

# Administration & Finance Committee

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Minutes of the Meeting on  
April 6, 2022

**Village of Homer Glen  
14240 W 151<sup>st</sup> Street, Homer Glen, IL 60491  
Community Room**

1. Call to Order.

The meeting was called to order at 4:02 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:02 p.m. were Mayor George Yukich, Trustee Dan Fialko, Trustee Ruben Pazmino via telephone, Village Manager Carmen Maurella and Finance Director John Sawyers.

Also Present: Chief Building Official Joe Baber, Public Works Director Brent Woods Fleet Manager Jeff Turner and Economic Development Director Janie Patch.

Members absent: Trustee Beth Rodgers

4. Approval of Amendments to the Agenda.

5. Approval of Minutes.

a) March 2, 2022

Mayor Yukich stated that the minutes from the March 2, 2022 Administration & Finance Committee meeting were being presented for approval.

Trustee Fialko made a motion to approve the minutes from the March 2, 2022 Administration & Finance Committee meeting; seconded by Trustee Pazmino. The motion passed unanimously.

6. Public Comment.

None

7. Reports and Communications from Staff.

a) *Village Manager*

1. Village Manager Maurella stated there is road work that needs to be done and would like to start the bid process. Trustee Pazmino agreed if the work needs to be done, he is good with having the process start. Trustee Fialko agreed. Mayor Yukich agreed as well.

b) *Finance Director*

1. Finance Director Sawyers provided the Village's revenue charts for March. 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 discussed the sales tax incentive agreement with regard to The Phoenix Kitchen & Cocktails restaurant. Trustee Fialko asked if the agreement has been reviewed. Finance Director Sawyers stated yes.

8. Old Business

a) Trustee Fialko asked about the grant funds. Village Manager Maurella stated he is getting up to speed and that he does know that the Village needs to review a few things with a few contractors. He also stated he has been in contact with the individual from the state and hopes to hear back from her in the next week or so.

b) Trustee Fialko asked if there has been any progress with the RFP's for the roof. Chief Building Official Baber stated the Village has received the RFP's and the pricing came back less than what was anticipated. Trustee Fialko stated he knows that \$500,000 (five hundred thousand dollars) was added to the budget. Trustee Fialko stated he would like for everyone to come to an agreement on what the plan is in regard to everything that will be repaired or replaced with regard to the roof. The Committee discussed having to go out to bid again if other areas related to the building are needing repair. Chief Building Official Baber stated the main concern right now is the roof due to all the leaking that is happening.

9. New Business.

a) Consider a Motion to Recommend Approval of the Village's February Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$3,365.25.

Trustee Fialko made a Motion to Recommend Approval of the Village's February Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$3,365.25; seconded by Trustee Pazmino. The motion passed unanimously.

b) Consider a Motion to Recommend Approval of the Village's February Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the Amount of \$7,862.50

Trustee Fialko made a Motion to Recommend Approval of the Village's February Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the amount of \$7,862.50; seconded by Trustee Pazmino. Mayor Yukich voted no. The motion passed.

Mayor Yukich stated he thought the bill was high. Trustee Fialko and Trustee Pazmino both stated they think the bill was on target for the many things the Village has going on.

- c) Consider a Motion to Recommend Approval of the Amended Mayor and Village Board Standard Operating Procedure No.2.

Trustee Pazmino made a motion to Recommend Approval of the Amended Mayor and Village Board Standard Operating Procedure No.2; seconded by Trustee Fialko. The motion passed unanimously.

Finance Director Sawyers stated the Committee has been given a redlined version of the Standard Operating Procedure No. 2 with the proposed changes. Trustee Fialko asked if this many changes have been made in the past. Finance Director Sawyers stated these changes are minimal.

- d) Consider a Motion to Recommend Approval of the Proposed Discretionary General Fund Reserve Transfers at April 30,2022- Per Standard Operating Procedure No. 2.

Trustee Pazmino made a Motion to Recommend Approval of the Proposed Discretionary General Fund Reserve Transfers at April 30,2022- Per Standard Operating Procedure No. 2; seconded by Trustee Fialko. The motion passed unanimously.

