

MEETING NOTICE

VILLAGE OF TINLEY PARK

MEETING OF THE COMMITTEE OF THE WHOLE

NOTICE IS HEREBY GIVEN that a Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, January 16, 2018, beginning at 6:00 p.m. in the Council at the Village Hall of Tinley Park 16250 S. Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. OPEN THE MEETING
2. ADJOURN TO EXECUTIVE SESSION TO DISCUSS:  
  
*THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.*
3. CONSIDER APPROVAL OF THE MINUTES OF THE MEETINGS OF THE COMMITTEE OF THE WHOLE ON DECEMBER 9 AND DECEMBER 12, 2017.
4. RECEIVE PRESENTATION FROM THE VILLAGE AUDITORS, SIKICH LLP, REGARDING THE VILLAGE'S FISCAL YEAR 2017 AUDIT AND COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)..
5. DISCUSS PERSONNEL CODE SECTION 2.9 – EMPLOYMENT OF RELATIVES.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

# **EXECUTIVE SESSION**

THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.

**MINUTES**  
**Committee of the Whole**  
**December 9, 2017 - 9 a.m.**  
**Village Hall of Tinley Park – Kallsen Center**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: B. Younker, Village Trustee - President Pro-Tem  
C. Berg, Village Trustee  
M. Glotz, Village Trustee  
M. Mangin, Village Trustee  
M. Pannitto, Village Trustee

Members Absent: W. Brady, Village Trustee

Other Board Members Present: J. Vandenberg, President  
K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
C. Farcelli, Deputy Police chief  
D. Persha, Police Sargeant  
L. Mason, Deputy Police  
F. Reeder, Fire Chief  
S. Klotz, Deputy Fire Chief  
D. Riordan, Deputy Fire Chief  
P. Wallrich, Interim Community Development Director  
K. Workowski, Public Works Director  
J. Urbanski, Assistant Public Works Director  
D. Framke, Marketing Director  
R. Gibson, Senior Accountant  
A. Bayer, Finance  
E. Scholz, Finance  
D. Maiolo, Human Resources Director  
H. Lipman, Human Resources  
P. Connelly, Village Attorney  
L. Godette, Deputy Village Clerk

**Item #1** - The meeting of the Committee of the Whole was called to order at 9:02 a.m.

**Item #2 – DISCUSS MID-YEAR BUDGET AND STRATEGIC PLAN/2018-19 BUDGET REVIEW** - Dave Niemeyer, Village Manager presented an overview of the mid-year budget including the mid-year budget status, mid-year capital and initial 2018-19 capital. The strategic plan is a new component included in the mid-year budget this year, which includes a review of this year's strategic/budget priorities, Village Board goals from September for 2018-19, goals

from Staff Retreat and Capital Improvement Plan (CIP), mid-year deferred personnel items and budget schedule for 2018-19.

#### Budget Preparation Schedule:

- Monday, January 22, 2018 through Friday, February 2, 2018 - Proposed budgeted review by Village Manager and Finance Director and department heads, if requested.
- Monday, February 12, 2018 through Friday, February 16, 2018 - Proposed budgets distributed to Board Committees and Committee reviews and feedback to be provided to Manager/Treasurer.
- Monday, February 26, 2018 through Friday, March 2, 2018 - Budget assistants complete final documents for all-day budget session.
- Saturday, March 3, 2018 - Tentative budget review by Committee of the Whole at 9 a.m. or a time TBD.
- Sunday, March 25, 2018 - Notice of public hearing on proposed fiscal year 2019 budget.
- Monday, March 26, 2018 - Proposed fiscal year 2019 budget available for public inspection.
- Tuesday, April 3, 2018 - Public hearing on proposed fiscal year 2018 budget and first reading of Ordinance.
- Tuesday, April 17, 2018 - Adoption of budget for 2019 Ordinance.

Trustee Mangin discussed the importance of communication between the Village Board and staff regarding the strategic plan and budget priorities over the next 4-5 years.

