

Administration & Finance Committee

Minutes of the Meeting on
March 1, 2023

**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 4:00 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:00 p.m. were Mayor George Yukich, Trustee Dan Fialko, Trustee Ruben Pazmino, Village Manager Carmen Maurella and Finance Director John Sawyers.

Also Present: Assistant to the Village Manager Gia Cassin, Civil Engineer Brett Westcott, Parks Operations Coordinator Jennifer Vittori and Trustee Rose Reynders.

Members absent: Trustee Beth Rodgers

4. Approval of Amendments to the Agenda

5. Approval of Minutes.

a) February 1, 2023

Mayor Yukich stated the minutes from the February 1, 2023 Administration & Finance Committee meeting were being presented for approval. Trustee Pazmino made a motion to approve the minutes; seconded by Trustee Fialko. The motion passed.

6. Public Comment.

None

7. Reports and Communications from Staff.

a) *Village Manager*

1. Village Manager Maurella stated The Village of Homer Glen will be receiving a grant from the Will County Government League.

2. Village Manager Maurella stated the paperwork came in for the two grants the Village applied for, for Heritage Park and the Ring Road.

3. Village Manager Maurella stated he received the Boundary Agreement between the Village of Homer Glen and the City of Lockport. He also stated he will be sharing that with everyone soon.

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. Finance Director Sawyers also shared the schedule of payroll. He also stated that on the agenda there is an item to be considered regarding a General Fund Transfer.

c) *Chief Building Official*

1. Chief Building Official Baber did not attend this meeting.

8. Old Business

None.

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 \$6,197.50.

Trustee Pazmino made a Motion to Recommend Approval of the Village's January Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$6,197.50; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked Village Manager Maurella if he had a chance to review and verify the billing. Village Manager Maurella stated yes. Trustee Fialko asked Village Manager Maurella if the matter of the additional bill from the last meeting get resolved. Village Manager Maurella stated yes, that additional invoice was for the Electoral Board Meetings.

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 \$6,336.25.

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 \$6,336.25; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked Village Manager Maurella if he had a chance to review and verify the billing. Village Manager Maurella stated yes.

- c) Consider a Motion to Recommend Approval of the Quote from Bengtson Nursery for the Installation of Parkway Trees for the 2023 Spring Tree Installation Program in the Amount of \$30,800.

Trustee Pazmino made a Motion to Recommend Approval of the Quote from Bengtson Nursery for the Installation of Parkway Trees for the 2023 Spring Tree Installation Program in the amount of \$30,800; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked if the Bengtson Nursery in this motion is related to the Bengtson Family in town. Village Manager Maurella stated yes. Trustee Fialko stated he is in favor of using local businesses when we can. Trustee Fialko stated he wanted to ensure the trees that create a mess and unsafe conditions are not on the list of trees to be planted. Village Manager Maurella stated yes.

- d) Consider a Motion to Recommend Approval of a Contract with A Touch of Green for Design Build Services to Develop and Construct the Veterans Memorial in Heritage Park in the Amount of \$345,798.

