

Administration & Finance Committee

Minutes of the Meeting on
March 3, 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 4:00 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 Beth Rodgers, Trustee Keith Gray, Trustee Sharon Sweas, Village Manager Karie Friling and Finance Director John Sawyers.

Also Present: Assistant to the Village Manager Matt Walsh, Development Services Director Mike Salamowicz and Chief Building Official Joe Baber.

Members absent:

4. Approval of Amendments to the Agenda.

There were no amendments.

5. Approval of Minutes.

a) January 6, 2021

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

Trustee Sweas made a motion to approve the minutes from the January 6, 2021 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 garbage contract has been fully executed. There will be additional information communicated for senior citizens about obtaining their discount as well as the electronic recycling.

Trustee Sweas asked if senior citizens are already signed up for the discount, do they need to do anything else based on the new contract. Village Manager Friling

stated if they are already signed up for the discount, they do not need to do anything.

2. Village Manager Friling stated that it is time for the deferred payments for the liquor licenses to be paid. She also stated staff needs direction from the board if those payments will be required at this time or deferred once again. Assistant to the Village Manager Matt Walsh stated the payments were deferred last year for 2020, stated payments are due for December 2020 and this coming April 2021.

Trustee Sweas stated she thinks we should get back on the normal schedule. Trustee Rodgers stated she thinks we should continue to defer the payments since everything is not back to normal yet. Trustee Gray stated he thinks we should continue to defer the payments.

Village Manager Friling stated staff will add this topic to the next board agenda for a decision.

Village Manager Friling stated there is another item for consideration that Chief Building Official Joe Baber would like to discuss. Chief Building Official Joe Baber stated expanded outdoor dining expires April 1. The committee agreed to extend outdoor dining.

Village Manager Friling stated Chief Building Official Joe Baber received communication regarding the Homer Township parade. Chief Building Official Joe Baber stated he received a special event application from Homer Township regarding their parade.

b) *Finance Director*

1. Finance Director John Sawyers provided the Village's revenue charts for January and February. 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 stated he wanted to provide an update regarding our payroll software conversion. The plan is to go live in April. We are in the process of changing all the elected official's payroll from monthly to bi-monthly. This will provide a cost savings.

3. Finance Director stated he is planning to provide a draft budget document at the first board meeting in March and then have a budget presentation at the second board meeting in March. He also stated the thought is to present the budget at the first meeting in April, do a public hearing and then approve it at the second board meeting in April.

c) *Development Services Director*

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

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 \$13,727.75.

Trustee Rodgers made a Motion to Recommend Approval of the Village's January Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$13,727.75; seconded by Trustee Sweas. The motion passed unanimously.

- b) Consider a Motion to Recommend Approval of Payment of TRIA Architecture's Invoices No. 3519 and No. 3596 for Heritage Park Design Services, in the Amount of \$20,938.55.

Mayor Yukich asked if we are getting close to making our last payment. Village Manager Friling stated yes, the final plans for the cul de sac are being completed now to go out to bid in late March. The Village also received a grant from the state for \$750,000, for construction of the cul de sac.

Trustee Gray clarified that one of these invoices is for the active core, the other is for the schematics and that the grant money is for a different project. Village Manager Friling stated the grant money is only for the cul de sac construction.

Village Manager Friling stated the Village is still holding the check for Integral Construction. Integral has agreed to the warranties and our attorney Eric Hanson is reviewing the warranty documents.

Trustee Gray made a motion to Recommend Approval of Payment of TRIA Architecture's Invoices No. 3519 and No. 3596 for Heritage Park Design Services, in the amount of \$20,938.55; seconded by Trustee Rodgers. The motion passed unanimously.

- c) Consider a Motion to Recommend Authorizing the Mayor to Sign an Intergovernmental Agreement with Will County for a Household Hazardous Waste and Electronics Collection Event on a Saturday in 2021.

Trustee Rodgers made a recommendation to change the name to exclude the electronics collection since our garbage service is already providing this service.

Trustee Sweas asked about the electronic pick up that is now included in our garbage contract. Village Manager Friling stated that there is no limit on

electronics except for Televisions and that the resident must call for pick-up, as there is a separate subcontractor that does this type of pickup. The e-waste program does not begin until July, when the contract officially renews.

