

Administration & Finance Committee

Minutes of the Meeting on
September 4, 2019

**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 4:03 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:01 p.m. were Mayor Yukich, Trustee Sharon Sweas, Trustee Keith Gray, Finance Director John Sawyers and Village Manager Karie Friling.

Also Present: Development Services Director Michael Salamowicz, and Assistant to the Village Manager Matt Walsh.

Members absent: Trustee Beth Rodgers

4. Approval of Amendments to the Agenda.

None.

5. Approval of Minutes.

a) August 7, 2019

Mayor Yukich stated that the minutes from the August 7, 2019 Administration & Finance Committee meeting were being presented for approval.

Trustee Sweas made a motion to approve the minutes from the August 7, 2019 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 Village has posted the Part Time HR Manager position. She also announced the promotion of Matt Walsh to the Assistant to the Village Manager. Village Manger Friling stated as part of Matt's new role, the Admin Staff will now be reporting to Matt Walsh.

b) *Finance Director*

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

c) *Development Services Director*

1. No Report

8. Old Business

None

9. New Business.

a) Discussion of 2012 General Obligation Bond Debt Early Retirement Options.

Finance Director Sawyers explained the Village has an opportunity to refinance or retire the 2012 general obligation debt. He presented three options for the board to choose from.

The Committee discussed the three options regarding the 2012 General Obligation (G.O.) Bond Debt Early Retirement. The first option is to refinance the existing debt, which will result in a net savings of approximately \$260,958; The second option is to retire/pay all of the debt early, which would result in an approximate savings of \$491,000. The third option is to refinance the existing debt and issue a new 2019 G.O. bond for the financing of additional projects/priorities as identified and approved by the Village Board.

The Committee decided to bring this discussion item to the second Village Board meeting in September for the entire Board to review. The A & F Committee favors option 2, which is to retire/pay all of the debt early, which would result in an approximate savings of \$491,000.

b) Consider a Motion to Recommend Change in Personnel Policy to Increase the Maximum PTO Day Carryover at Year-End from Ten days to Twenty Days.

Village Manager Friling and Finance Director Sawyers introduced the policy proposal and explained its purpose is to help employees that miss work for medical reasons. There were concerns expressed by the Committee about the potential effect and cost of employees that leave the Village. Staff explained that this is not a request for additional time off, only to allow staff to roll over more time per year that was already earned. Trustee Gray stated that Trustee Rodgers told him she was not in favor of this item as it stands currently. Director Sawyers offered to explore a flex spending account policy that would

apply to employees that leave the Village. The Committee agreed that the policy should be brought to the Board.

Trustee Gray made a Motion to Recommend Change in Personnel Policy to Increase the Maximum PTO Day Carryover at Year-End from Ten days to Twenty Days; seconded by Trustee Sweas. The motion passed unanimously.

- c) Consider a Motion to Recommend Approval of the Village of Homer Glen's July Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of \$5,523.75.

Trustee Sweas made a Motion to Recommend Approval of the Village of Homer Glen's July Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of \$5,523.75; seconded by Trustee Gray. The motion passed unanimously.

- d) Consider a Motion to Recommend Approval of Pay Estimate No. 10 from Integral Construction, Inc. for the Active Core Project at Heritage Park, in the Amount of \$116,567.00.

Mayor Yukich asked about the progress of the project. Village Manager Friling stated Village Staff did another walk through of the park. Village Manager Friling stated we are still holding over \$200,000 in retention until the project is complete.

Trustee Gray asked if there has been discussion regarding liquidated damages. Village Manager Friling stated that the Village's goal is to complete the punch list and remove the fence. Once that is complete negotiations will occur regarding the liquidated damages.

Trustee Gray made a Motion to Recommend Approval of Pay Estimate No. 10 from Integral Construction, Inc. for the Active Core Project at Heritage Park, in the amount of \$116,567.00; seconded by Trustee Sweas. The motion passed unanimously.

- e) Consider a Motion to Recommend Approval of Pay Estimate No. 9 from Austin Tyler Construction, Inc. for Phase I of the Heritage Park Project, in the Amount of \$62,462.24.

Development Services Director Salamowicz stated this is a reduction of retainage. He also stated there are about 15 trees that need to be replaced as well as a few other items.

Trustee Gray asked if this was part of the 319 Grant project, Development Services Director Salamowicz stated, no it was not.

Trustee Sweas made a Motion to Recommend Approval of Pay Estimate No. 9 from Austin Tyler Construction, Inc. for Phase I of the Heritage Park Project, in the amount of \$62,462.24; seconded by Trustee Gray. The motion passed unanimously.

- f) Consider a Motion to Recommend Approval of Pay Estimate No. 10 from Austin Tyler Construction, Inc. for the Fiddymment Creek Sanitary Sewer Project, in the Amount of \$171,634.89.

Development Services Director Salamowicz stated there is landscaping that still needs to be completed.

Trustee Gray made a Motion to Recommend Approval of Pay Estimate No. 10 from Austin Tyler Construction, Inc. for the Fiddymment Creek Sanitary Sewer Project, in the amount of \$171,634.89; seconded by Trustee Sweas. The motion passed unanimously.

- g) Consider a Motion to Recommend Approval of Pay Estimate No. 1 from D Construction for the 151st Street Bike Trail Project, in the Amount of \$100,878.05.

Development Services Director Salamowicz stated there are still a few items to be completed such as the ADA ramps at 147th street. There are still bollards that need to be installed as well.

Trustee Sweas asked about if the difference between the original contract amount versus the new contract amount was for the Northwest corner. Development Services Director Salamowicz stated yes, it is and the amount may even be lower.

Trustee Gray made a Motion to Recommend Approval of Pay Estimate No. 1 from D Construction for the 151st Street Bike Trail Project, in the amount of \$100,878.05; seconded by Trustee Sweas. The motion passed unanimously.

10. Adjournment.

Motion by Trustee Gray; seconded by Trustee Sweas to adjourn. Motion carried. The meeting was adjourned at 5:19 p.m.

Respectfully Submitted:



Gina Spino
AP & AR Clerk