

MINUTES
Meeting of the Committee of the Whole
January 7, 2020 – 7:00 p.m.
Village Hall - Council Chambers
16250 S Oak Park Ave.
Tinley Park, IL 60477

Members Present: J. Vandenberg, Village President
K. Thirion, Village Clerk
W. Brady, Village Trustee
W. Brennan, Village Trustee
D. Galante, Village Trustee
M. Glotz, P Trustee
M. Mueller, Village Trustee

Members Absent: C. Berg, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
F. Reeder, Fire Chief
M. Walsh, Police Chief
K. Clarke, Community Development Director
J. Urbanski, Assistant Public Works Director
D. Framke, Marketing Director
P. O’Grady, Village Attorney

Others Present:

Item #1 - The meeting of the Committee of the Whole was called to order at 7:01 p.m. on January 7, 2020.

At this time President Pro-Tem Glotz called for a moment of silence for United States military families, as Iran fired upon U.S. Bases in Iraq.

Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 17, 2019. – Motion was made by Trustee Brennan, seconded by Trustee Mueller, to approve the minutes of the Committee of the Whole meeting held on December 17, 2019. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

Item #3 - RECEIVE PRESENTATION OF VILLAGE OF TINLEY PARK EMPLOYEE ONBOARDING VIDEO. – David Niemeyer, Village Manager, presented the New Employee Onboarding Video. The video was created to further the Village Strategic Plan goal to humanize Village staff. The Human Resources Department collaborated with Marketing to create the video. This is an excellent resource for new hires, as well as current employees, in that it provides a high level overview of Village management and provides an introduction to our overall operations. It also allows staff to essentially “put a face with a name,” which is particularly valuable for those employees who work in different departments at off- site locations. This video is currently available to all staff via SharePoint on the HR “Welcome New Employees” page, and has been incorporated into the onboarding process for all new hires. Our desire is to update periodically with relevant changes.

Item #4 – DISCUSS MID-YEAR PERSONNEL BUDGET REQUEST. – Mr. Niemeyer presented the mid-year personnel requests. Each year in the budget there are a few requests for personnel that the board decides to evaluate around the mid-year mark. This year there are 4 requests. They are listed below along with the base pay for a half year only.

Pat Carr, Brad Bettenhausen and David Niemeyer have reviewed the requests and provided the following recommendations:

- 2 Special Event Coordinators for Marketing for the plaza (\$11,000 per position). These positions are not recommended at this time due to delays.
- Maintenance Worker Public Works Street Department (\$23,600). This position is recommended as the maintenance service level has increased for the street division for the Public Works department.
- Tele-Communicator 911 Center (\$29,500 assuming certified). This position is recommended as additional manpower is needed as the responsibilities and work load in the 911 center increases.
- Commander Police Department (\$69,250). This position is recommended contingent upon a plan from the police department to reduce sergeant overtime and have the commanders cover more shifts than are currently covered. Matt Walsh, Police Chief, recommends this position in accordance with the Northwestern University Staffing Study that recommends an additional Commander be added to oversee investigations due to the complexity of investigative work. This position will assist in improving department efficiencies and reduce cost as this position will take on roles that are currently handled by a Sergeant.

Trustee Galante asked for clarification on the salaries listed. Mr. Niemeyer noted that the amounts are salary only and for a six month period.

President Pro-Tem Glotz noted that the scheduling of the new Commander would need to be addressed so there is an overlap in shifts. Chief Walsh, noted that some schedules have temporarily changed due to the elimination of the Deputy Chief position as well as a checklist of departmental duties that the Commanders are working on implementing.

President Vandenberg asked if there is a timetable for the Commanders to complete the checklist. Chief Walsh will meet with President Vandenberg to go over the details.

Trustee Glotz would like to see a plan before moving forward with the Police Commander position.

Pat Carr, Assistant Village Manager and Director of EMA/911 Communications, stated that the 911 center only has 11 of the 13 tele communicators the department is authorized to have. The department is also authorized to have 10 part time tele communicators, while at any given time in the past there have been 4-6, there are currently no part time tele communicators. They have also taken over Mutual Aid Box Alarm System (MABAS) 24 dispatch. Trustee Brennan asked how much the Village receives for the MABAS 24 dispatch. Mr. Carr replied. \$25,000 per year and noted that the tele communicator who handles this is now dedicated to fire calls.

John Urbanski, Assistant Director of Public Works, is working on a staffing plan to present to the Board. Prior to the recession the Public Works department had a maximum of 41 employees, currently there are 38 employees. Typical industry standards allow for 1 employee per 1000 residents. Tinley Park currently has 56,000 residents. He added that Public Works was responsible for over 200 events in the past year.

Trustee Galante asked if departmental needs are discussed when new development is considered. Mr. Niemeyer replied that is considered.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC –

A citizen how many female firefighters the Village has. Forest Reeder, Fire Chief replied three (3).

Chris Halper found that there is a memorial that s on the former Tinley Park Mental Health Center Property. He is spearheading an effort to recover the memorial and relocate it. Mr. Halper has spoken to Wiley Roberts, from the Veterans Commission regarding this memorial.

Trustee Brennan asked what the memorial was for. Mr. Halper answered that it was dedicated to all Veterans of all foreign wars.

Wiley Roberts stated that a possible location for the memorial may be the M-84 Mortar Carrier site at Veterans Parkway.

President Pro-Tem Glotz asked if there was any one else wished to address the Board. There were none.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to adjourn the Committee of the Whole. Vote by voice call. President Pro-Tem Glotz, declared the motion carried and adjourned the meeting at 7:45 p.m.