

VILLAGE OF HOMEWOOD
BOARD OF TRUSTEES MEETING
TUESDAY—APRIL 14, 2020
VILLAGE HALL BOARD ROOM
and audio conferencing

CALL TO ORDER: Village President Hofeld called the regular meeting to order at 7 p.m. There were no members of the public at Village Hall. The meeting was conducted by President Hofeld from the Board Room.

PLEDGE OF ALLEGIANCE: President Hofeld dispensed of the Pledge of Allegiance.

ROLL CALL: Clerk Marilyn Thomas called the roll. Those present were Village President Richard Hofeld at Village Hall, with Trustee Barbara Dawkins, Trustee Lisa Purcell, Trustee Karen Washington, Trustee Lauren Roman, Trustee Jay Heiferman, Trustee Larry Burnson and Clerk Thomas via audio conference.

NOTE: Due to the Governor's emergency order suspending provisions of the Open Meetings Act because of the COVID-19 pandemic and social distancing recommendations, elected officials are permitted to participate via video/audio. The Board Room was open to the public during the meeting.

INTRODUCTION OF STAFF: Village President Hofeld introduced staff members in attendance at Village Hall: Village Manager Jim Marino, Village Attorney Christopher Cummings, and Finance Director Dennis Bubenik.

MINUTES: The minutes of the meeting of March 24, 2020, were reviewed. There were no comments or corrections.

A motion was made by Trustee Purcell and seconded by Trustee Burnson to accept the minutes as presented.

Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.

CLAIMS LIST: The Claims List in the amount of \$1,165,962.89 was reviewed. There were no questions from the Trustees.

A motion was made by Trustee Burnson and seconded by Trustee Roman to approve the Claims List as presented.

Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.

President Hofeld said five items came to 78% of the Claims List: \$81,019.10 to Burns & McDonnell Engineers for the water conversion project; \$286,912.95 to the City of

Harvey for Lake Michigan water; \$214,179.63 for employees health insurance for April; \$68,764.46 to Thorn Creek Basin Sanitary District; \$253,526 to Washington Park Plaza as sales tax incentive payment.

HEAR FROM THE AUDIENCE: President Hofeld acknowledged no audience members were present.

OMNIBUS REPORT: Clerk Thomas presented the Omnibus Agenda:

- A. PROCLAMATION/ARBOR DAY: President Hofeld will issue a proclamation establishing April 24, 2020 as Arbor Day in the Village of Homewood.
- B. LEASE AGREEMENT/PURCHASE OF TOUGHBOOK COMPUTERS: Authorize the Village President to execute a three-year lease agreement with Marlin Business Bank of Mt. Laurel, NJ at an annual cost not to exceed \$35,107.00 to purchase Panasonic Toughbook Computers and peripheral equipment for police and fire vehicles at a total cost not to exceed \$105,321.00.
- C. AGREEMENT RENEWAL/WORK ORDER MANAGEMENT SOFTWARE SOLUTION: Authorize the Village President to renew a Service Subscription with Dude Solutions of Cary, NC for one (1) year to provide a work order and asset management service for the Public Works Department for a cost not to exceed \$20,933.01.
- D. BID AWARD/CONCRETE FLATWORK: Award bid #19-07PW to Strada Construction Inc. of Addison, IL, the lowest responsible bidder, for concrete flatwork in an amount of \$370,578.00 with Homewood's portion of this Cooperative Bid not to exceed \$89,010.00 using unit prices and base bid as submitted in the bid document.
- E. CONTRACT EXTENSION/STREET SWEEPING: Authorize the Village President to extend the contract with Illinois Central Sweeping Service of Tinley Park, IL for residential and commercial street sweeping for an amount not to exceed \$54,203.66. The extension option was included in Illinois Central Sweeping Service's bid awarded in 2019.
- F. BID AWARD/CRUSHED LIMESTONE: Award bid #19-08W to Shepley Motor Express of Thornton, IL, the lowest responsible bidder, for the purchase and delivery of crushed limestone, for an amount not to exceed \$44,750.00.
- G. CONTRACT EXTENSION/TREE WORK: Authorize the Village President to extend two contracts for one (1) year – Homer Tree Care of Lockport, IL for tree and stump removal and Winkler's Tree Service of Bellwood, IL for sectional trimming, spot trimming and emergency tree removal services at a cost not to exceed \$88,000.00. The extension options for these vendors were included in their bids originally awarded in 2019.

