

**COMMITTEE OF THE WHOLE**

**NOTICE IS HEREBY GIVEN** that a special Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, June 7, 2022, beginning at 5:30 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

## THE AGENDA IS AS FOLLOWS:

1. CALL MEETING TO ORDER.
2. ROLL CALL.
3. CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON MAY 17, 2022.
4. CONSIDER SPECIAL COUNSEL APPOINTMENT FOR DEL GALDO LAW GROUP.
5. CONSIDER A CLASS "S" LIQUOR LICENSE FOR FLIPSIDE BREWING, 7144 183<sup>RD</sup> STREET.
6. CONSIDER REDUCTION OF ONE (1) CLASS AV-1 LIQUOR LICENSE.
7. CONSIDER AN AMENDED CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) CONSORTIUM SERVICE WITH MUNICIPAL GIS PARTNERS, INCORPORATED.
8. CONSIDER EXTENDED STAY/HOTEL LICENSING.
9. CONSIDER ANNUAL MUNICIPAL SEPARATE STORM SEWER (MS4) PROGRAM.
10. CONSIDER A RESOLUTION TO APPROPRIATE MOTOR FUEL TAX (MFT) FUNDS FOR THE FISCAL YEAR 2023 PAVEMENT MANAGEMENT PROGRAM (PMP).
11. CONSIDER A RESOLUTION TO APPROPRIATE REBUILD ILLINOIS BOND FUNDING FOR THE FISCAL YEAR 2023 PAVEMENT MANAGEMENT PROGRAM (PMP).
12. CONSIDER A RESOLUTION TO AWARD THE CONTRACT FOR THE FISCAL YEAR 2023 PAVEMENT MANAGEMENT PROGRAM (PMP) TO IROQUOIS PAVING CORPORATION.
13. CONSIDER A RESOLUTION TO EXECUTE THE ENGINEERING SERVICES CONTRACT FOR THE FISCAL YEAR 2023 PAVEMENT MANAGEMENT PROGRAM (PMP) TO ROBINSON ENGINEERING, LTD.
14. CONSIDER AWARDED THE 2023 PAVEMENT CRACK FILL PROGRAM CONTRACT TO SKC CONSTRUCTION INCORPORATED.
15. CONSIDER AWARDED THE CONTRACT FOR WATER MAIN REPLACEMENT AND ROAD IMPROVEMENTS FOR 174<sup>TH</sup> STREET TO P.T. FERRO CONSTRUCTION.

**COMMITTEE OF THE WHOLE**

16. CONSIDER A CONTRACT EXTENSION FOR SMOKE TESTING AND MANHOLE INSPECTIONS WITH SEWER ASSESSMENT SERVICES LLC.
17. CONSIDER A SERVICE CONTRACT WITH MURPHY & MILLER, INCORPORATED FOR ANNUAL MAINTENANCE AND INSPECTION OF HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) OF ALL VILLAGE FACILITIES.
18. CONSIDER A SERVICE CONTRACT WITH TOTAL AUTOMATION CONCEPTS FOR ANNUAL MAINTENANCE AND INSPECTION OF BUILDING AUTOMATION SYSTEMS FOR ALL VILLAGE FACILITIES.
19. CONSIDER A SERVICE CONTRACT WITH METRO POWER FOR ANNUAL MAINTENANCE AND INSPECTION FOR EMERGENCY BACKUP GENERATORS FOR ALL VILLAGE FACILITIES.
20. CONSIDER THE PUBLIC WORKS FLEET VEHICLE PURCHASE LIST.
21. CONSIDER THE PUBLIC WORKS FLEET VEHICLE/EQUIPMENT LIST FOR DISPOSAL.
22. CONSIDER AWARDING A CONTRACT TO CHRISTY WEBBER LANDSCAPES FOR LANDSCAPE BED MAINTENANCE.
23. DISCUSS NEW COMPENSATION PLAN AND MARKET WAGE ADJUSTMENT.
24. DISCUSS VACATION POLICY.
25. CONSIDER SPECIAL COUNSEL APPOINTMENT FOR WALSH LAW GROUP, P.C.
26. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

NANCY M. O'CONNOR, VILLAGE CLERK

**ROLL**

**CALL**

**MINUTES**  
**Meeting of the Committee of the Whole**  
**May 17, 2022 – 6:00 p.m.**  
**Village Hall - Council Chambers**  
**16250 S Oak Park Ave.**  
**Tinley Park, IL 60477**

**Item #1** – At 6:02 p.m. the regular meeting of the Committee of the Whole was called to order.

**Item #2** - Clerk O'Connor called the roll. Present and responding to roll call were the following:

Members Present: M. Mueller, President Pro Tem  
N. O'Connor, Village Clerk  
W. Brennan, Village Trustee  
D. Galante, Village Trustee  
D. Mahoney, Village Trustee  
C. Sullivan, Village Trustee  
M. Glotz, Village President

Members Absent: W. Brady, Village Trustee

Staff Present: P. Carr, Village Manager  
K. Clarke, Community Development Director  
J. Urbanski, Public Works Director  
P. O'Grady, Village Attorney

Others Present: Brad Bettenhausen, Finance Consultant

**Item #3 - CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD MAY 3, 2022** – Motion was made by Trustee Brennan, seconded by Trustee Mahoney, to approve the minutes of the Committee of the Whole meeting held on May 3, 2022. President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #4 – CONSIDER VIDEO GAMING LICENSE FOR HILLGROVE TAP, 9505 171ST STREET** – President Glotz explained the petitioner, Christopher Elsey, has approached the Liquor Commissioner seeking a Class AV Liquor License to add video gaming. The establishment currently has a Class A Liquor License which allows for the sale of alcoholic liquor.

As this request is being made before the 365-day requirement has been met, the petitioner was required to secure a 10-year lease. It was mutually agreed upon that the class AV license would be available nine (9) months from the permit application which was January 18, 2022. Approving the request at the municipal level will assist the petitioner in receiving approval at the State level.

Mr. Elsey and his associate, Joe Christiano, worked with the Francesca Restaurant Group for approximately 20 years prior to independently opening the original Hillgrove Tap location in Western Springs in December of 2015. Given the challenges small businesses have faced within the past two years, Mr. Elsey would like to add video gaming as an additional revenue source. The petitioners will be putting several hundred thousand dollars' worth of improvements into this location.

The petitioner has proposed a five (5)-foot partition wall with a two (2)-foot tempered and frosted glass vertical extension containing a stained-glass panel to align with the required seven (7)-foot barrier/separation wall. Patrons will walk alongside this wall directly into the dining room area.

Additionally, as the entrance to the gaming area is in the line of sight from a section of the dining room, the petitioner is installing double-acting doors to obstruct patrons' view into the separate gaming area. Cameras will be installed inside the gaming area to provide for continuous staff monitoring of activity.

If the request is granted, the total number of Class AV Liquor Licenses in the Village of Tinley Park will be increased from fifteen (15) to sixteen (16), and the number of Class A Liquor Licenses will be decreased from eighteen (18) to seventeen (17).

Trustee Brennan feels this will be a great addition to the Village. Trustee Sullivan concurred. Trustee Brennan asked how long the State will take to approve the application. Paul O'Grady, Village Attorney, stated it may take a few months.

Trustee Galante asked for clarification that this request was allowing the petitioner to advance their request by three (3) months. President Glotz replied that the original request from the petitioner was for application after three (3) to six (6) months and was negotiated to nine (9).

Motion was made by Trustee Brennan, seconded by Trustee Sullivan to recommend a request for a video gaming license for Hillgrove Tap, 9505 171<sup>st</sup> Street be forwarded to the Village Board. Vote by roll call. Ayes: Brennan, Mahoney, Mueller, Sullivan. Nays: Galante. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #5 – CONSIDER PRIMAL CUT ENCROACHMENT AGREEMENT AMENDMENT** – Kimberly Clarke, Community Development Director, presented the agreement. The patio area in front of the Primal Cut entrance at 17344 Oak Park Avenue encroaches on the public right-of-way (ROW). This has existed for some time, and Resolution 2020-R-098 was adopted, that formally recognized the encroachment. The owner of Primal Cut, Paul Spass, is proposing to modify the existing encroachment by enclosing this area to provide year-round use of the patio.

A recent survey indicates an encroachment between 3.51' to 4.26' for a brick wall, stairs, and patio area on the Oak Park Avenue ROW. The encroachment agreement provides for a permanent acknowledgment of the existence of the encroachment and eliminates the Village's liability for its use.

A summary of the main points of the encroachment agreement is as follows:

- The agreement provides a right to encroach upon the Oak Park Avenue ROW as long as the improvements do not impair the use of the ROW; and
- The encroachment rights granted by the agreement shall terminate upon the damage or destruction of 50% or more of the replacement value of the building or other improvements which encroach upon the Village's ROW; and
- The agreement does not abrogate or nullify Village's rights or interests in the ROW; and
- The owner retains all risks and liabilities associated with the encroachment; and
- The Village is not responsible for any costs incurred by the Owner to repair or replace the encroachment improvements; and
- Owner holds Village harmless rising out of use of the encroachment.

A joint JULIE was performed and there is nothing found under the patio.

President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mueller, seconded by Trustee Galante to recommend the Primal Cut Encroachment Agreement Amendment be forwarded to the Village Board. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #6 – CONSIDER CELL TOWER AGREEMENTS AT 18301 RIDGELAND AVENUE** – Brad Bettenhausen, Finance Consultant, explained there are two (2) agreements. This first agreement is in response to a request for an additional 250 square feet of ground space. This lease is for two (2) years. The second agreement is a new lease agreement that incorporates the additional 250 square feet.

President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Galante to recommend the cell tower agreements at 18301 Ridgeland Avenue be forwarded to the Village Board. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #7 – DISCUSS LAND BANK PROGRAM** – Ms. Clarke explained The South Suburban Land Bank & Development Authority (SSLBDA) is an intergovernmental agency that was established in 2012 as the first land bank in Illinois. The organization facilitates the redevelopment of acquired properties both residential and commercial through partnerships with developers, community organizations, lenders, and local governments. The SSLBDA is a subsection of the Southland Development Authority which is dedicated to the equitable redevelopment of the southland while also boosting the tax base for municipalities. Overall, the organization is striving to improve the quality of life for Chicago southland residents.

The SSLBDA receives funding through state and federal grant funds, bank assistance, and money it raises through operations. There are currently 28 members of the SSLBDA that span across both Cook and Will counties. A highlight of utilizing this organization is that it can work across counties to obtain properties; and act as a regional economic development tool for municipalities to legally hold, manage and develop tax or bank foreclosed properties and put them back into productive use.

The Village of Tinley Park was previously a member of the SSLBDA. However, due to staff transition in both organizations, there is a need to re-establish membership to begin working with the land bank again.

The land bank will operate through us identifying properties that we designate as “problem” properties or properties that would be suitable for redevelopment. To re-establish membership, three intergovernmental agreements (IGA) need to be approved and signed by each organization’s corporate authorities.

1. The first declares membership, which needs council approval. It is then reviewed and approved by the SSLDBA board as well.
2. The second appoints a representative to the SSLDBA Board to represent the community, this person can be any full-time member of village staff or elected official. Staff recommended that this individual will be the Community Development Director.
3. The third and final agreement is the abandonment IGA which gives the land bank authority to take the steps necessary to acquire the property.

