

**MINUTES**  
**Special Meeting of the Committee of the Whole**  
**July 21, 2020 – 6:30 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 July 21, 2020, to order at 6:35 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.

Deputy Clerk Godette 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  
M. Mueller, Village Trustee

Members Absent: J. Vandenberg, Village President

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
L. Godette, Deputy Clerk  
A. Brown, Assistant Village Treasurer  
H. Lipman, Management Analyst  
P. Connelly, Village Attorney  
J. Urbanski, Interim Public Works Director

Others Present:

**Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE REGULAR COMMITTEE OF THE WHOLE MEETING HELD ON JULY 7, 2020.** – Motion was made by President Pro Tem Glotz, seconded by Trustee Brennan, to approve the minutes of the Regular Committee of the Whole meeting held on July 7, 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 – RECEIVE AUDIT PRESENTATION FROM SIKICH LLP.** – Andrew Brown, Assistant Village Treasurer, introduced Anthony Cervini, from Sikich. Mr. Cervini stated, the Village of Tinley Park has issued its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended April 30, 2019. The Comprehensive Annual Financial Report (CAFR) is the annual audited financial statement for the Village. A CAFR is a more transparent and useful document to users due to the level of detail and full disclosure of the Village's operations and outcomes in the fiscal year to which it pertains. The CAFR is available on the Village website in the transparency portal.

**Item #4 – DISCUSS HEALTH INSURANCE RENEWAL.** – Dave Niemeyer, Village Manager, presented the health insurance renewal. In early June, the Village received the preliminary proposal for medical/dental insurance renewal for the policy year 2020-2021, effective October 1, 2020. Upon receipt, the Village's broker, Alliant Mesirow, engaged the market to provide competitive pricing for comparable services. Once other quotes were received, the broker engaged in negotiations with Blue Cross Blue Shield (BCBS) in an effort to obtain more savings. The initial increase for medical was 7.9% and dental was 4.3%.

The broker's additional negotiations with Blue Cross Blue Shield resulted in a revised renewal of a 7.7% increase (Alternative Revised Renewal) for medical and 0% increase for dental.

Furthermore, Blue Cross Blue Shield awarded the Village a \$200,000 credit, that will be applied to the premium, causing the rate to decrease further from 7.7% to 3.5%. The revised renewals are inclusive of 1% medical and 1% dental commissions as of October 1, 2020.

The Village has been fortunate that in 2018-2019 and 2019-2020, there were savings seen in lower rates. The rates received from Blue Cross Blue Shield for 2020-2021 reflect the best overall plan offerings with the most comprehensive network, for competitive services available.

Trustee Berg stated she is pleased the Village was able to retain BCBS.

Trustee Brennan concurred and stated he feels the claim experience is positive. Trustee Glotz concurred.

Trustee Galante stated she would like this to be done in a more economical way.

Motion was made by Trustee Galante, seconded by Trustee Mueller, to recommend the health insurance renewal contract with Blue Cross Blue Shield be forwarded 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 –RECEIVE UPDATE ON PUBLIC WORKS LANDSCAPE MAINTENANCE COSTS CURRENT AND FUTURE.** – John Urbanski, Interim Public Works Director, provided a breakdown of the Village’s landscape costs, as requested at the initial budget meeting in January. In addition, reductions due to the Covid-19 pandemic were included.

	Approximate Annual Cost	Covid-19 Adjustment
Lawn Maintenance	\$309,000	\$304,000
Landscape Bed Maintenance	\$175,000	\$168,000
Sprinkler Maintenance	\$51,000	\$51,000
Urban Forestry Program	\$331,000	\$233,000
Pond Maintenance Program	\$290,000	\$209,500
Seasonal Planter Program	\$164,000	\$112,000
Holiday Lights and Decorations	\$36,500	\$33,000

As the yearly cost for maintenance generally goes up slightly every year, a 3% increase is anticipated in addition to any possible costs for improvements. Many of the above categories are managed by different departments within the Village, such as the planters, Christmas trumpets, and other items, originally purchased by Marketing, then maintained by Public Works. Facilities has purchased planters for the Police Department, contracted landscape maintenance and planted new trees. These coordination efforts make it difficult to project the future costs. It had been a trend to increase Christmas decorations and the planting to keep the downtown area inviting to visitors as well as residents. In these two (2) areas, a yearly increase closer to 7-10% is anticipated. The community Christmas tree may also need to be replaced in the future. Another recommendation for consideration is with the North Street development. This development will include new spaces to decorate for Christmas and fill with planters.

**Item #6 – DISCUSS 2020 MUNICIPAL PARKING LOT IMPROVEMENTS CONTRACT.** – President Pro Tem Glotz presented the 2020 Municipal Parking Lot project which consists of the earth excavation, placement and compaction of aggregate base course, removal and replacement of existing Hot Mix Asphalt (HMA) pavement, curb and gutter removal and replacement, sidewalk removal and replacement, drainage structure adjustments, pavement marking, and all incidental work necessary to complete the improvements at the Hickory Street Parking serving the Oak Park Avenue Metra, Oak Park Avenue Metra train lot – north of the tracks, north parking lot at Village Hall, fire training tower, west portion and handicapped parking areas at the 80th Avenue Metra train lot and the Public Works employee parking lot.