Trustee Pazmino made a Motion to Recommend Approval of a Contract with A Touch of Green for Design Build Services to Develop and Construct the Veterans Memorial in Heritage Park in the amount of \$345,798; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked Trustee Reynders if she would provide additional information. Trustee Reynders stated that even with the increased cost for everything it still came in lower than anticipated. Trustee Reynders stated Assistant to the Village Manager Cassin applied for a grant and if need be the Village can use money from next year's budget as well. Trustee Reynders stated the plan is to complete this project in phases. Trustee Fialko stated he thought the Village had enough funds in the parks budget for this project. Trustee Fialko asked Village Manager Maurella to confirm. Village Manager Maurella stated we have used only approximately \$800,000 of the \$3,000,000. Finance Director Sawyers stated this project will come out of the 2024 Budget. Assistant to the Village Manager Cassin added that the Village applied for another \$200,000 grant for Glenview Walk Park. Mayor Yukich asked when this project would get started. Trustee Reynders stated the crews will break ground in March. Civil Engineer Brett Westcott stated the extent of work that needs to be done could be wrapped up in a couple of months. Trustee Fialko asked when it would be complete and if it will impact the 2023 Homer Fest and wants to make sure this doesn't create any safety issues. Trustee Reynders stated she doesn't think it will impact the 2023 Homer Fest. Civil Engineer Brett Westcott stated the job site will be enclosed with a fence. Trustee Fialko also wanted to make sure the path in the back will not be blocked off. Trustee Reynders stated it will not be blocked and agrees with Trustee Fialko that safety is the number one concern. Mayor Yukich asked how long this project will take. Trustee Reynders stated she was told the project should take a couple of months. Mayor Yukich stated that in the past, big projects so close to the election such as this were held off until the new

board was in place. Trustee Pazmino stated this project was already approved by the board. Trustee Reynders also stated this project was already approved by the board. Trustee Fialko agreed with Trustee Pazmino and Trustee Reynders. Trustee Fialko stated the big projects Mayor Yukich referenced were not held off when the new board came into office. Trustee Fialko stated he is not sure why this is being challenged, the project was already approved by the board and is also in the budget. Trustee Reynders stated that it doesn't matter who wins the election, that this project was already approved and should move forward as planned.

- e) Consider a Motion to Recommend Approval of a Contract with VDCI, a mosquito abatement company for the Village of Homer Glen, in the Amount of \$36,000.

Trustee Fialko made a Motion to Recommend Approval of a Contract with VDCI, a mosquito abatement company for the Village of Homer Glen, in the amount of \$36,000; seconded by Trustee Pazmino. The motion passed.

Mayor Yukich asked why we are not using the company we have been using Clarke. Village Manager Maurella stated the Village has been using Clarke since 2014 and the cost has gone up year after year. Village Manager Maurella stated one benefit with VDCI is that they provide a digital print out of all the locations where the spraying occurred. Village Manager Maurella stated the Village will be saving \$6,000 a year for three (3) years. Trustee Fialko asked if this company is using the same chemicals as Clarke uses. Village Manager Maurella stated yes. Trustee Fialko stated he would like information communicated to the community about the butterflies and bees and how it relates to the mosquito spraying. Assistant to the Village Manager Cassin stated that VDCI offered to field calls from residents that have any concerns. Trustee Pazmino stated he thought VDCI was also including something else for the Village. Village Manager Maurella stated yes, they are including services to be provided during Homer Fest 2023.

- f) Consider a Motion to Recommend Approval of Quote from ROIKE Interiors, for the Events and Recreation Department Office Improvement, to Install ADA Compliant Public Counter and Work Station in the Amount of \$7,645.

Trustee Fialko made a Motion to Recommend Approval of Quote from ROIKE Interiors, for the Events and Recreation Department Office Improvement, to Install ADA Compliant Public Counter and Work Station in the amount of \$7,645; seconded by Trustee Pazmino. The motion passed.

Trustee Fialko stated he thinks this office improvement will be very effective and make things run more smoothly. He also stated he thought the cost was much higher when it was discussed in the past. Village Manager Maurella stated the original estimate was \$27,000 and the staff worked to get the cost down while still improving the area. Village Manager Maurella also stated this office area improvement will be ADA compliant.

- g) Consider a Motion to Recommend Approval of a Contract with HR Green to Provide Engineering Services for the Design of Parking Lot Expansions within Heritage Park in the Amount of \$128,395.

Trustee Fialko made a Motion to Recommend Approval of a Contract with HR Green to Provide Engineering Services for the Design of Parking Lot Expansions within Heritage Park in the amount of \$128,395; seconded by Trustee Pazmino. The motion passed.