Ruth Gibson, Senior Accountant presented a budget summary of the five (5) primary funds: General, Water/Sewer, Commuter Parking, Motor Fuel Tax, Hotel/Motel. Within each of these funds, revenues, expenditures, and net were itemized from last Fiscal Year 2017 to current Fiscal Year 2018. Ms. Gibson explained in last year's expenditures a transfer was made into the Capital Fund of six (6) million dollars, which funded the requested capital items for the current fiscal year. Currently, projections for current Fiscal Year 2018 are preliminary projections. The Village is anticipating approximately four (4) million dollars currently to dedicate to potential capital purchases in the General Fund.

Mr. Niemeyer presented a budget review of the Capital Improvement Plan (CIP). Approximately 9.6 million dollars is budgeted for the Tinley Park Mental Health Center property and other Tax Increment Financing (TIF) projects, which include South Street and North Street downtown projects. Trustee Mangin clarified that funds of approximately one (1) million dollars will still be needed for infrastructure purposes whether plans proceed on the South Street project continue or discontinue. Other items discussed were Plaza Expansion and Branding, Road & Bridge projects, Water/Sewer projects, Freedom Pond & Other Flood Control projects, Facilities Related Expenditures, Landscaping/Beautification Projects, E911 PSAP, Equipment, Rolling Stock, and Technology projects. Mr. Niemeyer explained the budgeted total is high because of undertaking major projects such as the Tinley Park Mental Health Center and TIF Projects, which will not be expenses every year. Trustee Mangin commented on the importance of prioritizing projects within the budget's means.



Trustee Mangin commented on the need for improving technology through the Village for efficacy. President Vandenberg questioned as to why a minimal amount of funds is allocated for technology projects within the Village when there is a genuine need for these improvements. The Finance Department explained approximately a million dollars is budgeted for improving technology within the Village.

Mr. Niemeyer discussed potential major capital Public Works projects for 2018-19. Four (4) million dollars has been budgeted for Resurfacing, Patching and Striping, which needs to be done yearly. Ken Workowski, Public Works Director explained Public Works compiles a 5-year plan regarding parking lots and streets improvement. Other projects discussed were 191st Street construction, construction and engineering and design engineering at various intersections along 191st Street; Oak Park Avenue - 159th Street to 167th Street; 84th Avenue - 159th Street to 171st Street; design engineering 175th Street - Ridgeland - Oak Forest Avenue; Phase 2 Storm Sewer Freedom Pond for construction and construction engineering and recreational paths.

Mr. Niemeyer discussed the need to address water rates in relation to the Oak Lawn Water Main cost, which will be in excess of 200 million dollars. President Vandenberg suggested a utility forum be initiated with representation from Oak Lawn Water as it is a very expensive project and the forum would be utilized to educate residents on what the project is, what is involved, and the rationale behind the water bill increases. This project will also impact other communities as well. Other potential major capital Public Works projects include a 24 inch water main on 167th Street and possible major sanitary sewer repair on 175th Street and Ridgeland Avenue.

Mr. Niemeyer discussed initial 2018-19 major budget requests for future approval by the Village Board. Requests were compiled into three (3) categories as: Staffing/Staff Related Goals, Economic Development/Plan Related Goals and Internal Efficiencies/Improvements Related Goals. A priority level of A, B, or C was given. Items rated as an "A" were recommended as top priorities, whereas items rated "B" and "C" were rated as secondaries. The goal for Staffing/Staff Related Goals per Staffing Level Analysis Recommendations is to utilize more full-time staff rather than a heavy percentage of part-time staff. Two full-time personnel positions have already transitioned with a full-time Human Resources Director and Marketing Director. Continued staff training programs were discussed and Denise Maiolo, Human Resources Director explained there are several programs that can be put in place for such purposes. Wayfinding was discussed as potentially implementing in a phased project. Other requests discussed were cameras at priority locations and the importance of police radio issues/communication infrastructure. Another top priority discussed was assessing storage options of State Facility. Trustee Glotz stated he would like to see expansion of the Community Development counter to accommodate a new cashiering system be a top priority. Trustee Glotz also stated safety should also be a top priority such as cameras at various locations, the possible addition of police officers and other staffing issues.

