

Administration & Finance Committee

Minutes of the Meeting on
July 6, 2022

**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 4:01 p.m. by Mayor George Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:01 p.m. were Mayor George Yukich, Trustee Beth Rodgers, Trustee Dan Fialko, Village Manager Carmen Maurella and Finance Director John Sawyers. Trustee Ruben Pazmino arrived at 4:22 pm.

Also Present: Chief Building Official Joe Baber, Director of Planning & Zoning Melissa King and Development Services and Planning & Zoning Administrative Assistant Gia Cassin.

Members absent: None

4. Approval of Amendments to the Agenda

5. Approval of Minutes.

a) June 1, 2022

Mayor Yukich stated the minutes from the June 1, 2022 Administration & Finance Committee meeting were being presented for approval.

Trustee Rodgers asked for the approval of the minutes from June 1, 2022 be tabled. The Committee accepted the request and the minutes were tabled.

6. Public Comment.

None

7. Reports and Communications from Staff.

a) *Village Manager*

1. Village Manager Maurella stated Village Staff is planning to replace former Superintendent of Parks & Facilities John Robinson with two individuals, one for Parks and one for Facilities. He also stated he hopes to hire at least of the positions from within the Organization.

b) *Finance Director*

1. Finance Director Sawyers provided the Village's revenue charts for June. 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.

c) *Chief Building Official*

1. Chief Building Official Baber stated since former Superintendent of Parks & Facilities John Robinson is no longer here, he will be taking the lead on the roof replacement. The Committee discussed details of the roof replacement with regard to materials, cost, longevity and timing. The Committee agreed the roof needs to be replaced before this winter. Chief Building Official Baber stated he will get more information over the next few weeks.

8. Old Business

a) 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 \$1,755.00.

Trustee Rodgers made a Motion to Recommend Approval of the Village's May Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$1,755; seconded by Trustee Fialko. The motion passed.

Trustee Pazmino stated he would like to discuss only retaining one legal firm. Trustee Pazmino stated having only one firm will save the Village money. He also stated Odelson, Sterk, Murphey, Frazier & McGrath are doing the majority of the work. Trustee Pazmino stated he has been told Eric Hanson from Mahoney, Silverman & Cross LLC is not good about responding. Trustee Rodgers stated she feels there is friction at the board meetings with Cary Horvath from Odelson, Sterk, Murphey, Frazier & McGrath and feels a different representative from that firm should be sent to attend Village Board meetings. Trustee Pazmino stated if there is friction, it should be addressed and thinks Cary Horvath has done an amazing job. Trustee Fialko stated the majority of the board voted to hire Odelson, Sterk, Murphey, Frazier & McGrath. Trustee Rodgers asked Village Manager Maurella to gather the minutes from the board meeting where it was decided to hire Odelson, Sterk, Murphey, Frazier & McGrath and include those minutes in the packet if this topic gets added to any future agenda. Trustee Pazmino stated he feels this decision should be based on what service each firm provides and that Eric Hanson from Mahoney, Silverman & Cross LLC is not performing the duties that have been requested and that relationship needs to be terminated. Trustee Rodgers stated it needs to be made more clear as to what each attorney handles. Trustee Pazmino stated he has heard from staff that Eric Hanson from with Mahoney, Silverman & Cross LLC

is not responding fast enough or not at all. Trustee Rodgers stated she has not heard that from staff and she also stated that if Eric Hanson from with Mahoney, Silverman & Cross LLC doesn't get back to her right away, she calls him again. Director of Planning & Zoning King stated she has heard Eric Hanson from with Mahoney, Silverman & Cross LLC doesn't respond in a timely manner or not at all but that has not been her personal experience. Chief Building Official Baber stated he receives timely responses from Eric Hanson from with Mahoney, Silverman & Cross LLC. Trustee Fialko stated we need to do what is best for the Village and he feels that Odelson, Sterk, Murphey, Frazier & McGrath can handle varying topics.

- b) Consider a Motion to Recommend Approval of the Village's May Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the Amount of \$7,816.25.

Trustee Fialko made a Motion to Recommend Approval of the Village's May Legislative Attorney Bills from Odelson, Sterk, Murphey, Frazier & McGrath in the Amount of \$7,816.25; seconded by Trustee Pazmino. Trustee Rodgers voted no. The motion passed.

