



AGENDA

FINANCE COMMITTEE

Finance Committee: April 7, 2025 at 5:15 PM

Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

- A. Call to Order**
- B. Approval of Minutes**
 - 1. Minutes - March 18, 2025
- C. Public Comment**
- D. New Business**
 - 1. Budget Amendment: Engineering Services - HR Green Design Engineering Woodland Ave
- E. Other Business**
 - 1. Financial Update
- F. Schedule Next Committee Meeting**

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, are requested to contact Jill Izzo at 708-246-1800, extension 127.

Finance Committee Meeting Minutes
Tuesday, March 18, 2025
Village Hall

Others Present:

Nicole Chen, Chairperson
Scott Lewis, Trustee
John Mastandona, Director of Finance
Ellen Baer, Village Manager
Matthew Supert, Director of Municipal Services

Meeting called to order at 5:19 pm

Items of Discussion:

- **Minutes:** The minutes of the February 6, 2025, Finance Committee were approved as presented. Motion by Trustee Lewis and second by Chairperson Chen.
- **Public Comment:** None
- **Beary Landscaping Proposal – Hardscape at Burlington Ave and Grand Ave:** Director Supert presented a proposal from Beary Landscaping to complete improvements that were originally included in the Burlington Avenue Improvement Project. He stated that during construction, staff identified design changes at the southeast corner of Grand Avenue and Burlington Avenue that would improve the functionality and aesthetics of the corner. Staff felt that Beary Landscaping completing the seating wall at the corner would be most effective and the original contractor had no objections to the proposed change. The Committee reviewed the request and Trustee Lewis motioned that the proposal be placed on the March 24th Board of Trustees meeting agenda and a second by Chairperson Chen. Motion passed by a roll call vote.
- **Budget Amendment: Municipal Services – 2025 Street Sweeping Contract:** Director Supert presented a budget amendment regarding the 2025 street sweeping contract. He stated the Village issued a Request for Bids (RFB) on January 30, 2025 and the Village received one (1) bid for the contract from Lakeshore Recycling Systems (LRS). The total bid was \$66,945.04, exceeding the approved budget amount of \$55,060, by \$11,885.04. A budget amendment is being requested in the amount of \$11,885.04 in the account “Disposal Service” within the General Fund (4102100-53100). The Committee reviewed the request and Chairperson Chen motioned that the requested budget amendment be placed on the March 24th Board of Trustees meeting agenda and a second by Trustee Lewis. Motion passed by a roll call vote.
- **Other Business:** None.
- **Schedule Next Meeting:** April 7, 2025 at 5:15 pm.

Motion to adjourn by Trustee Scott Lewis and second by Chairperson Nicole Chen.

There being no further business, the meeting was adjourned at 5:30 pm

Respectfully Submitted,
John Mastandona
Director of Finance

APPROVED:



AGENDA ITEM SUMMARY

FINANCE COMMITTEE

Finance Committee: April 7, 2025

AGENDA ITEM D.1.

To: Finance Committee

From: Jeff Koza, Director of Engineering Services

CC: Ellen Baer, Village Manager, John Mastandona, Director of Finance

RE: Budget Amendment: Engineering Services - HR Green Design Engineering Woodland Ave

Recommendation

Consider a recommendation to approve a budget amendment of \$19,500 in the Roadway Construction Fund.

Summary

In 2023 the Village contracted with engineering consultant HR Green to complete design engineering of the Woodland Avenue Reconstruction project. The scope of work included the development of construction plans for the reconstruction of Woodland Avenue between Burlington Avenue and 47th Street. The proposed project includes reconstruction of the roadway with new concrete pavement, installation of new separate storm sewers, replacement of the existing water main and water service lines, and the rehabilitation of the existing combined sewer which will remain in service. The plans are currently 90% complete. The HR Green approved contract fee for the work is \$101,225.

This construction of this project was identified as a critical project in the Capital Plan. Staff is recommending the project plans be finalized by HR Green so the project can go to bid and possibly begin construction in 2025. In order to complete the engineering plans for the project additional funds are needed. During the design phase completed in 2023, several design components required increased hours than was anticipated. To bring the design from 90% to 100% and prepare budget documents, an amended contract is necessary.

The detailed amendment proposal is being finalized and will be presented at the Public Works and Water Committee meeting. The fee for the amendment is expected to be \$29,500. The formal amendment proposal from HR Green will be included in the agenda packet for the April 14, 2025 Board Meeting. To fund the proposed contract amendment, a budget amendment in the amount of **\$19,500** would be needed.

Financial Impact

Account 4102375-50331

Fund Roadway Construction Fund - Design Engineering

2025 Budget \$10,000

Project Cost \$29,500

Recommended Motion

Motion to approve a budget amendment in the amount of \$19,500 to complete Design Engineering of the Woodland Avenue project.

Strategic Plan Alignment

This project aligns with the infrastructure improvements goal of the Village's Strategic Plan.

File Attachments

1. Budget Transfer Request - Design Woodland Ave

**VILLAGE OF WESTERN SPRINGS
BUDGET TRANSFER/AMENDMENT FORM**

Requested by: Jeff Koza
Date: 04/03/25

FINANCE USE ONLY:

APPROVED:

FROM ACCOUNT: (decrease)

NUMBER	DESCRIPTION	AMOUNT

TO ACCOUNT: (increase)

NUMBER	DESCRIPTION	AMOUNT
4102375-50331	Design Engineering	\$19,500

Village Manager _____ Date _____

Director of Finance _____ Date _____

REASON: _____

REASON: Amendment #1 to HR Green contract for design engineering of Woodland Ave project

DATE ENTERED
____/____/____

By: _____

NUMBER	DESCRIPTION	AMOUNT

NUMBER	DESCRIPTION	AMOUNT

Resolution Required:

Yes _____

Resolution # _____

No _____

REASON: _____

REASON: _____

Budget Transfer # _____

NUMBER	DESCRIPTION	AMOUNT

NUMBER	DESCRIPTION	AMOUNT

Page _____ of _____

REASON: _____

REASON: _____

NUMBER	DESCRIPTION	AMOUNT

NUMBER	DESCRIPTION	AMOUNT

REASON: _____

REASON: _____