Administration & Finance Committee

Minutes of the Meeting on
October 7, 2020

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 4:04 p.m. by Mayor Yukich.

2. Pledge of Allegiance to the Flag.

3. Roll Call.

Members present at 4:04 p.m. were Mayor Yukich, Trustee 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, Chief Building Official Joe Baber, Facilities Manager John Robinson, Development Services Director Mike Salamowicz and Economic Development Director Janie Patch.

Members absent: None

4. Approval of Amendments to the Agenda.

Trustee Sweas made a motion to amend item C.

5. Approval of Minutes.

a) September 2, 2020

Mayor Yukich stated that the minutes from the September 2, 2020 Administration & Finance Committee meeting were being presented for approval.

Trustee Sweas made a motion to approve the amended minutes distributed to the Committee from the September 2, 2020 Administration & Finance Committee meeting; seconded by Trustee Gray. The motion passed unanimously.

6. Public Comment.

There was no public comment.

7. Reports and Communications from Staff.

a) Village Manager

1. Village Manager Friling stated the Village is holding interviews for the part time IT position.
2. Village Manager Friling stated the Village received the first reimbursement check from the CARES Act Funding Program in the amount of $32,957. She also stated the Village will be having a workshop on the CARES Act Funding Program and will be asking for input from the Board on how to spend the funds moving forward.

Trustee Sweas asked if the funds from the CARES Act Funding Program is only for COVID or can it be for other needs. Village Manager Friling stated it can also be for other needs. An example of this would be for public safety. The Village will be submitting reimbursement for public safety costs from the Will County Sheriff.

Trustee Gray asked for further clarification as to why public safety would be considered for the CARES Act Funding Program. Finance Director John Sawyers stated Will County discovered certain communities could never spend the COVID related funds so they made the police and fire expenses eligible for reimbursement.

b) Finance Director

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

Development Services Director Mike Salamowicz stated there are two construction projects in the Village that are wrapping up. One of them is the Good Life facility and the other is Shorewood Home & Auto. He stated both have submitted their requests for the reductions of their bonds/ LOC's.

8. Old Business

None


a) Consider a Motion to Recommend Approval of the Village's August Legal Bills from Mahoney, Silverman & Cross, LLC in the Amount of $7,507.50.

Mayor Yukich asked about the Mitch Mrowca Litigation and if there will be reimbursement of legal fees. Village Manager Friling stated the board agreed to a reimbursement of $3,000.

Mayor Yukich asked for a status on the Lagiglia Litigation. Village Manager Friling stated a court date has not been set yet. The Village did file a motion to dismiss.
Trustee Rodgers made a motion to Recommend Approval of the Village's August Legal Bills from Mahoney, Silverman & Cross, LLC in the amount of $7,507.50; seconded by Trustee Sweas. The motion passed unanimously.

b) Consider a Motion to Recommend Approval Payment of The Kenneth Company's Invoice No. 2007 for the Construction of Glenview Walk Park, in the Amount of $85,345.00.

Trustee Rodgers asked Assistant to the Village Manager Matt Walsh for an update on the park. Assistant to the Village Manager Matt Walsh stated the park is almost complete. He stated Kenneth Company is waiting to install a replacement piece that was damaged by their crew. He said they notified the Village immediately of the issue. He stated a safety audit is being scheduled prior to opening the park to the public.

Trustee Rodgers made a motion to Recommend Approval Payment of the Kenneth Company's Invoice No. 2007 for the Construction of Glenview Walk Park, in the amount of $85,345.00; seconded by Trustee Sweas. The motion passed unanimously.

c) Consider a Motion to Recommend Approval of the Village Branding Project Add-On Scope to Initiate Rollout of the New Village Marketing Brand in the Not-to-Exceed Amount of $6,490.00.

Trustee Sweas made a motion to remand this item to the board; seconded by Trustee Rodgers. The motion passed unanimously.

d) Consider a Motion to Recommend Approval of an Ordinance Declaring Surplus Property and Authorizing its Sale.

Mayor Yukich asked what items are being sold. Facilities Manager John Robinson stated there is an EMA equipment truck and a dump truck with a plow.

Trustee Gray asked where the items are put up for sale. Facilities Manager John Robinson stated it is on publicsurplus.com. Trustee Gray asked about a Village vehicle that was declared as surplus last year. Facilities Manager John Robinson stated it was not sold last year, but will be included in this year's auction items. Trustee Gray asked if it was okay to declare an item as surplus and then bring it back into service and then declare it as surplus again. Assistant to the Village Manager Matt Walsh stated the Village can check with the Village Attorney on proper procedure and add it to the Ordinance.
Trustee Sweas made a motion to Recommend Approval of an Ordinance Declaring Surplus Property and Authorizing its Sale; seconded by Trustee Gray. The motion passed unanimously.

e) Consider a Motion to Recommend Approval of the Proposed Agreement from Landscape Supply for the 2020 Fall Parkway Tree Planting Program, in the Amount of $47,554.00.

Trustee Sweas asked about trees that were not doing so well. Facilities Manager John Robinson stated the Village Arborist Roger Ross inspected the trees and found twelve (12) trees that need to be replaced. Facilities Manager John Robinson explained it was identified there were twenty-six hundred (2,600) trees that could be planted in the parkways. The Village communicated to residents via social media and the Village website that trees were available to be planted. This resulted in 150 requests for trees. He stated the Village is in the process of checking the sites of these requests.

Trustee Sweas asked when the fall tree planting will happen and if the Environment Committee will be receiving their two trees. Facilities Manager John Robinson stated yes and that the planting will be in November.

Trustee Sweas made a Motion to Recommend Approval of the Proposed Agreement from Landscape Supply for the 2020 Fall Parkway Tree Planting Program, in the amount of $47,554.00; seconded by Trustee Gray. The motion passed unanimously.

f) Consider a Motion to Recommend Approval of the Amended Purchasing Policy.

Trustee Gray stated at the last meeting there was quite a bit of pushback from the Committee regarding this item. He stated he knows Village staff was asked for Peer Community information, which has now been provided. He also stated he feels in comparison to the other municipalities that we are less restrictive. He also stated he feels that more restrictions are a better policy.

Trustee Rodgers stated she is fine with the Professional Service Contract policy item but not the other items being presented.

No motion was made.

10. Adjournment.

Motion by Trustee Sweas; seconded by Trustee Rodgers to adjourn. Motion carried. The meeting was adjourned at 4:35 p.m.

Respectfully Submitted:

[Signature]

Gina Spino
AP/AR Clerk