- H. BID AWARD/BITUMINOUS MIXES (ASPHALT): Award bid #19-09W to D Construction, the lowest responsible bidder, for the purchase of bituminous mixes (asphalt) for an amount not to exceed \$35,000.00.
- I. CONTRACT EXTENSION/CUSTODIAL SERVICES: Authorize the Village President to extend the contract for custodial services for an additional 52 weeks with Emeric Facility Services of Waukegan, IL for an amount not to exceed \$24,199.50. The extension option was included in Emeric Facility Services' bid awarded in 2019.
- J. RESOLUTION R-3050/MOTOR FUEL TAX (MFT) APPROPRIATION: Consider a motion to pass a resolution appropriating \$25,000.00 of MFT funds for street milling and HMA surface mix purchases for the period May 1, 2020 through April 30, 2021.
- K. RESOLUTION R-3051/TEMPORARY SUSPENSION OF PLACES FOR EATING TAX: Consider a motion to pass a resolution temporarily suspending the collection of the Places for Eating Tax for certain restaurants without drive-through access for the months of March, April and May of 2020.
- L. ORDINANCE: MC-1035/AMENDMENT TO MUNICIPAL MOTOR FUEL TAX ORDINANCE: Pass an ordinance amending Chapter 102 of the Homewood Municipal Code establishing a Municipal Motor Fuel Tax.
- M. SECOND AMENDMENT TO PURCHASE AND SALE AGREEMENT (PSA)/2033-2045 RIDGE ROAD AND 18042-18048 MARTIN AVENUE/HCF HOMEWOOD LLC: Authorize the Village President to execute a second amendment to a real estate purchase and sale agreement for property located at 18042-18048 Martin Avenue and 2033-2045 Ridge Road with HCF Homewood LLC.
- N. BUDGET AMENDMENT: Approve a budget amendment amending line item 01-1-125-53-1600 Panera/Chick-Fil-A share of Places for Eating Tax from \$60,000.00 to \$105,000.00.

President Hofeld asked if there were any questions to the Omnibus Report. Trustee Heiferman asked for clarification on the Places for Eating Tax. It was explained that the tax will still be collected but certain places will not be obligated to return that money to the Village. This is a gesture to help these businesses during the pandemic.

Trustee Heiferman also asked about the budget amendment. Finances Director Bubenik said the two restaurants have been most successful that original estimates, so the amount of return to the developer is being increased. The agreement will max out at \$420,000.

A motion was made by Trustee Dawkins and seconded by Trustee Purcell to approve the Omnibus Report as presented.

Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.

NEW/OLD BUSINESS: Discussion of the draft budget for 2020-2021 fiscal year.

Director Bubenik said the Village was showing a budget surplus until the COVID-19 pandemic upended projections because of so many businesses closed in March.

The Village has five major sources of revenue: Sales Taxes, Income Taxes, Places for Eating Taxes, Property Taxes and Utility Taxes. In planning for the coming year's budget, the Finance Department reduced the sales tax projections by \$1.2 million for March, April and May 2020 using 2019 numbers. Staff then re-evaluated because Target, Jewel, Walmart, Walt's, Menard's and Home Depot were open. Bubenik said \$500,000 was added back into the working estimate.

But the calculations also had to show a reduction in Income Taxes because people are out of work, and a drop in sales taxes from restaurants. The Village will have two new revenue streams – a Village gas tax and a tax on recreational cannabis – but those taxes don't start until July 1, 2020.

The Finance Department recommends to the board that the proposed budget show cuts or eliminations from 19 categories including: the 50/50 sidewalk replacement program; delay in purchasing new vehicles for Public Works and the Police Department; the storm water draining program; tree removal contract; residential/commercial property grass cutting and shopping cart retrieval; part-time police staff; fire engine equipment upgrades.

By making all these adjustments and reassessing how much the Village will collect in various taxes, Director Bubenik estimates the Village budget's deficit will be approximately \$292,329 which will be covered by the Village's fund balance.

President Hofeld thanked Director Bubenik and Assistant Director Amy Zukowski, Manager Marino and department heads for all the work they put in to making the budget work. He said it will be several years before the Village knows the full extent of the shutdown.

Manager Marino said since Director Bubenik prepared his numbers, several additional reductions have been made.

Trustees applauded Director Bubenik for all the work spent on the redesign of the budget and thanked him for keeping the Village on a sound footing over the years. Trustees agreed those past decisions are helping the Village weather this storm.

STAFF DIRECTION: A motion was made by Trustee Purcell and seconded by Trustee Burnson to direct Director Bubenik to draft the 2020-2021 budget for the Board's consideration, based on the best information he has available. The budget will be presented at the April 28 meeting.

Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.

GENERAL BOARD DISCUSSION: Trustee Dawkins urged residents to continue to stay home to help keep themselves and their neighbors safe. The other Trustees issued the same message to residents.

A motion was made by Trustee Purcell and seconded by Trustee Burnson to adjourn the regular meeting of the Board of Trustees.

Roll Call: AYES—Trustees Dawkins, Purcell, Washington, Roman, Heiferman and Burnson. NAYS –None. Motion carried.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Marilyn Thomas
Village Clerk