

**MINUTES**  
**Special Meeting of the Committee of the Whole**  
**June 16, 2020 – 7:00 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

President Pro Tem Glotz called the special meeting of the Committee of the Whole on June 16, 2020, to order at 7:05 p.m.

At this time, President Pro Tem Glotz stated this meeting was conducted remotely via electronic participation consistent with Governor Pritzker's Executive Orders suspending certain requirements of the Open Meetings Act provisions relating to in-person attendance by members of a public body due to the COVID-19 pandemic. President Pro-Tem Glotz introduced ground rules for effective and clear conduct of Village business. Elected officials confirmed they were able to hear one another.

Clerk Thirion called the roll. Present and responding to roll call were the following:

Members Present:

- M. Glotz, Village President Pro Tem
- K. Thirion, Village Clerk
- C. Berg, Village Trustee (Participated Electronically)
- W. Brady, Village Trustee
- W. Brennan, Village Trustee
- D. Galante, Village Trustee (Participated Electronically)
- M. Mueller, Village Trustee (Participated Electronically)
- J. Vandenberg, Village President (Participated Electronically, arrived at 7:21)

Members Absent:

Staff Present:

- D. Niemeyer, Village Manager
- P. Carr, Assistant Village Manager (Participated Electronically)
- L. Godette, Deputy Clerk
- H. Lipman, Management Analyst
- P. Connelly, Village Attorney
- M. Walsh, Police Chief (Participated Electronically)
- F. Reeder, Fire Services Administrator (Participated Electronically)
- B. Bettenhausen, Village Treasurer (Participated Electronically)
- A. Brown, Assistant Village Treasurer
- J. Urbanski, Interim Public Works Director (Participated Electronically)
- P. Cordero, Economic Development Manager (Participated Electronically)
- D. Riordan, Deputy Fire Chief

Others Present:

**Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 9, 2020.** – Motion was made by President Pro Tem Glotz, seconded by Trustee Brennan, to approve the minutes of the Special Committee of the Whole meeting held on June 9, 2020. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #3 – DISCUSS TEST DOCUMENTATION SERVICE FOR FIRE AND LIFE SAFETY SYSTEMS.** - Dan Riordan, Deputy Fire Chief, presented the Test Documentation Service. The Fire Prevention Bureau will be implementing a program to assist in managing the required test documentation process for fire alarm/fire suppression equipment installed in buildings throughout the Village. A third-party provider will perform this program. Coordinating with

contractors/property owners, the service provider, utilizing a web-based platform, would store and evaluate test documents and make these documents available for Fire Prevention to approve.

The program meets the intent of the Village's adopted codes (2012 International Fire Code, Section 901.6.2), "Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and shall be copied to the fire code official."

Annually, over 1,200 test documents are submitted to the Fire Prevention Bureau.

The expectations of a fully implemented program are:

- Stabilize/reduce cost to the Village for this required process.
- Improve an existing process with no added expense/ resource to Village operations.
- Improve the performance of fire alarm/fire protection systems.
- Reduce identified violations due to fire alarm/fire suppression systems testing requirements.

There are two providers with the experience to deliver this database service in a web-based format. The providers are:

- Inspection Reports On-Line (IROL)
- The Compliance Engine (TCE)

These service providers are based in the Chicagoland area and currently have clients nationwide, including several in the area.

Working as an agent for the Village/Authority Having Jurisdiction (AHJ), the service provider will contact property owners when test documents are due or in some cases overdue. The contractor performing the test is responsible to submit the completed documents.

Staff has solicited feedback from 31 contractors and 12 Fire Prevention Bureaus regarding these service providers. Overall, 90% preferred the database service provided by Brycer.

Using this model to coordinate and evaluate test documents, there is no billing/invoice component where the Village will pay a fee, nor share any revenues from the service provider. The incurred cost of the service will be between the service provider and the testing contractor. Currently, the proposed cost is between \$15 - \$16 per test.

The full implementation process should take approximately 180 days and will include the following:

1. Staff review of any vendor/Village agreements.
2. Sharing of data relating to properties that have fire protection/life safety systems.
3. Establishing protocols to communicate with property owners.
4. Develop criteria to ensure that this process is integrated with our established inspection procedures.

Trustee Galante asked if the Fire Department is currently performing this service. Mr. Riordan responded they are. This service will perform the initial clerical and administrative work for the Village. Trustee Galante asked if the service will be a cost savings to the Village. Mr. Riordan replied it will result in fewer violations.

Trustee Mueller asked if consolidating vendors has been considered, how many tests are performed annually and if the third-party vendor would begin as soon as new tests are required. Mr. Riordan replied approximately 1,200 tests are performed with the third-party vendor starting as new tests become necessary. Combining vendors would be a long-term goal.