After the IGA’s have been signed, the village representative will present properties that have been identified as problematic, in adverse condition, and/or abandoned to the land bank. The SSLBDA will determine if the property meets the standards for them to take it over and if so, begin the acquisition process. The process on average takes

nine (9) months to one (1) year once formally in the core process. The typical lifecycle of a property with the South Suburban Land Bank is as follows:

1. Municipality identifies problem property and presents it to the land bank.
2. Land bank evaluates whether the property meets the legal definition of abandoned and if so, files a court case through its attorneys.
3. Property winds its way through the court process (takes approximately nine(9) months).
4. Judicial Deed awarded to land bank.
5. Land bank staff conducts a field assessment of the property to determine stabilization needed and what should be done to get the property market-ready.
6. Land bank staff assigns property to real estate broker for listing.
7. Property is available on the open market.
8. Offers to purchase presented to land bank staff.
9. Land bank staff will review offers and sends summaries to a municipal representative to weigh in.
10. Approved offers are sent to land bank attorneys to initiate the closing process.
11. After closing, land bank retains the sale proceeds that are left after closing costs as operating revenue to continue its work throughout the Southland.

Any offers received on properties within the community are given to the Village representative for review. If the board member does not agree with the vision for a property, the SSLDBA will, in most cases, defer to the board member. However, the land bank is the owner of the property and will be listed as such on-property records, etc., and ultimately can do what they want within village zoning regulations.

The land bank does not attempt to acquire “competitive” properties. If a property is in a contentious bid/sale process, the land bank will not pursue the property as the focus of the organization is on properties that are in adverse condition without a path to remediation in place.

The Economic Commercial Commission voted 5-0 at the May 09, 2022, meeting to recommend the Village Board support the adoption of the IGA’s necessary to re-establish membership and appoint the Community Development director as the village representative to the organization.

President Glotz asked if the land bank can assist the Village with its long-range plans. Ms. Clarke replied yes and added when the land bank purchases a property it is not on behalf of the Village, they are their own entity.

Brad Bettenhausen stated he supports the Village working with either the Cook County or the South Suburban Land Bank.

Trustee Mueller stated control of properties in the Village is key and this is another tool that can be used. Trustee Brennan concurred.

Motion was made by Trustee Mueller, seconded by Trustee Brennan to recommend the Land Bank Program, with the Community Development Director as the representative to the SSLDBA Board be forwarded to the Village Board. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #8 – CONSIDER DOROTHY LANE & IRONWOOD DRIVE WATER MAIN**

**REPLACEMENT CONTRACT AWARD** – John Urbanski, Public Works Director, presented the contract. On Friday, May 6, 2022, at 10:00 a.m. three (3) bids were received and opened for the Dorothy Lane and Ironwood

Drive Water Main Replacement Project. Christopher B. Burke Engineering, Ltd. (CBBEL) has reviewed the bid proposals and all documents complied with Village requirements.

CONTRACTOR	BID PROPOSAL
Engineer's Estimate	\$1,311,266.00
Austin Tyler Construction	\$1,353,353.40
P.T. Ferro Construction	\$1,475,438.00
Airy's Inc.	\$1,699,851.00

Austin Tyler Construction is the low bidder with a bid amount of \$1,353,353.40. CBBEL has reviewed Austin Tyler's bid document and found it to be in order.

President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Motion was made by Trustee Brennan, seconded by Trustee Mahoney to recommend the Dorothy Lane & Ironwood Drive Water Main Replacement contract award be forwarded to the Village Board. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #9 – CONSIDER PURCHASE OF A HOMELAND SECURITY MOBILE BOLLARD**

**SYSTEM** – Pat Carr, Village Manager, presented the Bollard purchase. On 4/18/2022, The Village was awarded \$172,710.00 in Urban Areas Security Initiative (UASI) grant funds. This award was made for the purchase of a mobile bollard system used to secure large public event sites from vehicle-borne attacks. Authorization to purchase the bollard system for \$172,710.00 with delivery in time for various events this summer was requested. This is a reimbursable expense from awarded UASI funds.

President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Motion was made by Trustee Brennan, seconded by Trustee Mahoney to recommend a purchase of a Homeland Security Mobile Bollard System be forwarded to the Village Board. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the motion carried.

**Item #10 – RECEIVE COMMENTS FROM THE PUBLIC –**

President Pro Tem Mueller asked if there were any comments from the public. There were none.

Motion was made by Trustee Brennan, seconded by Trustee Sullivan, to adjourn the Committee of the Whole. Vote by roll call. Ayes: Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: Brady. President Pro Tem Mueller declared the meeting adjourned at 6:29 p.m.



# Interoffice Memo

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**Date:** June 7, 2022  
**To:** Village Board  
**From:** K. Thirion  
**Subject:** Special Counsel – DelGaldo Law Group

The appointment of DelGaldo Law Group as Special Counsel would authorize the Village to utilize their services on an as-needed basis.



# Interoffice Memo

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**Date:** June 7, 2022  
**To:** Village Board of Trustees  
**From:** Kristin Thirion  
**Subject:** Flipside Brewing - Class S Liquor License Request

The petitioner, Erik Pizer, has approached the Mayor's Office seeking a Class S license for a new brewpub in the in the former 350 Brewing location (7144 183<sup>rd</sup> Street).

The new brewpub, Flipside Brewing, will brew several styles of beer on site to serve along with cider, wine, and cocktails in the taproom restaurant.

Mr. Pizer's brewing history includes Rock Bottom in Warrenville and Milk Money Brewing in LaGrange, and his years of experience will enable Flipside Brewing to maintain a diverse tap list with selections that appeal to general beer drinkers and connoisseurs alike.

# Flipside Brewing

## MENU

### Flipside Cheeseburger.....16

Two patties, American cheese, caramelized onions, pickles, lettuce, burger sauce  
-Served with Regular or Sweet Potato Fries

### Buffalo Chicken.....16

Fried chicken breast, buffalo sauce, blue cheese dressing, lettuce, red onion  
-Served with Regular or Sweet Potato Fries

### Grilled Cheese.....14

Sliced cheddar, Swiss, American, and Monterey Jack cheeses with tomato, bacon, and garlic aioli  
-Served with Regular or Sweet Potato Fries

### Veggie Burger.....15

No meat, no problem. Veggie patty with the same fixings as our regular burger.  
-Served with Regular or Sweet Potato Fries

### Wings.....12

½ lb, Buffalo or Sweet BBQ, served with Ranch

### Wedge Salad.....12

Iceberg lettuce, cherry tomato, onions, bacon bits, buttermilk bacon ranch dressing; add chicken +3

### Club Salad.....12

Mixed greens, bacon, Swiss, ranch; add chicken +3

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**Erik Pizer**

12423 S 69th Ct  
Palos Heights, IL 60463  
(708) 334-4129  
erik@flipsidebrewing.com

April 7, 2022

**Mayor Glotz**

Village of Tinley Park  
16250 S. Oak Park Ave  
Tinley Park, IL 60477

Dear Mayor Glotz,

My name is Erik Pizer and I'd like to open a brewery & restaurant in Tinley Park. I plan to move into the space at 183rd & Harlem that was formerly occupied by 350 Brewing Company.

The new business is called Flipside Brewing and will be a similar concept as far as brewing beer onsite to serve along with cider, wine, and cocktails in the taproom restaurant but without any gaming machines. I've attached a prospective menu of the food we plan to offer.

I plan to offer a variety of beer styles to cater to anyone that might come visit us. My brewing history includes Rock Bottom in Warrenville and Milk Money Brewing in LaGrange, so I have much experience maintaining a diverse tap list to appeal to the general public as well as beer connoisseurs.

I am seeking approvals for a Class S Brewpub liquor license for this business and I appreciate your time and consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Erik Pizer', with a horizontal line extending to the right.

**Erik Pizer**



# Interoffice Memo

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**Date:** June 7, 2022  
**To:** Village Board of Trustees  
**From:** Kristin Thirion  
**Subject:** Liquor License Classification "AV-1" Adjustment

Due to the recent closure of Durbins Restaurant and Lounge (formerly located at 17265 S. Oak Park Avenue), a reduction of one Class AV-1 license is proposed.

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

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**ORDINANCE**  
**NO. 2022-O-042**

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**AN ORDINANCE DECREASING THE NUMBER OF CLASS “AV-1” LIQUOR  
LICENSES THAT CAN BE ISSUED IN THE VILLAGE**

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**MICHAEL W. GLOTZ, PRESIDENT**  
**NANCY M. O’CONNOR, VILLAGE CLERK**

**WILLIAM P. BRADY**  
**WILLIAM A. BRENNAN**  
**DIANE M. GALANTE**  
**DENNIS P. MAHONEY**  
**MICHAEL G. MUELLER**  
**COLLEEN M. SULLIVAN**  
**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, & Murray Chicago, LLC, Village Attorneys  
200 W. Adams, Suite 2125 Chicago, IL 60606

**VILLAGE OF TINLEY PARK**

Cook County, Illinois

Will County, Illinois

**ORDINANCE NO. 2022-O-042**

**AN ORDINANCE DECREASING THE NUMBER OF CLASS “AV-1” LIQUOR  
LICENSES THAT CAN BE ISSUED IN THE VILLAGE**

**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**, pursuant to Title XI, Chapter 112, Section 22 of the Village Code, liquor licenses may be authorized by the President and Board of Trustees of the Village of Tinley Park and the number of liquor licenses authorized to be issued for each class shall be kept on record in the office of the Village Clerk; and

**WHEREAS**, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interest of the said Village of Tinley Park and its residents to amend Title XI, Chapter 112, Section 22 of the Village Code to establish the number of liquor licenses available in the Village;

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS, STATE AS FOLLOWS:**

**SECTION 1:** The foregoing recitals shall be and are hereby incorporated as finding of fact as if said recitals were fully set forth herein.

**SECTION 2:** Pursuant to Title XI, Chapter 112, Section 22 of the Village of Tinley Park Village Code, the number of Class “AV-1” licenses that can be issued by the Village shall be and is hereby decreased from eight (8) to seven (7) (this decrease in the number of Class “AV-1” liquor licenses reflects the closure of Durbins Restaurant and Lounge, formerly located at 17265 S. Oak Park Avenue).

**SECTION 3:** Any policy, resolution, or ordinance of the Village that conflicts with the provisions of this Ordinance shall be and is hereby repealed to the extent of such conflict.

**SECTION 4:** That this Ordinance shall be in full force and effect from and after its adoption and approval.

PASSED THIS 7<sup>th</sup> day of June, 2022.

AYES:

NAYS:

ABSENT:

APPROVED THIS 7<sup>th</sup> day of June, 2022.

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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, NANCY M. O’CONNOR, 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 Ordinance No. 2022-O-042, “AN ORDINANCE DECREASING THE NUMBER OF CLASS “AV-1” LIQUOR LICENSES THAT CAN BE ISSUED IN THE VILLAGE” which was adopted by the President and Board of Trustees of the Village of Tinley Park on June 7, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 7<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
NANCY M. O’CONNOR, VILLAGE CLERK



# Interoffice Memo

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**Date:** May 27, 2022

**To:** **Village Board**

**Cc:** Patrick Carr, Hannah Lipman

**From:** **Anthony Ardolino**

**Subject:** GIS Agreement and Annual Renewal Amendment.

Presented for June 7, 2022 Committee of the Whole meeting discussion and action:

**Description:** Amend agreement with Municipal GIS Partners to provide Geographic Information System services to the Village.