Trustee Gray asked about the cost of the event. Trustee Sweas stated the Village usually pays for half of the cost of hosting this type of event.

Trustee Gray made a motion to Recommend Authorizing the Mayor to Sign an Intergovernmental Agreement with Will County for a Household Hazardous Waste and Electronics Collection Event on a Saturday in 2021; Seconded by Trustee Sweas. The motion passed unanimously.

- d) Consider a Motion to Recommend Approval of Addendum No.1, for Construction Engineering Services, for the 2019 Drainage Improvement Program, in the not to exceed Amount of \$18,048.00.

Trustee Gray stated he has questions on this invoice and had previously reached out to Village Manager Friling and Development Services Director Salamowicz. He stated they provided information but that he still has questions.

Trustee Rodgers stated that she and Trustee Gray had discussions regarding this invoice.

Development Services Director Salamowicz stated in March of 2019, the Village Board contracted with HR Green for design and construction engineering services for the 2019 Drainage Improvement Program. He stated of the four projects listed in the 2019 Drainage Improvement Program, the plans and specifications for two of the projects, the Country Woods and Stadtler Ridge subdivisions, were completed and advertised for bid in September of 2019.

Development Services Director Salamowicz stated the majority of the drainage improvements in the Country Woods subdivision were completed in the fall of 2019, with the remaining restoration work completed in the spring of 2020. He stated due to the earlier than expected drop in temperatures in October of 2019, work in the Stadtler Ridge subdivision was postponed until the spring of 2020.

Development Services Director Salamowicz stated, unfortunately, before the work could begin in the spring of 2020, it was necessary for ComEd to relocate one of their lines that was in conflict with the Village's storm sewer work. He stated the project was delayed for multiple months until ComEd could relocate their facilities. Development Services Director Salamowicz stated additional delays arose due to the severe weather in the spring of 2020, which required ComEd crews to perform service restoration work, which took them off the job. He stated, once ComEd had performed their relocation work, it became evident that although ComEd had moved their facilities, that they had placed the line in the wrong location and were still in conflict with our drainage work. Thus, we would again have to wait until ComEd relocated their facilities a second time.

Development Services Director Salamowicz stated in order to move our drainage project forward, Village staff worked with HR Green to redesign part of the project to reroute our storm sewer around ComEd's facilities, with an agreement from ComEd that they would pay for this extra work, which was quicker and less expensive for them to relocate their facilities a second time.

Trustee Gray asked what we have received back thus far with regard to payment because of ComEd's errors. Development Services Director Salamowicz stated the Village investigated what it would cost to reroute our storm sewer around ComEd's cable lines. ComEd agreed to pay for us to do this work. The approximate cost is \$8,800. Trustee Gray asked if that amount is to be paid towards the \$18,048. Development Services Director Salamowicz stated yes.

Development Services Director Salamowicz stated in addition to the utility conflict with ComEd, there were additional conflicts with a sanitary sewer force main and water main owned by Illinois American Water Company. He also stated additional work was required to redesign the storm sewer as well as assist with the required water main lowering and sanitary force main relocation efforts.

Trustee Gray stated his concern is the Village is paying for mistakes that were made by the utilities and why is the Village receiving a \$10,000 bill from HR Green.

Development Services Director Salamowicz stated in addition to the various utility conflicts, there were several resident issues that arose during the construction of the project, which HR Green provided assistance on. He also stated as a result, there were multiple onsite meetings and revisions to the drainage work and the restoration work, that were required. These costs were additional and unanticipated in the original scope.

Development Services Director Salamowicz stated as a result of the various delays, utility conflicts and resident issues, additional design and construction engineering costs were expended throughout the construction of the project. Thus, HR Green is requesting the approval of Addendum No.1 for the 2019 Drainage Improvement Project, in the not to exceed amount of \$18,048.00. The reimbursement from ComEd will go against this amount, and reduce it to \$9,248.

Trustee Gray stated that before this item goes to the Village Board he would like it written that the Village will be receiving money back on this project. Development Services Director Salamowicz agreed to include the information.

