release of retainage as well as \$47,711.15 for work completed between September 2019 and October 2020.

Village Manager Friling stated the project came in under budget. She stated the village is still waiting for warranties and manuals and the Village will not release the payment until the Village receives the warranties and manuals.

James Petrakos from Tria Architecture stated the warranties start after the final payment is issued per the Integral Constructions contract.

Trustee Sweas asked how long the warranty is for. James Petrakos from Tria Architecture stated the warranty is valid for a year. He also stated that if an issue happens within that year, then the warranty for that repair starts over.

Trustee Gray asked if the area where the volleyball courts are located has been fixed with regard to the water pooling in that area. Village Manager Friling stated it has been fixed and there has been no signs of excess water.

Trustee Sweas stated she was at the park and the lights by the restroom are extremely bright. Village Manager Friling stated that Facilities Manager John Robinson is in search of a light kit that can be retrofitted to help with the brightness. Trustee Gray stated he thought the lights on the gazebo are also too bright.

Trustee Gray made a Motion to Recommend Approval of the financial closeout of the Heritage Park Active Core Project and payment of Pay Request No. 12 to Integral Construction in the Amount of \$292,396.15; seconded by Trustee Sweas. The motion passed.

- d) Consider a Motion to Recommend Approval of Payment of TRIA Architecture's Invoice No. 3537 for Heritage Park Design Services, in the Amount of \$25,237.09.

Mayor Yukich asked if this is the final bill or if there are other bills coming. Village Manager Friling stated this is not the final bill. Trustee Gray asked if the project was still within the budget. Village Manager Friling stated yes.

Trustee Gray made a Motion to Recommend Approval of Payment of TRIA Architecture's Invoice No. 3537 for Heritage Park Design Services, in the amount of \$25,237.09; seconded by Trustee Sweas. The motion passed.

- e) Consider a Motion to Recommend Approval Pay Estimate Nos. 2 & 3 from Len Cox & Sons Excavating for the 2019 Drainage Improvement Program, in the combined Amount of \$220,256.91.

Development Services Director Salamowicz stated all the primary work has been completed except for the final restoration work that will happen in the Spring.

Trustee Gray asked about the Country Woods project. He asked if Cook County participated in the project. Development Services Director Salamowicz stated yes, they replaced the culvert underneath the road. He also stated there will be periodic flooding due to issues with the entire system. Development Services Director Salamowicz stated the work the Village performed on the detention pond was to restore it back to as close to its original version. Trustee Gray asked if the Village is going to have to create another prevention plan. Development Services Director Salamowicz stated parts of the area falls under the jurisdiction of other towns and that we would need to partner with them.

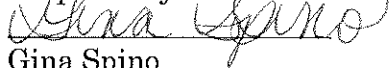
Village Manager Karie Friling stated the Cook County Highway department is finally notifying the Village about road closures. Development Services Director Salamowicz stated he had reached out to the Cook County Highway Department to request those notifications.

Trustee Sweas made a Motion to Recommend Approval of Pay Estimate Nos. 2 & 3 from Len Cox & Sons Excavating for the 2019 Drainage Improvement Program, in the combined amount of \$220,256.91; seconded by Trustee Gray. The motion passed.

10. Adjournment.

Motion by Trustee Sweas; seconded by Trustee Gray to adjourn. Motion carried. The meeting was adjourned at 4:38 p.m.

Respectfully Submitted:



Gina Spino

Finance Analyst