**Background:** The Village is part of a GIS Consortium where GIS services are provided to the Village by Municipal GIS Partners. In July 2019 due to the financial impact of COVID-19 as a cost savings measure the Village reduced the GIS contact. This amendment would increase the services provided by the consortium to the prior pre-pandemic levels for the period of July 1 2022 through December 31<sup>st</sup> 2022.

The amended agreement will increase the total number of service hours provided to the Village for GIS services across the various roles the consortium fulfills by 395 hours. The increase cost from the original agreement is \$37,793.32.

The Village may change the scope and service level of this contract at a later date via a board approved addendum.

**Budget/Finance:** Funding is budgeted and available in the approved FY23 operating budget via the accounts 01-16-000-72652, 60-00-000-72652, 63-00-000-72652, 64-00-000-72652

**Staff Direction Request:** Enter into an amended agreement with with Municipal GIS Partners to provide Geographic Information System services to the Village for an increased cost of \$37,793.32 bringing the 2022 calendar year total to \$176,454.32.

**Attachments:**

1. Amended Statement of Work to GIS Consortium Service Provider Contract.

## **Supplemental Statement of Work**

Pursuant to and in accordance with Section 1.2 of that certain GIS Consortium Service Provider Contract dated January 1, 2022 (the “Contract”) between the Village of Tinley Park, an Illinois municipal corporation (the “Municipality”) and Municipal GIS Partners, Incorporated (the “Consultant”), the parties hereby agree to the following SUPPLEMENTAL STATEMENT OF WORK, effective July 1, 2022 (“SOW”):

In consideration of the mutual covenants and agreements hereinafter set forth the Municipality and the Consultant agree to amend the Contract as follows:

**1. Projected Utilization:**

As set forth in Section 4.1(c) of the Contract, the project utilization shall adjust each calendar year in accordance with the annual rates approved by the Board of Directors of GISC. The Municipality and the Consultant have agreed to adjust the projected utilization as of July 1, 2022 for the calendar year beginning January 1, 2022 and ending December 31, 2022 is set forth in this SOW as follows:

- A. 1,319 hours of Site Analyst
- B. 288 hours of Shared Analyst
- C. 132 hours of Client Account Manager
- D. 78 hours of Manager

**2. Amount for Services:**

Invoices beginning July 1, 2022 and ending December 31, 2022 will be adjusted as to reflect the increased hours.

Total Not-to-Exceed Amount for Services in calendar year 2022 will be (Numbers): \$176,454.32.

Total Not-to-Exceed Amount for Services in calendar year 2022 will be (Figures): one hundred seventy-six thousand four hundred fifty-four dollars and thirty-two cents.

In the event of any conflict or inconsistency between the terms of this SOW and the Contract or any previously approved SOW, the terms of this SOW shall govern and control with respect to the term, projected utilization rates, service rates and scope of services. All other conflicts or inconsistencies between the terms of the Contract and this SOW shall be governed and controlled by the Contract. Any capitalized terms used herein but not defined herein shall have the meanings prescribed to such capitalized term in the Contract.

***SIGNATURE PAGE FOLLOWS***

*Signature Page to Supplemental Statement of Work*

**IN WITNESS WHEREOF**, the undersigned have placed their hands and seals hereto as of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

**VILLAGE OF TINLEY PARK**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

ATTEST:

**CONSULTANT:**

**MUNICIPAL GIS PARTNERS,  
INCORPORATED**

By: Donna J. Thomey  
Name: Donna Thomey  
Its: Management Support Specialist

By: Thomas A. Thomey  
Name: Thomas Thomey  
Its: President

# GIS Amended 2022 Agreement Hour and Rate Detail

ROLE	Increasing Hour Allocation to Pre-pandemic Levels											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Site Analyst	82.42	82.42	82.42	82.42	82.42	82.42	137.33	137.33	137.33	137.33	137.33	137.33
Shared Analyst	21.25	21.25	21.25	21.25	21.25	21.25	26.75	26.75	26.75	26.75	26.75	26.75
Client Account Manager	8.25	8.25	8.25	8.25	8.25	8.25	13.75	13.75	13.75	13.75	13.75	13.75
Manager	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50

## Original Hours

ROLE	TOTAL	RATE	VALUE
Site Analyst	989.00	\$94.11	\$93,074.79
Shared Analyst	255.00	\$94.11	\$23,998.05
Client Account Manager	99.00	\$111.44	\$11,032.56
Manager	78.00	\$135.34	\$10,556.52
			<b>\$138,661.92</b>

## Amended Hours

ROLE	TOTAL	RATE	VALUE
Site Analyst	1,319	\$94.11	\$124,084.04
Shared Analyst	288	\$94.11	\$27,103.68
Client Account Manager	132	\$111.44	\$14,710.08
Manager	78	\$135.34	\$10,556.52
			<b>\$176,454.32</b>

## Calendar Year Variance

ROLE	TOTAL	RATE	VALUE
Site Analyst	329.50	\$94.11	\$31,009.25
Shared Analyst	33.00	\$94.11	\$3,105.63
Client Account Manager	33.00	\$111.44	\$3,677.52
Manager	-	\$135.34	\$0.00
			<b>\$37,792.40</b>

## Monthly Variance

Role	TOTAL	RATE	VALUE
Site Analyst	54.92	\$94.11	\$5,168.21
Shared Analyst	5.5	\$94.11	\$517.61
Client Account Manager	5.5	\$111.44	\$612.92
Manager	-	\$135.34	\$0.00
			<b>\$6,298.73</b>



# Interoffice Memo

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**Date:** June 07, 2022

**To:** Trustee Brennan, Chair  
Committee of the Whole  
Pat Carr, Village Manager

**From:** Kimberly Clarke, AICP  
Community Development Director

**Subject:** Amendment to Title XI: Business Regulations Hotels

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## BACKGROUND:

Over the last few months, there has been an increase in requests for development of extended stay hotels in Tinley Park. As staff investigated these requests, it was recognized that the Village's business regulations did not address this newer type of hospitality industry. In addition, the extended stay hotels bring a different environment than traditional hotels because of the ability of guests to stay any extended period of time or however long the hotel allows them to stay. There has been some speculation in the industry on the prospects for converting hotels into apartments.

Extended stay hotels traditionally target guests who stay for weeks at a time because extended stay properties offer larger accommodations and often full-kitchen areas. Traditional customers include consultants on assignment, construction crews and residents in between living arrangements. *"At the onset of the pandemic, this accommodation type was also in high demand by traveling nurses and people who needed to quarantine from their families. In addition, throughout the pandemic, workers on longer-term assignments have frequented these hotels"* (Costar Feb 21, 2022). The success of these extended stay hotels through out the pandemic is driving investors to want to build more. The Village currently has one extended stay hotel, WoodSprings, which is considered by the industry, a lower-cost extended stay with an average room rate of \$71, while upper chains have an average of \$125.

The proposed text amendment modifies the definition of Hotel and provides for a new definition for "Extended Stay Hotel". Other highlights of the ordinance include:

1. Creating a maximum stay at any hotel of not more than twenty-eight (28) consecutive days. No guest residing for more than twenty-eight (28) consecutive days shall begin a new rental agreement with the hotel, motel, or extended stay hotel without at least a two day vacancy between stays.
2. Required Security on premises- Within one hundred eighty (180) days of the effective date of this Ordinance, any hotel, motel, or extended-stay hotel must provide and maintain security in its parking area. This shall include but not be limited to a live security guard or

other security measures to meet the minimum-security standards required by this code section, such as complete video surveillance. All hotels, motels, or extended-stay hotels must maintain a security plan which shall include all implemented security measures. Security plans and documentation for approved alternative security measures shall be kept on file and made available to the Village within a reasonable time upon request.

- a. Every owner, operator, keeper or proprietor of any new or existing hotel, motel, or extended-stay hotel is required to install a VSS within one hundred eighty (180) days of the effective date of this Ordinance. All hotels, motels, and extended-stay hotels, which have installed a VSS prior to the effective date of this article, shall ensure said systems are in full compliance with this section.

**REQUEST:**

Staff is requesting for the text amendment as outlined, be moved to the Village Board agenda later this evening for a first reading.

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

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**ORDINANCE**  
**NO. \_\_\_\_\_**

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**AN ORDINANCE APPROVING CERTAIN TEXT AMENDMENTS TO THE VILLAGE  
OF TINLEY PARK ZONING ORDINANCE DEFINING AND PERTAINING TO  
EXTENDED STAY HOTELS FOR CERTAIN ZONING DISTRICTS**

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**MICHAEL W. GLOTZ, PRESIDENT**  
**KRISTIN A. THIRION, VILLAGE CLERK**

**WILLIAM P. BRADY**  
**WILLIAM A. BRENNAN**  
**DIANE M. GALANTE**  
**DENNIS P. MAHONEY**  
**MICHAEL G. MUELLER**  
**COLLEN M. SULLIVAN**  
**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, & Murray Chicago, LLC, Village Attorneys  
200 W. Adams, Suite 2125 Chicago, IL 60606

**VILLAGE OF TINLEY PARK**

Cook County, Illinois

Will County, Illinois

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE APPROVING CERTAIN TEXT AMENDMENTS TO THE VILLAGE OF TINLEY PARK ZONING ORDINANCE DEFINING AND PERTAINING TO EXTENDED STAY HOTELS FOR CERTAIN ZONING DISTRICTS**

**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 Village of Tinley Park (“Village”) desires to amend (“Amendments”) its Zoning Ordinance to define and regulate extended stay hotels; and

**WHEREAS**, the proposed Amendments have been referred to the Plan Commission of the Village and have been processed in accordance with the Village of Tinley Park Ordinance; and

**WHEREAS**, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interest of the Village of Tinley Park and its residents to approve said Amendments to the Tinley Park Zoning Ordinance; and

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF TINLEY PARK, COOK AND WILL COUNTIES, ILLINOIS, STATE AS FOLLOWS:**

**SECTION 1:** That Section II “Rules and Definitions” Subjection B “Definitions” is hereby amended by adding the following underlined language:

**BOARDING HOUSE:** A Boarding House is a dwelling where meals, or lodging and meals, are provided for compensation to three (3) or more persons by pre-arrangement for definite periods of not less than one (1) week. A Boarding House is to be distinguished from a Hotel, Extended Stay Hotel, Motel, or a Convalescent or Nursing Home.

**DWELLING:** A Dwelling is a building, or portion thereof, designed or used exclusively for residential purposes, including single-family, two-family, multiple-family, and group home dwellings, but not including Hotels, Extended Stay Motels, Motels, Boarding, or Lodging Houses.

**EXTENDED STAY HOTEL:** A Hotel containing guest rooms for lodging, offered to the public for compensation, which are advertised, designed, intended or routinely utilized for weekly or monthly occupancy, or in which at least 30% of all guest rooms have facilities for the refrigeration and preparation of food by guests, such as a refrigerator and a cooktop/stove (or a refrigerator, a microwave, and a dishwasher or kitchenette sink), a cook-top/stove or microwave, and a dishwasher or sink, and a self-serve laundry facility is available for guests use.

**HOTEL, MOTEL, OR MOTOR INN:** A Hotel, Motel, or Motor Inn ~~is an establishment containing lodging accommodations designed for use by transients, travelers, or temporary guests. Facilities provided may include maid service, laundering of linens used on the premise, telephone and secretarial or desk services, meeting rooms, and restaurants, including the sale of alcoholic beverages~~ means any public or private space or structure, including but not limited to, any inn, hostelry, tourist home, motel, bed, and breakfast, lodging house or motel rooming house offering space for sleeping or overnight accommodations in exchange for rent. Hotel includes the parking lot and other common areas of the hotel. Hotel does not include living accommodations provided at any governmental or nonprofit institution in connection with the functions of that institution.