Outstanding issues from the Village Hall Staffing Study to be reviewed:

- Should the Village consolidate and formalize the purchasing function within the Treasurer's office?
- Should the Village institute a purchasing card program?

- Should an Internal Auditor position be created once the Fraud Assessment Review is complete?
- Should financial functions performed by the Clerk's office be moved to the Treasurer's office?
- Should the Clerk's office be open on Saturday?

Clerk Thirion stated she would need more information in determining if financial functions performed by the Clerk's office should be moved to the Treasurer's office. Ms. Thirion also stated she is in agreement with staff that Saturday office hours are not justified in comparison to the incoming transactions. Trustee Glotz stated the financial functions should stay at the Clerk's office.

At a recent staff retreat, several new goals/issues were identified, which include team building for Village Board/staff; more information about individual employees, who they are and what they do; employee hiring concerns such as improving quality candidates, obstacles hindering recruitment, etc.; communicating positive items at Village Board meetings; improving monthly reports and improve communication within the organization.

Strategic plan goals for implementation this year include:

- Develop comprehensive land use/building regulations and updating the Legacy Plan and commercial/industrial codes to attract more businesses.
- A Village-wide business retention analysis/assessment survey.
- Attract a reputable business to Panduit Headquarters property.
- Continue to integrate new Village Brand.
- Additional users to the 911 system.

Board Priorities for 2018-19 - Trustee Glotz stated the Assistant Public Works Director should have a company vehicle and Trustee Mangin stated it would be a good discussion to have in the future. Pro-Tem Younker stated he would like some detailed information regarding company vehicles. Trustee Berg suggested vehicle sticker renewal every 2 years as opposed to every year. Clerk Thirion stated she is interested in exploring alternatives regarding vehicle sticker renewal. Trustee Pannitto stated a job well done regarding planning and timeframes of implementing the various projects described. Trustee Pannitto suggested the Staffing Study Pay Plan should be discussed further as it is a key element of the budget.

Mid-year deferred personnel items were also discussed including a staff accountant for the Finance Department, a Community Service Officers hour increase and a new part-time Community Service Officer for the Police Department, and a maintenance worker in the Public Works Department.

**Item #3 – RECEIVE COMMENTS FROM THE PUBLIC** - A concerned citizen stated he is supportive of many proposed projects discussed today including updating technology within the Village. However, he is concerned as a Metra commuter that the two (2) stairwells at the train station have been closed for approximately 6 months and is clearly a safety issue. Diane Galante asked if the Village can prepare ahead and reserve funds for the cost of the Oak Lawn Water

Main project. Trustee Mangin stated there need to be further discussions regarding available options. Ms. Galante also stated she feels the Economic Development and Marketing Departments are understaffed in relation to bringing new businesses in as well as building up the "Life Amplified" brand in Tinley Park and brought up other concerns relating to employees living outside of Tinley Park and employee programs/incentives within the Village.

**ADJOURNMENT**

Motion was made by Trustee Younker, seconded by Trustee Mangin, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Vandenberg declared the motion carried and adjourned the meeting at 11:27 a.m.

lc

DRAFT



**MINUTES**  
**Meeting of the Committee of the Whole**  
**December 12, 2017 - 7:30 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present: B. Younker, Village Trustee - President Pro-Tem  
W. Brady, Village Trustee  
M. Glotz, Village Trustee  
M. Mangin, Village Trustee  
M. Pannitto, Village Trustee