Village Manager Friling asked Development Services Director Salamowicz if Illinois American Water would agree to reimbursing the Village for some of the costs. Development Services Director Salamowicz stated he would reach out to them and try.

Trustee Sweas asked if the Village has something in writing from ComEd to indicate they will be reimbursing the Village for a portion of the cost. Village Manager Friling stated yes.

The Committee made a motion to table this item.

The motion to Recommend Approval of Addendum No.1, for Construction Engineering Services, for the 2019 Drainage Improvement Program, in the not to exceed amount of \$18,048.00 has been tabled.

- e) Consider a Motion to Recommend Approval of Addendum No.2 for the 151st Street Widening Project, Between Cedar Road and Bell Road, in the Amount of \$25,897.84.

Trustee Rodgers asked if this project went out to bid. Development Services Director Salamowicz stated this project was started by the Road District but was approved by the Village Board when the Village took over the project.

Trustee Rodgers stated it seems as if the dollar amount continues to increase and should have gone out to bid.

Trustee Gray clarified that Road Commissioner Mike DeVivo hired HR Green to work on the road from Cedar to Parker. Development Services Director Salamowicz stated yes. He then asked when the Village Board voted on that. Development Services Director Salamowicz stated it was approved in March 2016. Trustee Gray stated he was unable to view Addendum No. 1 regarding this project. Village Manager Friling stated staff will make sure Addendum No. 1 is added to the website and provided to the committee.

Trustee Gray stated the additional cost doesn't make sense for all the items listed on Addendum 2. Development Services Director Mike Salamowicz indicated there were several issues that came up where changes needed to be made. Development Services Director Salamowicz stated the IDOT reviewer that was working on our project was extremely difficult to work with and caused issues and delays. There were many meetings and communications back and forth with IDOT for additional information and analysis, before they would agree to approve the Phase I plans. Even though 151st Street is owned by the Village, because the project is being funded with State grants (80%), IDOT has to approve the plans.

Trustee Gray stated he would like a break down of all the charges and when each increase occurred and what it is for. Village Manager Friling shared that one of the larger milestones that we had to address with IDOT, was the right turn lane into the Bengtson property. The IDOT reviewer would not initially approve this as part of the project, as he determined it was a private benefit improvement for the Bengtson property, and was not needed for the public benefit. Staff and HR Green needed to convince IDOT this was not true and there was a public benefit for the turn lane. This was one example of additional time and effort on behalf of

HR Green to get the plans approved. Trustee Rodgers stated she would like to know what we have paid thus far. Development Services Director Salamowicz stated he could provide that to her. Trustee Rodgers stated that if the costs have increased so much, that we may need to go out to bid for this project. Village Manager Friling clarified that this project is completed now and there is nothing to go out to bid on. The Phase I has been approved by IDOT and we are now able to move forward to Phase II. She also reminded the committee the engineering is being paid for with grants funds from the Will County Governmental League (80%).

The Committee made a motion to table this item.

The motion to Recommend Approval of Addendum No.2 for the 151st Street Widening Project, Between Cedar Road and Bell Road, in the amount of \$25,897.84 has been tabled.

- f) Consider a Motion to Recommend Approval of the Reduction of the Letter of Credit for the Square at Goodings Grove Development, to the new A amount of \$139,471.75, in accordance with Village Code.

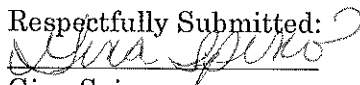
Trustee Sweas asked if all the homes have been built. Development Services Director Salamowicz stated no, but the majority of the site work has been completed; however, there are still some inspections that need to take place.

Trustee Rodgers stated she has concerns about making sure the project is completed to our satisfaction. Development Services Director stated that is why we are keeping part of the LOC until the project is completed. Village Manager Friling added that M/I Homes have been good corporate citizens of the village. Staff has not had any problems with them during the project construction.

Trustee Gray made a Motion to Recommend Approval of the Reduction of the Letter of Credit for the Square at Goodings Grove Development, to the new amount of \$139,471.75, in accordance with Village Code; Seconded by Trustee Sweas. The motion passed unanimously.

10. Adjournment.

Motion by Trustee Rodgers; seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 4:58 p.m.

Respectfully Submitted:

Gina Spino
Finance Analyst