**SECTION 2:** That Section V “District Regulations” Subjection B “Schedules of Regulations, Schedule I – Schedule of Permitted Uses (By Use Type)”, “Other Uses” is hereby amended by adding the following underlined language:

[insert Schedule 1 – Schedule of Permitted Uses (By Use Type), “Other Uses” [under hotel and note that under each district, an Extended Stay Hotel is S].

**SECTION 3:** That Section VIII “Off-Street Parking and Loading”, Subsection 10 “Number of Parking Spaces Required” table of required parking spaces is hereby amended by adding the following underlined language:

[insert and underline “Extended Stay Hotels” with the same entry as “Motels, Hotels and Inns”]

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

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

**SECTION 6:** That the Village Clerk is hereby ordered and directed to publish this Ordinance in pamphlet form, and this Ordinance shall be in full force and effect from and after its passage, approval, and publication as required by law.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_ 2022.

AYES:

NAYS:

ABSENT:

APPROVED THIS \_\_\_\_ day of \_\_\_\_\_ 2022.

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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 Ordinance No. \_\_\_\_, “AN ORDINANCE APPROVING CERTAIN TEXT AMENDMENTS TO THE VILLAGE OF TINLEY PARK ZONING ORDINANCE DEFINING AND PERTAINING TO EXTENDED STAY HOTELS FOR CERTAIN ZONING DISTRICTS,” which was adopted by the President and Board of Trustees of the Village of Tinley Park on \_\_\_\_\_, 2022.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this \_\_\_\_ day of \_\_\_\_\_ 2022.

KRISTIN A. THIRION, VILLAGE CLERK



# Interoffice Memo

**Date:** June 1, 2021  
**To:** Pat Carr – Village Manager  
John Urbanski, Public Works Director  
**From:** Colby Zemaitis, PE, CFM – Assistant Public Works Director  
**Subject:** Illinois Environmental Protection Agency (IEPA) MS4 Program Update

---

Presented for June 7<sup>th</sup> Village Board Meeting consideration:

Description: The current reporting period for the Village's General Storm Water Permit for Small Municipal Separate Storm Sewer Systems (MS4) began in April 2021 and extended to March 2022. The Village began this MS4 Program back in April of 2017 and the current IEPA ILR40 General Permit and expired on February 28, 2021. The MS4 Permit is in the process of being reissued by the IEPA. Until the permit is reissued, the Village will continue to operate under the expired MS4 Permit.

The Village Stormwater Management Program has implemented most of the tasks outlined in the current IEPA National Pollutant Discharge Elimination System (NPDES) Permit Program which is designed to reduce the discharge of pollutants from our storm sewer system to the maximum extent possible to our rivers and streams.

The Village's Best Management Practices (BMP's) are requirements set and required to be followed by all new developments and re-development of existing sites. This program requires the Village to outline its BMP control measures, measure and report them annually. It should be noted, that most of these tasks the Public Works Department does already. Some of the Village's BMP control measures include the following:

- Public Education and Outreach:
  - The Village website provides information/links to articles related to water quality.
- Public Participation and Involvement:
  - Recycling Program
- Illicit Discharge Detection and Elimination:
  - Annual storm Water Management Facility Inspections
- Construction and Post-Construction Site Runoff Control:
  - Enforcement of the Village's Erosion and Sediment Control Ordinance
- Pollution Prevention and Good Housekeeping:
  - Staff Training
  - Inspection and Maintenance Program

Staff Direction Request:

1. Direct Staff as necessary.

Attachment:

1. General Storm Water Permit for (MS4) Overview prepared by Robinson Engineering.



# Interoffice Memo

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**Date:** May 31, 2022

**To:** Pat Carr – Village Manager  
Hannah Lipman – Assistant Village Manager  
John Urbanski – Public Works Director

**From:** Arlan Schattke, PE – Village Engineer

**Subject:** FY2023 Pavement Management Program (PMP) Resurfacing Program – Motor Fuel Tax (MFT) Resolution

---

Prepared for the Committee of the Whole and Village Board Meeting for consideration and possible action.

Description: The PMP Resurfacing Program is an annual program that includes asphalt resurfacing, removal and replacement of selected areas of concrete sidewalk, curb and gutter removal and replacement, pavement striping, and other miscellaneous items of work. The Village budgeted \$3.8 million for the FY2023 program, including the engineering fees, and the project is intended to be funded with MFT and Rebuild Illinois Capital Grant funds.

In accordance with Illinois Compiled Statutes and IDOT procedures, an adoption of a resolution declaring the intent and appropriation of MFT funds is required for the FY2023 PMP Resurfacing Program.

Staff Direction Request:

1. Approve resolution for MFT funds to be allocated to the FY2023 PMP Resurfacing Program, a Resolution for Improvement by Municipality under the Illinois Highway Code.
2. Direct Staff as necessary.

Attachments:

1. Resolution for Improvement by Municipality under the Illinois Highway Code



# Interoffice Memo

---

**Date:** May 31, 2022

**To:** Pat Carr – Village Manager  
Hannah Lipman – Assistant Village Manager  
John Urbanski – Public Works Director

**From:** Arlan Schattke, PE – Village Engineer

**Subject:** FY2023 Pavement Management Program (PMP) Resurfacing Program –  
REBUILD ILLINOIS Resolution

---

Prepared for the Committee of the Whole and Village Board Meeting for consideration and possible action.

Description: The PMP Resurfacing Program is an annual program that includes asphalt resurfacing, removal and replacement of selected areas of concrete sidewalk, curb and gutter removal and replacement, pavement striping, and other miscellaneous items of work. The Village budgeted \$3.8 million for the FY2023 program, including the engineering fees, and the project is intended to be funded with MFT and Rebuild Illinois Capital Grant funds.

As part of the REBUILD ILLINOIS capital plan, the Village received grant money for roadway projects from the State of Illinois. In accordance with Illinois Compiled Statutes and IDOT procedures, an adoption of a resolution declaring the intent and appropriation of Rebuild Illinois funds is required for the FY2023 PMP Resurfacing Program. The funds are deposited into the Village's MFT accounts and follow the MFT procedures.

Staff Direction Request:

1. Approve a resolution for REBUILD ILLINOIS funds to be allocated to the FY2023 PMP Resurfacing Program, a Resolution for Improvement by Municipality under the Illinois Highway Code.
2. Direct Staff as necessary.

Attachments:

1. Resolution for Improvement by Municipality under the Illinois Highway Code



# Interoffice Memo

---

**Date:** May 31, 2022

**To:** Pat Carr – Village Manager  
Hannah Lipman – Assistant Village Manager  
John Urbanski – Public Works Director

**From:** Arlan Schattke, PE – Village Engineer

**Subject:** FY2023 PMP Resurfacing Program – Contract Award Recommendation

---

Presented for the Committee of the Whole and Village Board Meetings for consideration and possible action.

Description: The PMP Resurfacing Program is an annual program that includes asphalt resurfacing, removal and replacement of selected areas of concrete sidewalk, curb and gutter removal and replacement, pavement striping, and other miscellaneous items of work. The FY 2023 program included approximately 4.7 miles of pavement improvements.

Five (5) bids were received and publicly read on May 26, 2022. The Village Clerk, Village Engineer, Robinson Engineering, and multiple contractors were present at the bid opening. The bid results are below and the bid tab is attached. The lowest, responsible bidder is Iroquois Paving Corporation in the amount of \$3,624,825.93.

<u>Contractor</u>	<u>Location</u>	<u>Bid Total</u>
Iroquois Paving Corporation	Watseka, IL	\$3,624,825.93
D Construction Co.	Coal City, IL	\$3,850,722.26
Austin-Tyler Construction, Inc.	Elwood, IL	\$3,859,093.42
Gallagher Asphalt Corporation	Thornton, IL	3,862,716.99
<u>PT Ferro Construction Company</u>	<u>Joliet, IL</u>	<u>\$3,995,936.12</u>
Engineer's Estimate		\$3,462,398.83

Robinson Engineering has reviewed and verified the bids and recommends award of the project to the low qualified bidder, Iroquois Paving Corporation. Attached to this memo is their recommendation letter.

Budget/Finance: Funding for this program is in the Village Capital Budget under 05-00-000-75405 (\$3,150,000), 06-00-000-75405 (\$350,000). The project is intended to be funded with MFT funds, Rebuild Illinois Capital Grant funds, and Non-MFT funds. To adjust for the above estimate bid total, the project will be reduced accordingly with Change Order #1 to fit within the actual budget available.

Construction Budget Available:	\$3,500,000.00
Engineering Budget Available:	<u>+\$324,000.00</u>
Total Budget Available:	\$3,824,000.00

Lowest Responsible Bidder:	\$3,624,825.93	
Engineering Services:	<u>+\$369,358.47</u>	
Total Project Cost:	\$3,994,184.40	\$170,184.40 Over Budget

Lowest Responsible Bidder:	\$3,624,825.93	
Change Order #1:	<u>-\$170,184.40</u>	Deduction
Approved Contract Amount:	\$3,454,641.53	

Staff Direction Request:

1. Award project to Iroquois Paving Corporation in the amount of \$3,454,641.53 based on the low adjusted bid amount (change order #1) for the FY2023 PMP Resurfacing Program and direct to Village Board for approval.
2. Direct Staff as necessary.

Attachments:

1. Bid Tabulation dated May 26, 2022.
2. REL Contract Award Recommendation Letter dated May 27, 2022.





# Interoffice Memo

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**Date:** May 31, 2022

**To:** Pat Carr – Village Manager  
Hannah Lipman – Assistant Village Manager  
John Urbanski – Public Works Director

**From:** Arlan Schattke, PE – Village Engineer

**Subject:** FY2023 PMP Resurfacing Program - Engineering Agreement

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Prepared for Committee of the Whole and Village Board Meeting for consideration and possible action.

Description: The PMP Resurfacing Program is an annual program that includes asphalt resurfacing, removal and replacement of selected areas of concrete sidewalk, curb and gutter removal and replacement, pavement striping, and other miscellaneous items of work.

The services agreement between the Village and Robinson Engineering includes the design engineering and construction services for the project. Final costs of this agreement are in accordance with State requirements and will be based on a percentage basis of the PMP Resurfacing awarded contract amount (3.5% for design and 6% for construction observation).

Staff Direction Request:

1. Approve Professional Services Agreement between the Village and Robinson Engineering in the amount not to exceed \$369,358.47.
2. Direct Staff as necessary.

Attachments:

1. Robinson Engineering Service Agreement



# Interoffice Memo

**Date:** May 25, 2022

**To:** Pat Carr – Village Manager  
Hannah Lipman – Asst. Village Manager  
John Urbanski, Public Works Director

**From:** Arlan Schattke, PE – Village Engineer

**Subject:** Contract Award – 2022 Pavement Crack Fill Program

Prepared for the Committee of the Whole and Village Board Meeting for consideration and possible action.

Description: This work consists of cleaning and filling transverse and longitudinal joints and cracks in existing bituminous flexible pavement with fiber modified asphalt cement. Staff has used this maintenance technique to extend the pavement life and save money on asphalt resurfacing.

