

Administration & Finance Committee

Minutes of the Meeting on
July 7, 2021

**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 4:08 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 Beth Rodgers, Trustee Dan Fialko and Finance Director John Sawyers. Interim Village Manager Matt Walsh arrived at 4:14.

Also Present: Development Services Director Mike Salamowicz and Chief Building Official Joe Baber.

Members absent: Trustee Ruben Pazmino

4. Approval of Amendments to the Agenda.

Trustee Fialko asked to make an amendment to 9.c. Development Services Director stated there was a typo on the agenda.

5. Approval of Minutes.

a) May 5, 2021

Mayor Yukich stated that the minutes from the May 5, 2021 Administration & Finance Committee meeting were being presented for approval.

Trustee Rodgers made a motion to approve the minutes from the May 5, 2021 Administration & Finance Committee meeting; seconded by Trustee Fialko. The motion passed.

6. Public Comment.

Diane Weber, residing at 14808 Bruce Road wanted to discuss traffic issues near her home. Trustee Rodgers suggested she attend the Public Services & Safety where they have procedures in place that could help her. Trustee Fialko stated the Public Services & Safety meeting was happening later that evening. Resident Diane Weber thanked the committee for the information and said she would attend that meeting.

7. Reports and Communications from Staff.

a) *Interim Village Manager*

1. Interim Village Manager Walsh stated village staff is preparing a Request for Proposal for the replacement of the Village Hall roof.

Trustee Fialko asked how many contractors the Village will be reaching out to. Mayor Yukich stated the RFP is posted, we do not reach out to specific contractors. Trustee Fialko stated he thought it would be a good idea to keep the money in the Village. Finance Director John Sawyers stated there are a lot of purchasing policies that address and encourage local spending. Trustee Fialko gave an example of using a local business such as Richards Building Supply. Interim Village Manager Walsh agrees in supporting the local businesses. Finance Director Sawyers stated he is in favor of letting anyone bid and try to keep it local. Trustee Fialko asked if the village takes into consideration many aspects of the bid and not just the lowest price. Interim Village Manager Walsh stated yes. Trustee Fialko asked if the Village uses social media to determine if there are complaints against a company. Interim Village Manager Walsh stated no, we normally call businesses or other municipalities that have worked with that company. Trustee Rodgers stated the official social media sites for government entities are very strict. Trustee Fialko clarified his earlier comment and stated he was asking if the Village checked social media to find complaints about companies.

Development Services Director stated the Village asks for references and had one contractor's reference provide poor feedback so we moved on to the next company based on that feedback. Trustee Fialko stated the Village should take into consideration having any taxes that are paid adjusted as part of the total balance. Development Services Director Salamowicz stated the Village does not pay sales tax as a government entity; the village is tax exempt. Village Manager Walsh stated that the Village does try to utilize local businesses for smaller projects and for larger projects we do have to go out to bid. Finance Director Sawyers stated we could put something objective in our policies to indicate they are fit to do the job, meet the criteria and they are local. Interim Village Manager Walsh stated the Village will look into this suggestion.

2. Interim Village Manager Walsh stated that portions of Crème Road will be closed due to culvert replacement. Development Services Director Mike Salamowicz stated the culvert work is being done prior to the road surfacing that will be happening.

b) *Finance Director*

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

c) *Development Services Director*

1. Development Services Director Mike Salamowicz stated he had no report, other than the update on Crème Road that Interim Village Manager Walsh already discussed.

8. Old Business

None.

9. New Business.

- a) Consider a Motion to Recommend Approval of the Village's May Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,071.25.

Trustee Rodgers stated she is concerned we are still dealing with the dog bite case. Trustee Fialko asked if the case has gone to court yet. Interim Village Manager Walsh stated he believed it has gone to court, but will obtain an update. Trustee Fialko asked about the process of this type of situation and what the Village is responsible for. Interim Village Manager Walsh stated in these types of situations the Village is responsible for determining if the dog is considered vicious and what the next steps would be. Trustee Fialko asked if anyone has tried to determine if the homeowner of the dog in question has insurance. Trustee Rodgers stated that she believed that the dog bite happened off the property so home owner's insurance would not qualify. Interim Village Manager Walsh stated he would check with Chief Building Official Joe Baber on an update as he is most familiar with the case.

Trustee Rodgers made a Motion to Recommend Approval of the Village's May Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$3,071.25; seconded by Trustee Fialko. The motion passed.

- b) Consider a Motion to Recommend Approval of Pay Estimate No. 1 from PT Ferro Construction Co. for the 2020 Road Resurfacing Program, in the amount of \$293,225.50.

Trustee Fialko asked what percentage that dollar amount listed for the pay estimate is. Finance Director Sawyers stated the percentage is approximately one-third (1/3) of the overall project. Development Services Director Salamowicz stated the contract is for over one million dollars and the Township Road District is going to be billed separately. Trustee Fialko asked how many roads there are. Development Services Director Salamowicz stated that information is listed on the supplement sheet in the packet. Trustee Fialko asked how many roads have been completed. Development Services Director stated he did not have the exact number. Trustee Fialko stated that PT Ferro is asking for 1/3 of the money but has not completed 1/3 of the work. Development Services Director Salamowicz stated he is not aware of the exact percentage of work complete however HR Green is monitoring the work on the project and invoices are only submitted for work that has actually been completed. Trustee Fialko asked Development Services Director Salamowicz if he personally inspects all the work. Development Services Director Salamowicz stated he does do periodic inspections of the work however HR Green is responsible for inspecting the work. Interim Village

Manager Walsh also stated he knows the Public Works Superintendent Pat Healy has also been out inspecting the work.

Trustee Rodgers made a Motion to Recommend Approval of Pay Estimate No. 1 from PT Ferro Construction Co. for the 2020 Road Resurfacing Program, in the amount of \$293,225.50; seconded by Trustee Fialko. The motion passed.

- c) Consider a Motion to Recommend Approval of a Three-Year Agreement with Adesta to perform Utility Locating Services for the Village of Homer Glen as part of the Joint Utility Locating Information for Excavators (JULIE) Program.

Trustee Fialko asked about the history of the different locating companies. Development Services Director provided the information. Trustee Fialko asked about the different options that are listed on the supplement sheet and there is a considerable difference in cost. Development Services Director Salamowicz stated the Village will be selecting option one, the most cost-effective option. Trustee Fialko asked if the 3-year agreement is the minimal amount of time. Development Services Director stated in the past we have done shorter agreements however this is more efficient.

Trustee Rodgers made a Motion to Recommend Approval of a Three-Year Agreement with Adesta to perform Utility Locating Services for the Village of Homer Glen as part of the Joint Utility Locating Information for Excavators (JULIE) Program; seconded by Trustee Fialko. The motion passed.

- d) Discussion of Ongoing and Annual Village Contracts

Interim Village Manager Walsh stated this item was added to the agenda as a discussion item based on the request of Trustee Fialko. Interim Village Manager Walsh stated he spoke with staff about collecting a list of village contracts. Trustee Fialko stated he would like an excel spreadsheet of all the contracts. Trustee Fialko asked about the streetlight maintenance contract with Lyons Pinner and how the Intergovernmental Agreement relates. Development Services Director explained the contract is with Lyons Pinner and the IGA is with Homer Township.

10. Adjournment.

Motion by Trustee Fialko; seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:43 p.m.

Respectfully Submitted:



Gina Spino
Finance Analyst