**Item #4 – DISCUSS ANNUAL MAINTENANCE AND INSPECTION OF VILLAGE FACILITIES HVAC UNITS CONTRACTS.** – John Urbanski, Interim Director of Public Works, presented the service contract with Murphy & Miller, Inc. of Chicago, Illinois for the annual maintenance and inspection of Village facilities heating, ventilation, and air conditioning (HVAC) units. The scope of services which includes, inspection of HVAC Systems for wear/damage; routine preventive maintenance and inspections; and equipment startups, shutdowns, and control repairs.

The Village has contracted with Murphy & Miller for approximately the past 10 years and found them to perform all contracted services satisfactorily.

The contract amount is \$25,809.65 and funding is budgeted for this year.

Trustee Brennan asked when this was last sent out for bid. Mr. Urbanski stated he did not have the date readily available, however the contractor has proven to be reliable.

Trustee Brady asked how much the rate increased from the prior contract. Mr. Urbanski did not have an exact number noting it was not a large increase. New units and new facilities, such as the new fire station, will add to the overall dollar amount.

Motion was made by President Pro Tem Glotz, seconded by Trustee Brennan, to move Annual Maintenance and Inspection of Village Facilities HVAC Units Contracts, to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #5 – DISCUSS UPDATE TO SEXUAL HARASSMENT POLICY – WORKPLACE TRANSPARENCY ACT.**

– David Niemeyer, Village Manager, presented the update. State of Illinois Public Act 100-0554 became effective November 16, 2017, and required that all government units adopt an Ordinance establishing a policy prohibiting sexual harassment by January 15, 2018. The Village adopted Ordinance 2018-O-001 (becoming Title III, Chapter 35, Section 35.06 of the Tinley Park Municipal Code) to comply with this requirement. Further amendments regarding employment have been made through the enactment of Public Act 101-0221, which became effective in August of 2019. The update provides a mechanism of reporting and investigation of an allegation of sexual harassment made by one elected official against another elected official. This Ordinance ensures compliance with the provisions of the new Act.

Motion was made by President Pro Tem Glotz, seconded by Trustee Brady, to move the Update to Sexual Harassment Policy – Workplace Transparency Act, to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #6 – DISCUSS HEALTH INSURANCE BROKER RENEWAL.** – Mr. Niemeyer, presented the renewal. In 2017, the Village went through a Request for Qualifications (RFQ) process for health insurance broker services. The professional services agreement was awarded to Alliant/Mesirow for a three (3) year term that expires July 14, 2020. Village staff has been very pleased with the services Alliant/Mesirow provides and recommend renewing the professional services agreement for an additional year instead of going through an RFQ process at this time. Carrier commission on both medical and dental will be 1%, which is a minimal increase, but still lower than the typical standards.

Motion was made by President Pro Tem Glotz, seconded by Trustee Brady, to move the Health Insurance Broker Renewal, to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #7– DISCUSS SETTING THE DATE, TIME AND PLACE FOR THE JRB MEETING & PUBLIC HEARING FOR PROPOSED 159TH & HARLEM TIF DISTRICT.** – Andrew Brown, Assistant Village Treasurer, presented. In March 2020, the Village of Tinley Park initiated the process to review the feasibility of creating a new Tax Increment Financing (TIF) District. On June 3, 2020, the Village made available the Redevelopment Plan and Project document, which contains the eligibility analysis, for the proposed TIF, for review on its website and at the Village Clerk's Office. This Ordinance is required by statute and sets the time, date and place for the Joint Review Board meeting and the Public Hearing for the 159th & Harlem TIF District.

Trustee Berg asked if a Class 7b reclassification for these properties had been considered and why a 7b reclassification for the Brixmor property has never been considered. Mr. Brown replied that a 7b reclassification is a benefit directed towards the specific property, whereas the TIF provides benefits for the entire TIF district. Brad Bettenhausen, Village Treasurer, added the Brixmor property does not qualify for a 7b reclassification as the property only has one (1) tax id number, also change of ownership is a required component of the 7b reclassification.

Mr. Niemeyer stated the TIF is necessary to assist with the redevelopment of this property.

Trustee Mueller noted the increase in Equalized Assesed Value (EAV), the ability to improve blighted properties, and address environmental issues and feels this is a great area for a TIF. Trustee Galante concurs.

Motion was made by President Pro Tem Glotz, seconded by Trustee Galante, to move Setting the Date, Time and Place for the JRB Meeting & Public Hearing for proposed 159th & Harlem TIF District, to the Village Board for approval. Vote by roll call. Ayes: Brady, Brennan, Galante, Glotz, Mueller. Nays: Berg. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #8 – RECEIVE COMMENTS FROM THE PUBLIC –**

President Pro Tem Glotz asked if anyone from the public wished to comment. No one came forward.

President Pro Tem Glotz asked if there were any written comments or requests to speak telephonically from members of the public. Laura Godette, Deputy Village Clerk, stated there were none.

**ADJOURNMENT**

Motion was made by President Pro Tem Glotz, seconded by Trustee Brennan, to adjourn the Committee of the Whole. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the meeting adjourned at 7:36 p.m.

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