One (1) bid was received and publicly read on May 25, 2022. The Village Clerk, Village Engineer and Engineering Project Manager were present at the bid opening. The bid results are below and the bid tab is attached. There are a limited number of qualified contractors in our area that perform this type of work. The lowest, responsible bidder is SKC Construction Inc. in the amount of \$168,000.

<u>Contractor</u>	<u>Location</u>	<u>Base Bid Total</u>
SKC Construction Inc.	West Dundee, IL	\$168,000
<b>Engineer's Estimate</b>		<b>\$170,000</b>

Staff has reviewed and verified the bids and recommends award of the project with the option of two (2) one-year renewals for a potential three (3) year service contract with an annual increase of 3% or 100% of the annual change in Consumer Price Index (CPI-U) for the proceeding calendar year to the low qualified bidder, SKC Construction Inc. SKC is pre-qualified through IDOT for the work required as part of this contract, employ union workers, and met the bid proposal requirements. SKC has completed similar projects in the past and comes well recommended.

Budget / Finance: Funding is budgeted for in the FY23 General Fund Budget (01-26-023-75406).

Budget Available:	\$185,000	
Lowest Responsible Bidder:	\$168,000	
Contingency Amount:	<u>\$17,000</u>	
Difference:	\$0	On Budget

Staff Direction Request:

1. Approve low bid and award the project to SKC Construction Inc. in the amount of \$168,000 plus \$17,000 contingency amount. Total contract amount not to exceed \$185,000.
2. Direct Staff as necessary.

Attachment:

1. Bid Tab dated May 25, 2022.



# Interoffice Memo

**Date:** June 2, 2022

**To:** John Urbanski, Public Works Director

**From:** Joe Fitzpatrick, Water & Sewer Superintendent

**Subject:** 174<sup>th</sup> St. Water Main and Roadway Improvements

Presented for Committee of the Whole and Village Board consideration and action.

Description: This project consists of replacing water main, valves, and fire hydrants on:

- 174<sup>th</sup> St. between 67<sup>th</sup> Ct. and 66<sup>th</sup> Ct.
- 66<sup>th</sup> Ct. from 174<sup>th</sup> St. to South St.
- 173<sup>rd</sup> Pl. from 66<sup>th</sup> Ct. to 65<sup>th</sup> Ct.

Roadway changes to 174<sup>th</sup> St. at 66<sup>th</sup> Ct. to improve the intersection alignment will also take place. The installation of street lighting infrastructure was included in this project as an alternate bid, which includes new light poles throughout the project limits.

Background: Public Works has determined by using the water system model, the water main described above needs to be replaced. The Village acquired services from Robinson Engineering to design the water main replacement. There will be approximately 1,850 linear feet of water main replaced during this project. The bid opening was held on June 1, 2022 at 11:00am with the Deputy Clerk, consulting engineer, and Public Works staff present. The following bids were received:

<u>Contractor:</u>	<u>Location:</u>	<u>Bid:</u>
P.T. Ferro Construction	Joliet, IL	\$1,654,374.20
D Construction	Coal City, IL	\$1,696,300.20
Austin Tyler Construction	Elwood, IL	\$1,943,707.20
Airy's Inc.	Joliet, IL	\$2,204,749.00

Budget Available	\$1,100,000.00
Lowest Responsible Bidder	<u>\$1,654,374.20</u>
Difference (over budget)	\$554,374.20

Budget/ Finance: Although bids received were over the budgeted amount, funding is available for use through both the Legacy and New Bremen TIFs and was previously discussed with the Finance Department.

Staff Direction Request: Approve a contract with P.T. Ferro Construction in the amount of \$1,654,374.20.

Attachments:

1. Bid Tab.
2. Engineer's Estimate.
3. Letter of Recommendation.





# Interoffice Memo

**Date:** May 24, 2022

**To:** John Urbanski, Public Works Director

**From:** Joe Fitzpatrick, Water & Sewer Superintendent

**Subject:** Smoke/Dye Testing and Manhole Inspections

Presented for Committee of the Whole and Village Board consideration and possible action.

Description: This project consists of smoke testing sanitary sewers in the areas of the Village considered to be high risk for inflow and infiltration of ground water. Smoke testing helps to identify defects in the sanitary sewers that can allow ground water to infiltrate the sanitary system.

Background: The desired work was spelled out in an RFP in 2018 to seek qualified contractor proposals to perform the testing and inspection of the sanitary sewer system in the areas labeled as high risk for inflow and infiltration. The RFP proposed that the awarded contract would be written for one (1) year, with an option to extend for two (2) years. Results were as follows:

<u>Contractor</u>	<u>Proposal</u>
Sewer Assessment Services	\$71,580 (\$0.54/linear foot)
Midwest Water Group	\$78,510 (\$0.63/linear foot)
Pipe-View LLC	\$80,820 (\$0.66/linear foot)
RJN Group	\$91,600 (\$0.80/linear foot)

Last year was the final year of the contract. The Village has been very pleased with the service Sewer Assessment Services (SAS) has provided to date. SAS is willing to continue to perform the work within the Village with a price increase which covers the higher fuel costs but remains similar to previous contract pricing increases.

This year's project area will include smoke testing close to 81,000 linear feet of sanitary sewers. Approximately 440 sanitary sewer manholes will be inspected as well.

Dyed-Water Flooding and Televising may be required on designated storm lines setups where smoke testing identified that a direct or indirect cross connection exists. Any of this work will require coordination with Village staff prior to being undertaken. This year's proposal is as follows and includes a reduction in scope of work from previous years.

<u>Contractor:</u>	<u>Proposal</u>
Sewer Assessment Services	\$69,309.35 (\$0.61/linear foot)

Staff Direction Request: Approve the contract extension to Sewer Assessment Services, LLC for sanitary sewer investigations in the amount of \$69,309.35.

Attachments:

- 1) Engineer's Letter of Recommendation
- 2) Contractor Letter of Continuation
- 3) Project location map



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

16221 W. 159th Street Suite 201 Lockport, Illinois 60441 TEL (815) 770-2850

April 6, 2022

Village of Tinley Park  
Department of Public Works  
7980 W. 183<sup>rd</sup> Street  
Tinley Park, IL 60477

Attention: Joe Fitzpatrick  
Water & Sewer Superintendent

Subject: Sanitary Sewer Inflow and Infiltration (I/I) Investigations  
RFP #2018-RFP-005  
3 Year Contract Extension Recommendation  
(CBBEL #160373.00002)

Dear Mr. Fitzpatrick,

Christopher B. Burke Engineering, Ltd. (CBBEL) understands that the Village would like to extend its contract with Sewer Assessment Services, LLC (SAS) for smoke testing, manhole inspection and dyed water flooding services. The original contract executed by the Village and SAS (dated June 15, 2018) was for the smoke testing of 77,000 lineal feet of Village sanitary sewers plus various setups for dyed-water flooding to investigate infiltration and inflow (I&I) into the Village's sanitary sewer system. The contract included the option to renew the contract up to two times with a pre-determined cost increase. The Village and SAS agreed to the first renewal in February 2020 which included the smoke testing of 136,460 linear feet of sanitary sewers and manhole inspections and the second renewal in May 2021 which included an additional 95,114 linear feet of smoke testing and manhole inspections.

SAS completed the original contract and both contract renewals to the satisfaction of the Village and the cost of the work was well below the project budget. The deliverables prepared by SAS were found to be sufficient and provided necessary information for the Village to continue long-term planning of maintenance and potential capital projects for the sanitary system.

SAS has provided a letter stating their interest in extending the contract for up-to three years beginning in 2022. The original contract between the Village and SAS included a 3% cost increase per year of contract renewal. Due to rate increases and increased material and fuel costs, SAS is requesting a 5% increase per year of contract renewal. The 2021 cost for smoke testing and manhole inspections was \$0.58/linear foot of sanitary sewer. Including the proposed 5% increase, the proposed 2022 price is \$0.61/linear foot of sanitary sewer. In addition, the proposed dyed-water flooding setup prices will be increased by 5%. The proposed 2022 prices compared to the 2021 prices can be seen in the following table.

<b>Pay Item</b>	<b>Units</b>	<b>2021 Unit Price</b>	<b>2022 Unit Price</b>
<b>Dyed-Water Flooding*</b>			
Catch Basin Leads	EACH	\$212.18	\$222.79
Storm Line Setups (8"-12")	EACH	\$618.00	\$648.90
Storm Lead Setups (15"-33")	EACH	\$978.50	\$1,027.43
Storm Lead Setups (36"-48")	EACH	\$1,591.35	\$1,670.92
Ditch Line Setups	EACH	\$772.50	\$811.13

The proposed pricing for dyed water flooding assumes that the Village will complete all necessary sewer televising with its own staff. Dyed-water flooding will only occur on an as needed basis and will be coordinated with Village Public Works staff.

CBBEL has reviewed the original contract between the Village and SAS, along with the deliverables from SAS's previous work for the Village and find it acceptable to extend the contract for up-to three years. CBBEL finds the proposed 5% price increase acceptable and in line with industry trends and pricing. Therefore, CBBEL recommends extending the contract with the 5% cost increase per year to complete the proposed smoke testing, manhole inspections and any necessary dyed-water sewer flooding.

If you have any questions or concerns, please do not hesitate to call.

Sincerely,



Alex Schaefer, PE  
Project Manager

Enclosure as Noted

cc: John Urbanski – Tinley Park Public Works  
Colby Zemaitis – Tinley Park Public Works  
Ken Howard – Tinley Park Public Works  
Arlan Schattke – Tinley Park Public Works  
Andrew Pufundt – CBBEL



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## **SEWER ASSESSMENT SERVICES, INC.**

**908 Albion Ave. Schaumburg, IL 60193**

**Phone: (224) 520-8818 (630) 398-9161 (c)**

**Email: alberkner@gmail.com**

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April 4, 2022

Village of Tinley Park  
Department of Public Works  
7980 W. 183<sup>rd</sup> St.  
Tinley Park, IL 60477

Attention: Mr. Joe Fitzpatrick  
Water Superintendent

Re: Sanitary Sewer Inflow and Infiltration Investigations (I/I)  
Contract Renewal

Dear Mr. Fitzpatrick,

Sewer Assessment Services, LLC (SAS) is interested in renewing the referenced project for an additional three years, starting in 2022. SAS would also be open to extending this contract beyond the end of the three-year renewal. In 2021, a total of 95,114 feet of sanitary sewer was smoke tested. The original contract dated June 15, 2018 was for smoke testing, and a Level 1/2 (blended) Manhole Assessment and Certification Program (MACP) manhole inspection and a GPS location of all affected manholes was part of that fee. Based on the smoke testing results, any storm connections suspected of having a cross connection to the sanitary sewer were to be dyed-water flooded by SAS and televised by the Village for the following fees:

Catch basin leads	\$ 212.18 each
Storm line segments (8" to 12")	\$ 618.00 each
Storm line segments (15" to 33")	\$ 978.50 each
Storm line segments (36" to 48")	\$1,591.35 each
Ditch line Setups	\$ 772.50 each

SAS is asking for a 5% increase per year; the 2021 smoke testing price would increase from \$0.58 per foot to \$0.61 per foot. Historically, a 3% increase was allowed, but due to increased costs in supplies and fuel, an extra 2% is requested.