Trustee Pazmino asked if this project is a continuation of the previous Ring Road project. Village Manager Maurella stated the answer is yes and no. He also stated this project is to expand parking at Heritage Park. Trustee Fialko asked for confirmation that the Village could use the grant money for this project. Village Manager Maurella stated yes. Trustee Fialko asked if the crews will start with the inner ring parking. Village Manager Maurella stated yes. Trustee Reynders stated the project will be done in phases. Trustee Fialko stated he agreed with starting with the inner ring parking and see where to go from there to save green space and see what parking is actually needed. Civil Engineer Westcott stated HR Green will have the plans for this project ready by June 2023 and the work to be scheduled to be done after the fest from July to October. He also stated this project will not impact the 319 area. Trustee Fialko asked what the square footage of the area where the big tent normally is for the fest. Civil Engineer Westcott stated it would take up about 80 parking stalls and one stall would be about 180 feet. Village Manager Maurella stated this would be completely out of the fest area.

- h) Consider a Motion to Recommend Approval for a two-year Lease Agreement with Peterson Properties for the Village's EMA and Cold Storage at 15757 Annico Dr. Units #3 and #4, in Homer Glen IL, with the understanding that the Village will pay \$2,725.00/month from June 1, 2023 through May 31, 2024, and \$2,835.00/month from June 1, 2024 through May 31, 2025.

Trustee Pazmino made a Motion to Recommend Approval for a two-year Lease Agreement with Peterson Properties for the Village's EMA and Cold Storage at 15757 Annico Dr. Units #3 and #4, in Homer Glen IL, with the understanding that the Village will pay \$2,725.00/month from June 1, 2023 through May 31, 2024, and \$2,835.00/month from June 1, 2024 through May 31, 2025; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked what other fees are associated with this lease. Village Manager Maurella stated we do pay for utilities as well. Village Manager Maurella stated the ultimate goal is to be able to have storage on Village property and stop renting. Trustee Fialko stated it would be nice to have facilities on Village Property. Mayor Yukich agreed with Trustee Fialko about having facilities on Village Property. Trustee Pazmino asked how long it would take for that to happen. Village Manager Maurella stated he is working on it and said it would take approximately Nine (9) months to even start any sort of construction to build.

- i) Consider a Motion to Approve the 2023 Homer Glen Parks Service Renewal Agreement with TruGreen Commercial in the Amount of \$6,699.

Trustee Pazmino made a Motion to Approve the 2023 Homer Glen Parks Service Renewal Agreement with TruGreen Commercial in the Amount of \$6,699; seconded by Trustee Fialko. The motion passed.

Mayor Yukich asked if this includes all the parks. Parks Operations Coordinator Vittori stated it does not include the new parks the Village acquired. She also stated that Eternally Green that we used previously was acquired by TrueGreen.

- j) Consider a Motion to Recommend Approval of the Proposed Discretionary General Fund Reserve Transfers at April 30,2023- Per Standard Operating Procedure No. 2.


Trustee Fialko made a Motion to Recommend Approval of the Proposed Discretionary General Fund Reserve Transfers at April 30,2023- Per Standard Operating Procedure No. 2; seconded by Trustee Pazmino. The motion passed.

Finance Director Sawyers stated the Village has done this transfer for years and does require Village Board action. He also stated if we do not do the transfer the Village will be in violation of our fund policy. He stated the unrestricted general fund balance (before the proposed Equity Transfer) at April 30, 2023 is projected at \$8,600,000. Finance Director Sawyers stated that is approximately \$2.8 million more than the recommended maximum fund balance. In accordance with SOP No. 2, the Village is within its authority to process this proposed fund equity transfer (i.e., budget adjustment) to the Capital Project Fund and adjust the General Fund balance to the suggested maximum amount.

10. Adjournment.

Motion by Trustee Fialko; seconded by Trustee Pazmino to adjourn. Motion carried. The meeting was adjourned at 4:47 p.m.

Respectfully Submitted:



Gina Spino
Finance Analyst