Finance Director Sawyers explained the updated Standard Operating Procedure No. 2 will be presented for Village Board approval at the April 13, 2022 meeting. He stated the document defines the suggested maximum general fund balance as the greater of \$6,000,000 or the amount representing six months of the current years' operating budgeted expenses before transfers (\$12,016,664 times 50% or \$6,008,332). Finance Director Sawyers stated the general fund balance (before the proposed Equity Transfer) at April 30, 2022 is projected at \$8,841,094. He also stated this is approximately \$2.8 million more than the recommended maximum fund balance. Finance Director Sawyers stated 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.

- e) Consider a Motion to Recommend Approval for Hiring a Senior Project Manager/Civil Engineer

Trustee Pazmino made a motion to Recommend Approval for Hiring a Senior Project Manager/Civil Engineer; seconded by Trustee Fialko. The motion passed unanimously.

Trustee Fialko asked to discuss the process. Village Manager Maurella stated he would like to bring in a Civil Engineer/ Project Manager. He stated this position is a reclassification of the Director of Development Services position and will result in an approximate 15% reduction in the wages for this position. Village Manager Maurella stated the Development Department consisted of a Director, Civil Engineer, and an administrative assistant shared with the Planning & Zoning. He then stated once hired, the Senior Project Manager/Civil Engineer will assess and recommend the future organizational structure of the department based on his/her observations and the Village's needs. Trustee Fialko asked if we would still be using outside engineering firms once this individual is hired. Village Manager Maurella said yes. Trustee Fialko stated he likes the idea of moving slow and assessing the work and go from there. Chief Building Official Joe Baber stated that our previous Development Services Director did outsource some of the bigger projects. Trustee Pazmino via phone asked to clarify the process of hiring the Senior Project Manager/Civil Engineer is to offset the cost of using engineering firms solely then distributing the work within the department. Village Manager Maurella stated yes.

- f) Consider a Motion to Recommend Approval for the purchase of two (2) Plow Vehicles for the Public Works Department.

Trustee Fialko made a Motion to Recommend Approval for the purchase of two (2) Plow Vehicles for the Public Works Department; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Fialko stated he would like to hear more from Public Works Director Brent Woods. Public Works Director Woods stated the current fleet of Public Works vehicles involved in snow removal is 11.5 years old with a large number of vehicles in excess of 15 years. He also stated the vehicles are breaking down more frequently and with more serious issues. Public Works Director Woods stated it is necessary to replace as many of the aging vehicles as is budgetarily possible in order to continue providing the level of service the residents of Homer Glen are accustomed to.

Trustee Fialko asked Fleet Manager Jeff Turner about the different companies that sell this equipment as well as the details of the equipment. Fleet Manager Turner provided the committee with many details regarding the vehicles, in particular, brand, maintenance, performance, servicing, attachments, etc. Fleet Manager Turner and Public Works Director both recommended the brand International. Trustee Fialko and Trustee Pazmino stated they agreed with the recommendation.

- g) Consider a Motion to Recommend Approval for Engineering Services for the Fiddymont Creek Sanitary Sewer – Cedar Road Extension.

Trustee Pazmino made a Motion to Recommend Approval for Engineering Services for the Fiddymont Creek Sanitary Sewer – Cedar Road Extension; seconded by Trustee Fialko. The motion passed unanimously.

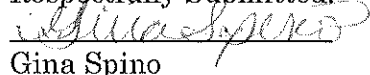
Village Manager Maurella stated the Village of Homer Glen received three proposals for the master planning, design, specifications, construction cost estimate, permitting, bidding services and construction management services for the Fiddymont Creek Sanitary Sewer - Cedar Road Extension. He also stated the firms responding to the Village RFP are Robinson Engineering, HR Green and Farnsworth Group.

Village Manager Maurella stated that he and Economic Development Director Janie Patch looked closely at all three firms. He also stated that he wants it noted that a geotechnical study (soil borings and report) and easement work as needed are additional costs. Robinson Engineering quoted the geotechnical study at an additional \$22,000. Trustee Fialko stated even with the additional \$22,000 it still makes Robinson Engineering the lowest bidder. Trustee Pazmino stated he thought we had federal grant money allocated for this project. Finance Director Sawyers stated yes. Trustee Fialko stated he would recommend Robinson Engineering. Trustee Pazmino agreed with the recommendation.

## 10. Adjournment.

Motion by Trustee Fialko; seconded by Trustee Pazmino to adjourn. Motion carried.  
The meeting was adjourned at 4:53 p.m.

Respectfully Submitted:



Gina Spino

Finance Analyst