If SAS performs any DWF while the Village performs the televising, SAS will perform the DWF at the following fee schedule that includes a 5% increase:

Catch basin leads	\$ 222.79 each
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Tinley Park 2022 Contract Renewal

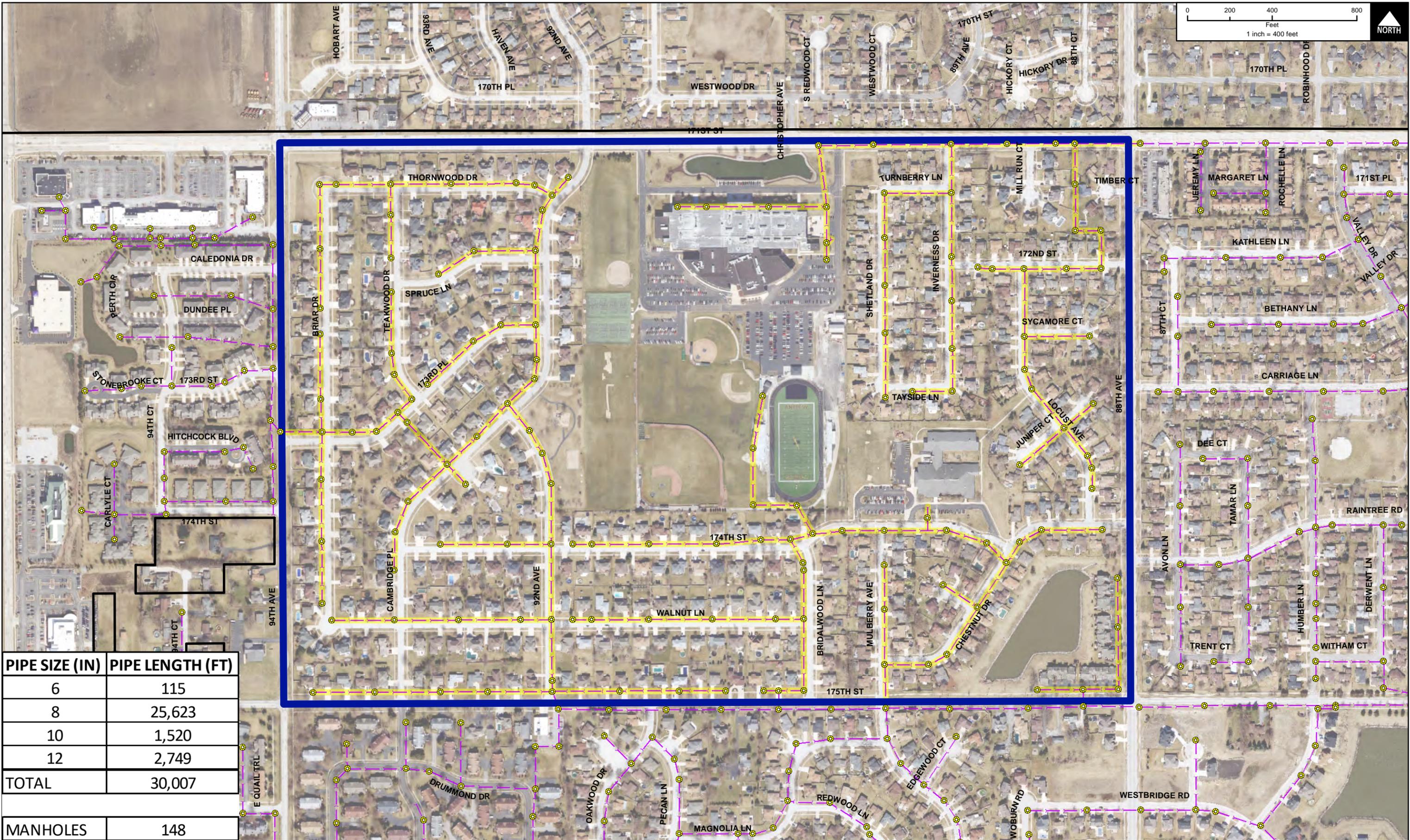
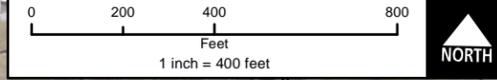
Storm line segments (8" to 12")	\$ 648.90 each
Storm line segments (15" to 33")	\$1,027.43 each
Storm line segments (36" to 48")	\$1,670.92 each
Ditch line Setups	\$ 811.13 each

SAS would be able to initiate the smoke testing project in May or June with the manhole inspections and GPS work starting earlier if weather allows.

Respectfully Submitted,  
SEWER ASSESSMENT SERVICES, LLC



Allan J. Berkner, P.E.



PIPE SIZE (IN)	PIPE LENGTH (FT)
6	115
8	25,623
10	1,520
12	2,749
<b>TOTAL</b>	<b>30,007</b>
<b>MANHOLES</b>	<b>148</b>

**BCB** **CHRISTOPHER B. BURKE ENGINEERING LTD.**  
 9575 West Higgins Road, Suite 600  
 Rosemont, Illinois 60018  
 (847) 823-0500



NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:	PLT DATE
				ArcGIS 10.6	4/19/2022
FILE NAME	2022 Sanitary Smoke Testing Area 1				
PATH	N:\TINLEYPARK\160373\160373.0002\GIS\Exhibits\2022 Sanitary Smoke Testing Area 1.mxd				

TITLE:

**2022 SMOKE TESTING  
 AREA 171-715 88-94**

PROJ. NO.	160373.0002
DATE:	04/19/2022
SHEET	0 OF 0
DRAWING NO.	EXH 1





# Interoffice Memo

**Date:** June 1, 2022

**To:** Pat Carr, Village Manager  
Hannah Lipman, Assistant Village Manager

**From:** Terry Lusby, Jr., Facilities & Fleet Superintendent

**Subject:** Approve Service Contract: Heating, Ventilation and Air Conditioning (HVAC) Annual Maintenance and Inspection of all Village Facilities (Year 1 of 3)

Presented at the Committee of the Whole and Village Board meetings for consideration and possible action:

**Description:**

Public Works is recommending we award a service contract with Murphy & Miller, Inc. of Chicago, Illinois for the annual maintenance and inspection of Village Facilities HVAC units with the option of 2 (two) – 1 (one) year renewals, this will be the first year out of the possible 3 (three) year service contract. In general, the scope of service includes:

1. Inspection of HVAC Systems for wear/damage (8 facilities/36 HVAC units).
2. Routine preventive maintenance and inspections (4 for equipment controls/2 for air-conditioning & heating).
3. Equipment startups, shutdowns, and control repairs (2 complete filter change-outs).

Background: Public Works is tasked with proper upkeep of all Facilities HVAC systems to optimize indoor air quality of all citizens and Village employees. Continual routine preventive maintenance/inspections assure optimal system working conditions and conserves the life span of vital Village owned equipment. For more than 80 years, Murphy & Miller, Inc. has been serving municipalities and commercial businesses throughout the South Suburbs and Greater Chicagoland area. Murphy & Miller, Inc. has utilized their extensive intricate knowledge of our unique HVAC systems to assist us with avoiding equipment failures and optimizing our systems to operate at the most efficient levels.

The Village has contracted with Murphy & Miller, Inc. for approximately the past 12 years and found them to perform all contracted services satisfactorily. Management obtained two additional quotes from Hayes Mechanical (\$19,800) and Precision Control Systems (\$18,500). Even though their quotes are a little less, there will be additional time and costs due to the lack of experience with our particular systems and vetting of new field technicians.

Budget / Finance: Funding is budgeted and available in the approved FY23 Budget; Municipal Buildings Fund.

Budget Available	\$26,000
Contract Amount	\$24,714
Difference – Under Budget	\$1,286

Staff Direction Request:

1. Approve a service contract with Murphy & Miller, Inc. of Chicago, Illinois for the annual maintenance and inspections as estimated in the following amount of \$24,714.
2. Direct staff as necessary.



# Interoffice Memo

**Date:** June 1, 2022

**To:** Pat Carr, Village Manager  
Hannah Lipman, Assistant Village Manager

**From:** Terry Lusby, Jr., Facilities & Fleet Superintendent

**Subject:** Approve Service Contract: Building Automation Systems Annual Maintenance and Inspection of all Village Facilities (Year 1 of 3)

Presented at the Committee of the Whole and Village Board meetings for consideration and possible action:

Description:

Public Works is recommending we award a service contract Total Automation Concepts, Inc. of Alsip, Illinois for the annual maintenance and inspection of Village Facilities Building Automation Systems with the option of 2 (two) – 1 (one) year renewals, this will be the first year out of the possible 3 (three) year service contract. In general, the scope of service includes:

1. Inspection of all field devices, controllers, and network elements for wear/damage.
2. Routine preventive maintenance, technical assistance, and server/system updates.
3. Equipment testing, calibration, and control repairs.

Background: Public Works is tasked with proper upkeep of all Facilities Building Automation systems to optimize indoor air quality of all citizens and Village employees. Continual routine preventive maintenance and inspections assures optimal system working conditions and conserves the life span of vital Village owned equipment. For more than 27 years, Total Automation Concepts has been serving municipalities and commercial businesses throughout the South Suburbs, Northwest Indiana, and Greater Chicagoland area. Total Automation Concepts has utilized their extensive intricate knowledge of our Building Automation System to assist us with improving our building management model, reducing utility costs, optimizing indoor air quality, avoiding equipment failures, and optimizing our systems to operate at the most efficient levels.

The Village has contracted with Total Automation Concepts for approximately the past 12 years and found them to perform all contracted services satisfactorily. Total Automation Concepts is the Schneider Electrical sales/service representative for our service area which is the sole proprietor for the Building Automation System equipment controlling all HVAC systems within our facilities.

Budget / Finance: Funding is budgeted and available in the approved FY23 Budget; Municipal Buildings Fund.

Budget Available	39,000
<u>Contract Amount</u>	<u>38,016</u>
Difference – Under Budget	\$984

Staff Direction Request:

1. Approve a service contract with Total Automation Concepts of Alsip, Illinois for the annual maintenance and inspections as estimated in the following amount of \$38,016.
2. Direct staff as necessary.



# Interoffice Memo

**Date:** June 1, 2022

**To:** Pat Carr, Village Manager  
Hannah Lipman, Assistant Village Manager

**From:** Terry Lusby, Jr., Facilities & Fleet Superintendent

**Subject:** Approve Service Contract: Emergency Back-up Generators Annual Maintenance and Inspection of all Village Facilities (Year 1 of 3)

Presented for the Committee of the Whole and Village Board Meetings for consideration and possible action.

Description:

Public Works is recommending we award a service contract with Metro Power of Mokena, Illinois for the annual maintenance and inspection of Village Facilities Emergency Back-up Generators with the option of 2 (two) – 1 (one) year renewals, this will be the first year out of the possible 3 (three) year service contract. In general, the scope of service includes:

1. Inspection of all field equipment, controllers, and network elements for wear/damage.
2. Routine preventive maintenance, technical assistance, and equipment/system updates.
3. Equipment testing, calibration, and control repairs.

Background: Public Works is tasked with proper upkeep of all Village Facilities Emergency Back-up Generators to minimize the negative effects of power loss from ComEd. Continual routine preventive maintenance and inspections assures optimal system working conditions and conserves the life span of vital Village owned equipment. For more than 20 years, Metro Power has been serving municipalities and commercial businesses throughout the South Suburbs, Northwest Indiana, and Greater Chicagoland area. Metro Power has utilized their extensive intricate knowledge of our Building Systems to assist us with improving our emergency power management, avoiding equipment failures, and optimizing our systems to operate at the most efficient levels.