Seven (7) bids were received and publicly read on July 8th, 2020. The lowest, responsible bidder was Iroquois Paving Corporation in the amount of \$306,442.96.

Contractor	Location	Base Bid Total
Iroquois Paving Corporation	Watseka, IL	\$306,442.96

D Construction	Coal City, IL	\$323,545.03
K-Five Construction	Westmont, IL	\$360,151.16
Gallagher Asphalt Corporation	Thornton, IL	\$401,688.60
PT Ferro Construction	Joliet, IL	\$413,853.84
Maneval Construction	Ingleside, IL	\$424,019.15
Austin Tyler Construction, Inc.	Elwood, IL	\$425,865.46
Engineer's Estimates		\$312,295.15

Funding is budgeted for in the FY21 Capital Improvement Budget.

Budget Available:	\$312,300.00
Lowest Responsible Bidder:	\$306,442.96
Contingency Amount:	<u>\$5,857.04</u>
Difference:	\$0.00

Trustee Mueller asked if this is an annual cost. Mr. Urbanski replied the lots are on a rotating schedule, adding, postponing maintenance may increase costs in the future.

Motion was made by President Pro Tem Glotz, seconded by Trustee Brady, to recommend a contract with Iroquois Paving Corporation for 2020 Municipal Parking Lot Improvements be forwarded 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 PUBLIC WORKS FLEET VEHICLE PURCHASE LIST.** – Mr. Urbanski presented the Public Works Fleet Vehicle Purchase List which includes various vehicles with a purchase amount exceeding \$20,000.00 for each vehicle.

A request was made for approval to purchase a directional boring machine and Village bus that were previously pre-approved via FY 2021 budget. All vehicles and equipment will be purchased through the Village's standing cooperative purchasing agreements (Suburban Purchase Cooperative, Southwest Conference, Northwest Conference, National Joint Powers Alliance, General Services Administration, Houston-Galveston Council, and Illinois Procurement Bulletin).

Trustee Galante asked what a directional boring machine is and if leasing is an option. Mr. Urbanski explained how the machine works and that a prior study determined twelve (12) rentals is equivalent to ownership.

Motion was made by President Pro Tem Glotz, seconded by Trustee Brennan, to recommend approval of the Public Works Fleet Vehicle Purchase List, be forwarded 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 #8 – DISCUSS ANNUAL MAINTENANCE & INSPECTION OF VILLAGE FACILITIES BUILDING AUTOMATION SYSTEMS WITH TOTAL AUTOMATION CONCEPTS, INC.** – President Pro Tem Glotz presented the building automation service contract. 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, Inc. has been serving municipalities and commercial businesses throughout the South Suburbs, Northwest Indiana, and Greater Chicagoland area. Total Automation Concepts, Inc. has utilized its 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 scope of services 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.

The Village has contracted with Total Automation Concepts, Inc. for approximately the past 10 years and found them to perform all contracted services satisfactorily.

Funding is budgeted and available in the approved FY21 Budget; Municipal Buildings Fund.

Budget Available	\$57,000
Contract Amount	<u>\$39,732</u>
Under Budget	\$17,268

Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #9 – DISCUSS CHRISTOPHER B. BURKE ENGINEERING BOULEVARD UTILITY BURIAL PROJECT MANAGEMENT.**

– President Pro Tem Glotz presented the Utility Burial project. He stated with the development of the property at 67<sup>th</sup> Ct. & South St., known as the Boulevard, Village staff approached Christopher B. Burke Engineering (CBBEL) to assist with burial of the current overhead utilities. These utilities include but not limited to: Commonwealth Edison, AT&T, Comcast, and WOW Fiber. As discussed with CBBEL, a proposal was received for construction observation of the subject project. This proposal will entail the requirements for contract administration, construction observation services, and utility location services at the Brady property at an estimate of approximately \$70,000.

Trustee Mueller asked is this cost was included in the budget. Mr. Urbanski replied it is in the overall project budget and is less than 10% of the total project.

Motion was made by President Pro Tem Glotz, seconded by Trustee Brady, to recommend approval of the contract with Christopher B. Burke Engineering, Ltd., of Rosemont, IL for professional engineering services related to the South St. Development dry utility relocation and street lighting installation construction observation services, be forwarded 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 #10 – DISCUSS CLASS E LIQUOR LICENSE FOR GOLDEN CORRAL.** – Motion was made by President Pro Tem Glotz, seconded by Trustee Brennan, to move the Class E Liquor License for Golden Corral, to the Village Board for discussion with the Liquor Commissioner. Vote by roll call. Ayes: Brady, Brennan, Galante, Glotz, Mueller. Abstain: Berg. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

**Item #11 – 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 Mueller, 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 7:05 p.m.

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