- c) Consider a Motion to Recommend Approval of an Ordinance Amending Sections 83-2(A) and 114-11 of the Village of Homer Glen Code of Ordinances Regarding License Fees Charged for Business Licenses and Penalties Assessed for Late Payment.

Trustee Rodgers made a Motion to Recommend Approval of an Ordinance Amending Sections 83-2(A) and 114-11 of the Village of Homer Glen Code of Ordinances Regarding License Fees Charged for Business Licenses and Penalties Assessed for Late Payment; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked if this item has been discussed with the Village Clerk. Village Manager Maurella stated yes. Trustee Fialko asked what the purpose of the amendment to the ordinance is for. Village Manager Maurella stated the Village is trying to acquire the capability of having the business license applications available online. Village Manager Maurella stated the Village is trying to offset the cost of the new software that is needed for this functionality. Village Manager Maurella stated this new software proposal is discussed in the next agenda item, 9.d. Village Manager Maurella stated this new software would allow online capabilities for business licenses, better reporting and a more streamlined efficient process.

- d) Consider a Motion to Recommend Accepting the proposal from Civic Gov (dated 6.9.22) to add the business licensing module to our current Civic Plus package. This added module will cost the Village \$11,000.00 for the first year, and subsequent renewal year would cost \$6,300.00

Trustee Rodgers made a Motion to Recommend Accepting the proposal from Civic Gov (dated 6.9.22) to add the business licensing module to our current Civic

Plus package. This added module will cost the Village \$11,000.00 for the first year, and subsequent renewal year would cost \$6,300.00; seconded by Trustee Fialko. The motion passed.

Trustee Fialko asked Village Manager Maurella to provide more detail. Village Manager Maurella stated Village Staff has been looking into ways Business Owners can apply for their Business License Renewals online. He also stated the information provided by iWorQ was not right for our needs so Village Staff reached out to Civic Rec who we already use for our Village website. Village Manager Maurella stated Village Staff unanimously expressed approval of what Civic Rec could do for the Village.. Development Services and Planning & Zoning Administrative Assistant Gia Cassin stated this new system will create a platform for businesses to process their business license renewals online and it will also down the road allow contractors to do the same. Village Manager Maurella stated this new system will allow the Village Staff to have a more streamlined process as the license goes through the different departments for approval. Trustee Fialko asked if staff went through a beta testing trial or if there is a trial period built in. Village Manager Maurella stated many of the Village Staff have worked with other modules the company already provides for the Village. Development Services and Planning & Zoning Administrative Assistant Gia Cassin stated this is a robust system and is a module the company already uses. Finance Director Sawyers stated he attended a presentation with Civic Rec along with other Village Staff and it was a five-star presentation and the module does more than we currently need so it also has growth potential for our future needs. Director of Planning & Zoning King asked if we could ever use this module to process permits. Village Manager Maurella stated yes. Finance Director Sawyers stated the next logical step would be to use this system for Contractor Registrations. Director of Planning and Zoning King asked if our fee with iWorQ would be reduced if the Village starts using other modules with Civic Rec. Development Services and Planning & Zoning Administrative Assistant Gia Cassin stated we currently pay iWorQ \$6,000 and we would pay Civic Rec \$6,300 and we would get so much more from CivicRec for that additional \$300. Trustee Fialko asked if this module would allow us to bill the Township? Planning & Zoning Administrative Assistant Gia Cassin stated she believed so. Village Manager Maurella stated CivicRec has many more modules and reporting that will be beneficial to the Village.

- e) Consider a Motion to Recommend Approving the Purchase of a Toro Z Master 7500-D Mower for the Parks & Recreation Department in the Amount of \$63,950.72.

Trustee Fialko made a Motion to Recommend Approving the Purchase of a Toro Z Master 7500-D Mower for the Parks & Recreation Department in the Amount of \$63,950.72; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Fialko stated now is the right time to invest in this new mower since we know where we are with the budget and we took over so many new parks. Mayor Yukich agreed that we need this equipment. Trustee Pazmino stated he agreed

with Trustee Fialko and Mayor Yukich, this equipment is needed. Trustee Fialko asked if the Village obtained multiple bids. Village Manager Maurella stated former Superintendent of Parks & Facilities John Robinson provided several different bids for new mowing equipment when it was presented in the past. Village Manager Maurella stated this specific mower will make things more efficient. Trustee Fialko wanted to make sure we are following the proper bid process. Village Manager Maurella stated yes and that the Village Staff could provide the bids.