The Village has contracted with Metro Power for approximately the past 11 years and found them to perform all contracted services satisfactorily. Management obtained 2 (two) additional quotes from Lion Heart Critical Power Specialists (\$24,175) and Interstate Power Systems (\$33,061).

Budget / Finance: Funding is budgeted and available in the approved FY23 Budget; Municipal Buildings Fund.

Budget Available	\$23,000
<u>Contract Amount</u>	<u>\$22,600</u>
Difference – Under Budget	\$400

Staff Direction Request:

1. Approve a service contract with Metro Power of Mokena, Illinois for the annual maintenance and inspections as estimated in the following amount of \$22,600.
2. Direct staff as necessary.



# Interoffice Memo

**Date:** June 2, 2022

**To:** Pat Carr, Village Manager  
Hannah Lipman, Assistant Village Manager  
John Urbanski, Public Works Director

**From:** Terry Lusby, Jr., Facilities & Fleet Superintendent

**Subject:** Approve Public Works Fleet Vehicle Purchase List

Presented at the Committee of the Whole and Village Board meetings for consideration and possible action.

Description: Approve the Public Works Fleet Vehicle Purchase List that includes various vehicles with a purchase amount exceeding \$20,000 for each vehicle as listed below.

Background: Requesting purchase approval for the following vehicles that were previously pre-approved via FY 2023 budget:

<u>Vehicle/Equipment</u>	<u>Estimated Cost</u>	<u>Quantity</u>
PW Chipper	\$110,000	1
PW Sewer Jet	\$525,000	1
PW Pickup Truck	\$56,000	3
PW Mini Van	\$33,500	2
PW Plow Truck	\$257,000	1
PW Wheel Loader	\$245,000	1
PW Dump Truck	\$90,000	3
PW Escape	\$33,500	1
PW Aerial Truck	\$120,000	1
PW Safety Attenuater Trailer	\$35,000	1
PW SUV	\$40,000	1
PW Light Tower	\$20,000	1
Police Ford Transit	\$75,000	1
Police Exploer Interceptor	\$54,000	5
Police SUV	\$40,000	3
Police Taurus	\$40,000	1
FD Tahoe *	\$53,000	3
VM Explorer *	\$45,000	1
Building Taurus	\$33,500	1
Marketing Trolley	\$225,000	1
<b>TOTAL</b>	<b>\$2,858,000</b>	

\* Denotes vehicles planned to be acquired via Enterprise.

All vehicles will be purchased through our standing cooperative purchasing agreements (Suburban Purchase Cooperative, Southwest Conference, Northwest Conference, National Joint Powers Alliance, General Services Administration, Houston-Galveston Council, Illinois Procurement Bulletin, and Enterprise Lease Program).

Budget / Finance: Funding is budgeted and available in the approved FY2023 Budget; Capital Fund.

Budget Available	\$2,858,000
<u>Contract Amount (Approximate)</u>	<u>\$2,858,000</u>
Difference – UNDER BUDGET (Approximate)	\$0

Staff Direction Request:

1. Approve the Public Works Fleet Vehicle Purchase List as estimated in the following amount of \$2,858,000.
2. Direct staff as necessary.





# Interoffice Memo

**Date:** June 2, 2022

**To:** Pat Carr, Village Manager  
Hannah Lipman, Assistant Village Manager  
John Urbanski, Public Works Director

**From:** Terry Lusby, Jr., Facilities & Fleet Superintendent

**Subject:** Approve Public Works Fleet Vehicle/Equipment List For Disposal

Presented at the Committee of the Whole and Village Board meetings for consideration and possible action.

Description: Approve the Public Works fleet vehicle/equipment list for disposal which includes various items valued over \$1,000.

Background: When the Village replaces vehicles or equipment, staff declares outdated and unused vehicles or equipment as surplus to be sold or disposed of. Staff is requesting authorization to dispose the following Village owned vehicles/equipment:

### Vehicles/Equipment

2000 Vermeer Chipper	2015 Ford Explorer	2004 Ford Explorer
2010 International Sewer Jet	2012 Ford Explorer	2007 Chevrolet Suburban
2007 Ford Pickup Truck	2011 Ford Taurus	2009 Chevrolet Tahoe
2009 Dodge Caravan	1986 Chevy Suburban	2000 Ford Crown Vic (Qty. 4)
2006 International Dump Truck	1991 Chevy Van	2014 Ford Taurus
2009 Caterpillar Wheel Loader	2000 Ford Crown Vic	2000 Dodge Caravan
2005 Ford Dump Truck	2001 Chevy Tahoe	2006 Ford Explorer
2007 Ford Dump Truck	2001 Ford Crown Vic	2014 Chevrolet Tahoe
2008 Ford Dump Truck	2003 Chevy Tahoe	2002 Chevrolet Pickup
2010 Ford Escape	2015 Chevy Equinox	2007 Chevrolet Tahoe
2013 Dodge Caravan	2012 Ford Taurus 2011	Ford Pickup Truck
2009 Ford Pickup Truck	2013 Ford Explorer (Qty. 2)	2006 Ford Econoline Van
2010 Jeep Cherokee	1982 Evens Jr. Tilt Trailer	

The Village uses multiple methods to achieve the highest amount of compensation for its surplus vehicles or equipment. Most items will be sold through Public Auctions or through salvage and recycling companies.

### Staff Direction Request:

1. Approve the Public Works fleet vehicle/equipment list for disposal.
2. Direct staff as necessary.

### Attachment:

1. Surplus List w/VIN numbers.



# Interoffice Memo

**Date:** June 2, 2022

**To:** John Urbanski, Public Works Director

**From:** Kelly Mulqueeney, Street Superintendent

**Subject:** Landscape Bed Maintenance – Service Contract Award (Year 1 of 3)

Presented for at the Committee of the Whole and Village Board meetings for consideration and possible action:

Scope of Work: This requested service contract is for a qualified contractor to provide maintenance to the Villages 5.6 acres of landscape beds throughout Tinley Park.

Background: This RFP was advertised on March 1, 2022 in accordance with state bidding laws; three (3) sealed proposals were received by the deadline on March 22, 2022, at noon, and recorded by the Village Clerk’s office.

<b>Christy Webber Landscapes</b>	<b>Chicago, IL</b>	<b>\$159,797.75</b>
City Escape Garden and Design, LLC	Chicago, IL	\$153,089.46
Semmer Landscape	Chicago, IL	\$299,531.00

Description:

Due to a mutual agreement with the previously awarded contractor to terminate contract, Public Works is recommending that we approve a contract to Christy Webber Landscapes who rated very high on the scoring for Landscape Bed Maintenance. The contract has the option of 2 (two) – 1 (one) year renewals. This would be the first year out of the possible 3 (three) year contract.

Budget / Finance: Funding is budgeted in the FY23 Budget.

Budget Available	\$160,000.00
Year 1 of 3 contract	<u>\$159,797.75</u>
Difference under budget	\$ 202.25

Staff Direction Request:

1. Approve the service contract for the FY2023 Contract with Christy Webber Landscapes in the amount of \$159,797.75
2. Direct Staff as necessary.



**Interoffice**

# Memo

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**Date:** May 31, 2022

**To:** Patrick Carr, Village Manager  
Hannah Lipman, Assistant Village Manager

**From:** Angela Arrigo, Human Resources Director

**Subject:** Compensation Plan Review – Market Wage Adjustment, Merit-Based Compensation Plan, Transitional Pay, Annual Performance Evaluations, and Pay Scale Recommendations for Fiscal Year Ending April 30, 2023

In 2018, the Village began implementation of a new pay plan with a compensation philosophy based on the three factors of the way the Village pays – how much and when - matters, commitment to fair pay practices, and recruitment and retention of highly qualified staff.

All non-union staff was transitioned to the new pay plan in 2019 and have since received compensation increases based on their individual performance in either Appendix A – Step Plan Compensation based on a step plan structure that rewards successful performance with eligibility to move to the next half-step (1.9%) or full-step (3.8%) on the employee’s annual anniversary date or Appendix B – Merit Based Compensation based on a merit award ranging from 0% - 4.0% (subject to annual board approval) rewarding individual performance annually on an employee’s anniversary date. Appendix A employees also receive an annual market wage adjustment that increases their pay each May.

In an effort to maintain equity within the non-union pay structure and to continue to reward employees for individual performance and remain in line with the Village’s compensation philosophy, the following recommendations are being made for fiscal year 2023, beginning May 1, 2022.

### **Market Wage Adjustment**

The annual market wage adjustment (MWA) allows the Village to provide for additional earning potential and remain a competitive municipal employer in the local public sector community. The MWA is applied to the pay ranges of the pay plan. For fiscal year 2023, a 2.5% market wage adjustment effective May 1, 2022 is recommended.

Upon approval of a MWA, the ‘steps’ for positions in Appendix A shall be adjusted and employees in these positions will receive the new pay rates with retro pay back to May 1, 2022. The minimum and maximum of the pay ranges for positions in Appendix B shall be adjusted with the approved MWA and employees in these positions will only be adjusted if they earn less than the new minimum pay range.



## Merit-Based Compensation Plan

Over the last few years, the Village's compensation plan and performance management program have been reviewed and modifications have been made in order to align pay more directly to merit-based performance. Specific management level positions were identified and transitioned to merit-based compensation in 2019. In addition, it was also announced that effective May 1, 2019, that the 'Exemplary Performance' bonus program was going to be replaced with a new bonus program, that was to be developed.

With the continued initiative to transition all positions to merit-based compensation and to provide a competitive and comprehensive compensation plan, it is recommended that non-union positions, except Fire Suppression and some part-time positions, are transitioned to merit-based compensation.

The merit-based compensation objective remains the same, to emphasize performance and align pay with performance, cultivate a performance driven culture, and meaningfully impact job performance, recruitment, and retention. The focus will be on individual performance and goals. The intent will remain to have regular check-ins with employees to discuss their performance, review goals and completion status, updating as necessary to meet the dynamic needs to the job, and take any actions to provide employees with the tools and resources to be successful. Further, this approach will allow for proactive action steps to be taken to improve performance using tools such as Performance Improvement Plans throughout the review period.

In line with the established compensation philosophy, the current Appendix B, merit-based compensation plan has rewarded employees accordingly for their individual performance. To further build upon this initiative, minimize further pay inequities within the positions in the pay plan, and continually enhance the compensation structure for non-union employees, the following changes are being recommended:

- Transition non-union full-time and part-time positions (except Fire Suppression and some part-time positions) covered under Appendix A to *Appendix B – Merit Based Compensation* effective May 1, 2022. This transition mirrors the transition that occurred in 2019 for positions currently on Appendix B. *It should be noted that employees that transitioned to Appendix B in 2019 did not receive any compensation adjustment for no longer being eligible for an annual step increase and it is recommended that those transitioning Appendix B as this time be handled in the same manner. Therefore, positions that transition to Appendix B shall not be eligible for a market wage adjustment in 2022.*
- Fire Suppression positions shall remain on the step-based compensation plan under Appendix A for fiscal year 2023, in line with the FY2020-FY2023 Fire Pay Plan adopted by the board on July 16, 2019.
- Some part-time positions on Appendix A that do not have multiple steps shall transition to *Appendix C – Other Part-Time Position Compensation* with a flat pay rate and shall be evaluated annually.
- All positions covered under Appendix B shall transition to a new annual merit increase date of July 1<sup>st</sup>. Based on a new evaluation period of July 1, 2022 – June 30, 2023, the first annual increase would occur on July 1, 2023.