Members Absent: C. Berg, Village Trustee

Other Board Members Present: J. Vandenberg, Village President  
K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
S. Neubauer, Police Chief  
F. Reeder, Fire Chief  
P. Wallrich, Interim Community Development Director  
P. Hoban, Economic Development Manager  
S. Malmberg, Planner I  
K. Workowski, Public Works Director  
J. Urbanski, Assistant Public Works Director  
P. Connelly, Village Attorney  
L. Valley, Executive Assistant to the Manager & Trustees  
L. Godette, Deputy Village Clerk  
L. Carollo, Commission/Committee Secretary

**Item #1** - The Meeting of the Committee of the Whole was called to order at 7:30 p.m.

**Item #2 – DISCUSS TINLEY PARK MENTAL HEALTH CENTER - REQUEST FOR INFORMATION** – In anticipation of the State of Illinois completing the Tinley Park Mental Health Center site appraisal, staff recommends beginning the identification of interested developers. This will assist the Village Board in decision making regarding the Village either purchasing the property or selling it to a developer. The process will begin with a Request for Qualifications (RFQ) in developing the plans proposed by Farr and Associates or alternate ideas, which a copy of the RFQ was given to the Village Board for consideration. Staff upgraded the Request for Information (RFI) to a Request for Qualifications (RFQ) based on Trustee Berg's recommendations. Once completed, the Village Board will decide on developers to complete a Request for Proposal (RFP). This process will give the Village Board multiple options and



identify a qualified business partner. A tentative timetable was also given to the Village Board to select a Master Developer for the state-owned Mental Health Center.

Trustee Glotz stated concern in regards to what the condition of the property may be in at this time. President Vandenberg stated the Village would be testing the marketing for viable options and interested parties with the RFQ at this early stage.

President Pro-Tem Younker asked the Village Board if anyone had any questions or comments. No one came forward.

**Item #3 – RECEIVE COMMENTS FROM THE PUBLIC** - No comments from the public.

#### **ADJOURNMENT**

Motion was made by President Pro-Tem Younker, seconded by Trustee Brady, to adjourn this meeting of the Committee of the Whole. Vote by voice call. Chairman Younker declared the motion carried and adjourned the meeting at 7:40 p.m.

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# Interoffice Memo

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**Date:** January 11, 2018

**To:** Committee of the Whole

**From:** David Niemeyer, Village Manager <sup>d</sup>

**cc:** Pat Carr, Assistant Village Manager  
Brad Bettenhausen, Village Treasurer  
Patrick Connelly, Village Attorney

**Subject:** Sikich Audit Presentation

Sikich LLP will be giving a presentation on the Comprehensive Annual Financial Report at the Committee of the Whole meeting that is scheduled for Tuesday, January 16, 2018.



# Interoffice Memo

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**Date:** January 12, 2018

**To:** Village Board

**From:** David Niemeyer, Village Manager

**cc:** Pat Carr, Assistant Village Manager  
Patrick Connelly, Village Attorney

**Subject:** Amendment to Sec. 2.9 of Personnel Manual : Employment of Relatives

Trustee Glotz requested a review of the Personnel Manual Section 2.9 related to the employment of relatives. Attached is a resolution with recommended language that:

*prohibits hiring or promotion of any employee that creates a situation where by an employee would be supervised by, or under the immediate supervision of a relative.*

*For purposes of this section, members of the immediate family, with the exception of those hired prior to the approval of this document, may include: spouse, mother, father, sister (step, half), brother (step, half), children (birth, step, adopted), aunt, uncle, nephew, niece, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, grandchildren and any relative currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village*

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**THE VILLAGE OF TINLEY PARK**  
**Cook County, Illinois**  
**Will County, Illinois**

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**RESOLUTION**  
**NO. \_\_\_\_\_**

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**A RESOLUTION APPROVING AN AMENDMENT TO SECTION 2.9 OF THE  
PERSONNEL MANUAL PERTAINING TO EMPLOYMENT OF RELATIVES**