- f) Consider a Motion to Recommend Approval of a Proposal from V3 for Engineering Services to Prepare a Phase II Engineering Study for the West Extension of the Heroes Trail.

Trustee Pazmino made a Motion to Recommend Approval of a Proposal from V3 for Engineering Services to Prepare a Phase II Engineering Study for the West Extension of the Heroes Trail; seconded by Trustee Fialko. The motion passed unanimously.

Trustee Rodgers asked if an overall map could be provided to allow residents to see how everything ties in together. Director of Planning & Zoning King stated yes.

- g) Consider a Motion to Recommend Approval of the Release of Funds Being Held in Escrow for the Extension of the Sewer System Located on the Boo Property in the Amount of \$23,543.00.

Trustee Fialko made a Motion to Recommend Approval of the Release of Funds Being Held in Escrow for the Extension of the Sewer System Located on the Boo Property in the Amount of \$23,543.00; seconded by Trustee Pazmino. The motion passed unanimously.

Trustee Fialko stated he knows there was an issue with a meter in the past and asked if the meter issue has been corrected. Village Manager Maurella stated yes. Chief Building Official Joe Baber stated it was a sewer issue and everything seems to be working properly now.

- h) Consider a Motion to Recommend Approval of a Proposal from Will County Well & Pump Co., Inc. in the Amount of \$17,415.80.

Trustee Pazmino made a Motion to Recommend Approval of a Proposal from Will County Well & Pump Co., Inc. in the Amount of \$17,415.80; seconded by Trustee Fialko. The motion passed unanimously.

Mayor Yukich stated he is concerned about paying this bill and feels it is the responsibility of Homer Township. Trustee Pazmino stated he feels it is a small price to pay for land we received and considers it an investment for the residents and teams playing on the field. Trustee Rodgers stated before the property was transferred to the Village, an inspection should have been done. Trustee Pazmino

stated this new well & pump was a small price to pay for such valuable land. Trustee Fialko stated he agrees with both Trustee Rodgers and Trustee Pazmino, maybe an inspection could have been done but at this point we need to move forward. Trustee Fialko asked if the well was for irrigation on the football field. Village Manager Maurella stated yes and it also covers a portion of the baseball field as well. Village Manager Maurella stated they are replacing the well/ pump, electrical and galvanized piping. Trustee Fialko stated he knows Village Manager Maurella has some history with the fields and asked if this cost seems reasonable. Village Manager Maurella stated yes, the original new well cost was approximately \$38,000. Trustee Fialko asked Finance Director Sawyers if there is enough money in the budget to cover this item. Finance Director Sawyers stated yes. Trustee Rodgers stated she thinks the sports field should have its own budget for next year especially since it's only services a small demographic. Village Manager Maurella agreed and stated the sports groups will be billed for some costs associated with the field. Trustee Pazmino stated he wanted to remind everyone that we all need to work together for the community. Village Manager Maurella stated there are two wells on the property and that it was done because the water bills were so high in order to maintain the fields.

- i) Consider a Motion to Recommend Approval of One of Three (3) Concrete Lifting Companies that Submitted Proposals for the 2022 Mudjacking Program.

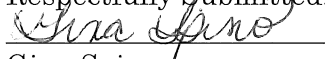
Trustee Rodgers made a Motion to Recommend Approval of One of Three (3) Concrete Lifting Companies that Submitted Proposals for the 2022 Mudjacking Program; seconded by Trustee Fialko. The motion passed unanimously.

Trustee Pazmino asked if there were issues in the past where the concrete lifting didn't last that long. Village Manager Maurella stated there is a 2-year warranty in the contract. Trustee Fialko asked what company was used last time. Village Manager Maurella stated the company used last time was Raise-Rite. Trustee Fialko asked where they are from. Village Manager Maurella stated the main office is in Carol Stream. Trustee Rodgers stated it would be a good idea if we could hear from the residents if they see issues with their sidewalks. Chief Building Official Baber stated the Village does receive those calls. Trustee Fialko stated he spoke to Public Works Director Woods and he stated Public Works Director Woods stated Public Works does a walk through. Trustee Fialko asked Chief Building Official if he has ever done a walk through after the job was done. Chief Building Official Baber stated yes and it's been good.

10. Adjournment.

Motion by Trustee Fialko; seconded by Trustee Pazmino to adjourn. Motion carried. The meeting was adjourned at 5:02 p.m.

Respectfully Submitted:



Gina Spino
Finance Analyst