### **Merit Based Compensation Considerations**

It is recommended that annual merit increases for new hires is pro-rated based on the number of months actually worked during the annual review period. Similar to the transition example below, the annual evaluation period remains static but the initial merit compensation increase will be pro-rated based on an employee's hire date. It is further recommended that pay increases are pro-rated for periods of extended, unprotected leave of absence during which an employee is not actively working. It is also noted that enhancements to the current process for staff transitioning from one position to another shall require the current supervisor to close out the evaluation period with recommendations for compensation treatment and the new supervisor to begin a new period that will remain aligned with the annual evaluation process. The employee's annual compensation shall be based on a combination of both positions.

### **Exemplary Performance Recognition Award**

Another compensation program consideration is related to how to reward employees who have exceptional performance and those that are at the maximum of their pay range. The development of the 'Exemplary Performance Recognition Award' aspect of the merit-based compensation program would provide for the 'Exemplary Performance' program replacement referenced in 2019 for future implementation to reward such aforementioned situations. This will be an annual award paid in one lump sum up to a maximum percentage. The alignment of all performance evaluations to the same time period would allow for fair and equitable treatment for exemplary performance recognition awards. It is recommended that the recognition award shall not exceed a pre-determined discretionary, budgeted amount of up to 10% (subject to annual board approval).

Another compensation feature to consider is proficiency promotions for employees that consistently perform at a higher level. An employee eligible for a proficiency promotion may receive a 5%-12% (subject to annual board approval) promotional pay increase in lieu of the annual merit increase and move to a higher-level position based on their demonstrated knowledge, skills, and abilities. Proficiency promotions provide a higher level of compensation and allow an exceptional performer the ability to take on more responsibility and earn more over time in a higher pay range.

### **Annual Performance Evaluations**

When transitioning to a merit pay plan, aligning annual employee evaluations is a critical consideration. Typically, merit-based reward systems work best when performance evaluations are completed annually, at the same time for all eligible employees. This would ensure equitable and fair treatment in awarding merit compensation across the organization with pay recommendations of the supervisors, approval of the Department Heads and Human Resources, and with final approval by the Village Manager before awarding compensation treatment.

Currently, employees receive an annual performance evaluation on their anniversary date which requires compensation treatment considerations year-round. Aligning annual employee evaluations with a standardized annual performance evaluation cycle and merit treatment will eliminate late reviews and inconsistent handling of employee annual performance reviews and late pay increases.



It is recommended that non-union positions covered under Appendix B transition to a standardized annual performance evaluation cycle that begins each July 1<sup>st</sup> to align with the compensation plan recommendations.

- All positions covered under Appendix B shall transition to an annual performance evaluation cycle from July 1 – June 30 annually. The new, initial annual performance evaluation period shall be July 1, 2022 – June 30, 2023.
- A transitional performance evaluation shall be developed to evaluate individual performance for the transitional period from the later of July 1, 2021 or an employee's last annual evaluation through June 30, 2022.

Further, the implementation of the NEOGOV Perform online performance review software will greatly enhance the performance review process eliminating the current paper process. The Perform system is currently in implementation and expected to role out in early fall.

### **Pro-rated Transitional Pay Recommendation**

Employees currently receive pay increases annually on their individual anniversary date. To fairly compensate non-union employees (except Fire Suppression and some part-time positions) during the transitional period, pro-rated transitional compensation consideration of 3.5% is recommended for the period from the later of July 1, 2021 or an employee's last annual evaluation through June 30, 2022.

**The total cost of the transitional pay is \$182,293.71, approximately 1.97% of non-union wages.** Budgeted funds are available. This increase would be in lieu of the annual market wage adjustment that Appendix A positions would have typically received on May 1st each year. This increase would be in lieu of otherwise awarded merit increase that Appendix B positions would have typically received on their anniversary date.

Formula: (Current Pay Rate \* 3.5%) \* (Number of Calendar Months (rounded to .5)/12) = Pay Rate Effective 7/1/22

### **Example – Appendix A - Hourly Employee**

- An hourly employee making \$25.48 with an anniversary date of November 18, 2021 would be eligible for a pay increase on their next anniversary date of November 18, 2022. A full-step increase would be \$26.43. A full-step is typically a 3.8% increase.
- With the recommended transition, the employee's performance will be evaluated beginning July 2022 for an annual pay increase in July 2023, with the earning potential of up to 4.0% (pending board approval) based on their performance. They would not receive the MWA on May 1, 2022 and they would not receive a pay increase on their anniversary in November of 2022.
- The employee would be eligible to receive transitional compensation consideration for 7.5 months from November 2021 – June 2022. The new pay rate effective July 1, 2022 would be calculated as follows:

**Prorated, Transitional Pay Calculation:**  $\$25.48 + (\$25.48 * .035) * (7.5/12.0) = \$26.04$

- Assuming a successful annual evaluation is completed and the employee is recommended for a 3.7% merit increase (eligible for 0% - 4.0%), on July 1, 2023 their new pay rate would then increase to \$27.00



### **Example – Appendix B – Salary Employee**

- A salary employee making \$72,341.56 with an anniversary date of November 18, 2021 would be eligible for a pay increase of 0% - 4.0% (pending board approval) on their next anniversary date of November 18, 2022.
- With the recommended transition, the employee's performance will be evaluated beginning July 2022 for an annual pay increase in July 2023, with the earning potential of up to 4.0% (subject to annual board approval) based on their performance. They would not receive a pay increase on their anniversary in November of 2022.
- The employee would be eligible to receive transitional compensation consideration for 7.5 months from November 2021 – June 2022. The new pay rate effective July 1, 2022 would be calculated as follows:

**Prorated, Transitional Pay Calculation:**  $\$72,341.56 + (\$72,341.56 * .035) * (7.5/12.0) = \$73,924.03$

- Assuming a successful annual evaluation is completed and the employee is recommended for a 3.7% merit increase (eligible for 0% - 4.0%) on July 1, 2023, their new pay rate would increase to \$76,659.22.

Only employees that receive a successful transitional performance evaluation and are not on a Performance Improvement Plan as of July 1, 2022 would be eligible for the transitional compensation.

### **Pay Scale Recommendation**

Currently, there are over 110 different non-union pay ranges. With the transition to merit-based compensation and to effectively manage the compensation plan, consolidating the pay scales is recommended as follows:

Part-Time—Up to 7 pay ranges with positions combined into equitable pay ranges with similar minimum and maximum amounts.

Full-Time—Up to 15 pay ranges with position combined into equitable pay ranges with similar minimum and maximum amounts.

Further analysis of the consolidated ranges along with a market pay study, typically completed every 3 years, to ensure competitive wages is also recommended for fiscal year 2024.

Kindly advise on further changes you would like incorporated into the compensation plan review.





# Interoffice Memo

**Date:** May 31, 2022

**To:** Patrick Carr, Village Manager  
Hannah Lipman, Assistant Village Manager

**From:** Angela Arrigo, Human Resources Director

**Subject:** Vacation Policy Re-Review Summary

As requested, a re-review of the Village's adopted Ordinance 2020-O-002 modifying the vacation policy has been conducted. It has become apparent that the vacation benefit is not competitive in the marketplace, administration of the vacation benefit accruals is causing unforeseen issues, and has become an administrative burden to manage. As a result, the following recommendations are being proposed for full-time and part-time vacation benefit schedules and administration of benefits.

## **6.6 Vacation for Full Time Employees - PROPOSED**

Full-time employees are eligible for paid vacation benefits. Vacation benefits eligibility is based on position classification as outlined below.

### **Hired or Appointed Prior to January 1, 2020**

#### **Non-Civil Service Vacation Schedule**

Years of Service	Vacation Days
1	22
15	25

#### **Civil Service Vacation Schedule**

Years of Service	Vacation Days
1	5
2	10
7	15
11	20
15	25

### **Hired or Appointed After January 1, 2020**

#### **Full-Time Vacation Schedule**

Years of Service	Vacation Days
Years 1 - 4	10
Years 5 - 9	15
Years 10 - 14	18
Years 15+	20

#### **Professional/Supervisory Vacation Schedule**

Years of Service	Vacation Days
Years 1 - 9	15
Years 10 - 14	20
Years 15+	25

#### **Director/Assistant Director Vacation Schedule**

Years of Service	Vacation Days
Years 1 - 14	20
Years 15+	25

Vacation time is awarded on an employee's anniversary date and must be used before the employee's next anniversary date. Vacation accrues the current year and is awarded on the next anniversary date, except upon hire. Vacation time is initially awarded upon hire, however, if employment ends during the first year of employment, an employee is only eligible for a prorated portion of vacation benefits at time of separation. No vacation will be awarded to terminating employees with less than 6 months of service. Up to 5 vacation days can be carried over with approval from the Village Manager and any carry over requests must be used within 90 days of the anniversary date. Vacation benefits do not accrue during periods of extended, unprotected leave of absence. Employees may not take more than two (2) consecutive weeks of vacation. Vacation requests may be denied based on staffing needs and/or may be based on seniority.

**6.7 Part-Time Vacation Benefits – PROPOSED**

Part-time employees with continuous, uninterrupted service, who are regularly scheduled to work at least 20 hours per week are eligible for paid vacation benefits, except Fire Suppression. Vacation benefits eligibility is based on the position classification (part-time or professional part-time) as outlined below:

**Part-Time Vacation Schedule**

Years of Service	Hours
Years 4 - 7	40 Hours
Years 8 - 11	50 Hours
Year 12+	60 Hours

**Professional Part-Time Vacation Schedule**

Years of Service	Weeks
Years 3 - 7	2 Weeks
Years 8 - 11	3 Weeks
Years 12+	4 Weeks

Vacation time is awarded on an employee's anniversary date and must be used before the employee's next anniversary date. Vacation benefits do not carry over and are lost if they are not used. Vacation benefits do not accrue during periods of extended, unprotected leave of absence.

**Impact Analysis**

A review of the current full-time position classifications has identified a total of 16 positions hired or appointed after January 1, 2022 through February 25, 2022 that would be positively impacted with the proposed changes. Employees in these positions would automatically be awarded the vacation days under the vacation schedule and tier they fall into and the applicable accrual for the following anniversary year would be applied. Additionally, it has been identified that of the 16 positions, 5 would be placed in a tier with a higher level of benefit than they were provided and awarded an additional 5 days.

- Three (3) Director/Assistant Director level positions.
- Five (5) Professional/Supervisory level positions.
- Eight (8) Non-Union & Civil Service level positions.

A review of the current part-time position classifications has identified one (1) position that appears to be misclassified. It is recommended that the position of Fire Alarm Service Officer is reclassified to the Professional Part-Time benefits schedule. This change will award the current incumbent an additional 25 hours (1 week) of vacation benefits and has will attain 11 years of eligible part-time service in June 2022.

There are currently four (4) employees awarded Professional Part-Time benefits and no other future eligible employees at this time. There are a total of twelve (12) employees awarded Part-Time benefits and there are a eight (8) employees that may become eligible over the next 4 years for benefits. The proposed changes result in no impact to eligibility.

Kindly advise on further changes you would like incorporated into the recommendation.





# Interoffice Memo

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**Date:** June 7, 2022  
**To:** Village Board  
**From:** K. Thirion  
**Subject:** Engagement Letter – Walsh Law Group, P.C.

The approval of Walsh Law Group, P.C.'s Engagement Letter would authorize the Village to utilize their services as required.

**PUBLIC  
COMMENT**