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**JACOB C. VANDENBERG, PRESIDENT**  
**KRISTIN A. THIRION, VILLAGE CLERK**

**MICHAEL J. PANNITTO**  
**BRIAN H. YOUNKER**  
**CYNTHIA A. BERG**  
**WILLIAM P. BRADY**  
**MICHAEL W. GLOTZ**  
**MICHAEL J. MANGIN**  
**Board of Trustees**

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Published in pamphlet form by authority of the President and Board of Trustees of the Village of Tinley Park  
Peterson, Johnson, and Murray Chicago, LLC, Village Attorneys  
200 W. Adams, Suite 2125 Chicago, IL 60606



VILLAGE OF TINLEY PARK  
Cook County, Illinois  
Will County, Illinois

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN AMENDMENT TO SECTION 2.9 OF THE  
PERSONNEL MANUAL PERTAINING TO EMPLOYMENT OF RELATIVES**

**WHEREAS**, Section 6(a) of Article VII of the 1970 Constitution of the State of Illinois provides that any municipality which has a population of more than 25,000 is a home rule unit, and the Village of Tinley Park, Cook and Will Counties, Illinois, with a population in excess of 25,000 is, therefore, a home rule unit and, pursuant to the provisions of said Section 6(a) of Article VII, may exercise any power and perform any function pertaining to its government and affairs, including, but not limited to, the power to tax and to incur debt; and

**WHEREAS**, the Corporate Authorities previously adopted the Village of Tinley Park Personnel Manual ("Manual") containing the general operating practices and procedures pertaining to employment in the Village; and

**WHEREAS**, the Corporate Authorities desires to amend certain parts of the Manual to clarify the Village's intention and purpose pertaining to Section 2.9 entitled "Employment of Relatives"; and

**WHEREAS**, the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interest of said Village of Tinley Park to amend Section 2.9 of the Manual entitled "Employment of Relatives," pursuant to this Resolution.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

**Section 1:** The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

**Section 2:** The President and Board of Trustees do hereby consent to and approve an amendment to Section 2.9 of Manual entitled "Employment of Relatives," by deleting the following strikethrough language and adding the following underlined language as follows:

**2.9 Employment of Relatives**

The Village ~~discourages~~ prohibits hiring or promotion of any employee that creates a situation where by an employee would be supervised by, or under the immediate supervision of a relative.

For purposes of this section, members of the immediate family, with the exception of those hired prior to the approval of this document, may include: spouse, mother, father, sister (step, half),

brother (step, half), children (birth, step, adopted), aunt, uncle, nephew, niece, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparents, spouse's grandparents, grandchildren and any relative currently living with the employee. However, members of the same immediate family are not precluded from applying for positions within the Village.

**Section 4:** Any policy, resolution, or ordinance of the Village of Tinley Park that conflicts with the provisions of this Resolution shall be and is hereby repealed to the extent of such conflict.

**Section 5:** That this Resolution shall be in full force and effect from and after its adoption and approval.

**Section 6:** The Village Clerk be and hereby is authorized and directed to publish this Resolution in pamphlet form.

PASSED THIS 16<sup>th</sup> day of January, 2018.

AYES:

NAYS:

ABSENT:

APPROVED THIS 16<sup>th</sup> day of January, 2018.

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VILLAGE PRESIDENT

ATTEST:

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VILLAGE CLERK

STATE OF ILLINOIS        )  
COUNTY OF COOK        )     SS  
COUNTY OF WILL        )

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. \_\_\_\_, “A RESOLUTION APPROVING AN AMENDMENT TO SECTION 2.9 OF THE PERSONNEL MANUAL PERTAINING TO EMPLOYMENT OF RELATIVES,” which was adopted by the President and Board of Trustees of the Village of Tinley Park on January 16, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 16<sup>th</sup> day of January, 2018.

KRISTIN A. THIRION, VILLAGE CLERK

**COMMENTS FROM  
THE PUBLIC**



**ADJOURNMENT**