

MINUTES
Special Meeting of the Committee of the Whole
August 18, 2020 – 6:45 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 August 18, 2020, to order at 7:02 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
 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
 B. Bettenhausen, Village Treasurer
 A. Brown, Assistant Village Treasurer
 H. Lipman, Management Analyst
 D. Framke, Marketing Director
 J. Urbanski, Interim Public Works Director
 P. Connelly, Village Attorney
 K. Clarke, Community Development Director

Others Present:

Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETING HELD ON AUGUST 4, 2020 – Motion was made by President Pro Tem Glotz, seconded by Trustee Galante, to approve the minutes of the Special Committee of the Whole meeting held on August 4, 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 THE FOLLOWING LIQUOR LICENSES: a. CLASS E LIQUOR LICENSE FOR FRY THE COOP LOCATED AT 16703 HARLEM AVENUE; AND b. CLASS AV LIQUOR LICENSE FOR BURRITO JALISCO LOCATED AT 7547 159th STREET – Hannah Lipman,

Management Analyst presented the liquor license requests. The petitioner, Joe Fontana (Founder and Owner of Fry the Coop) has approached the Liquor Commissioner seeking a Class E Liquor License for his restaurant that will be opening soon. Fry the Coop features Nashville Hot Chicken and has seen much success in its five (5) other locations which include Oak Lawn, Elmhurst, Prospect Heights, Chicago's Loop, and Chicago's West Town. The establishment has been featured on WGN's Chicago Best, ABC's Hungry Hound, WGN's Lunch Break, ABC's Windy City Live, FOX's Good Day Chicago, USA Today, Chicago Sun-Times and Chicago Tribune. As a restaurant, Fry the Coop values their role in the community and works hard to build valuable relationships with its people and other businesses.

Trustee Brennan is looking forward to the opening. Trustees Mueller, Glotz, and Galante concurred.

Motion was made by Trustee Brady, seconded by Trustee Brennan, to recommend the Class E Liquor License for Fry the Coop located at 16703 Harlem Avenue, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Abstain: Berg. Absent: None. President Pro Tem Glotz declared the motion carried.

The petitioner, Burrito Jalisco, 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. Burrito Jalisco has been in Tinley Park for over 18 years, but with the challenges restaurants have faced, would like to add video gaming as an additional revenue source. A sketch of where the terminals will be located was presented. The petitioner is proposing a seven (7) foot separation wall to align with the requirements of the Board. The petitioner has already sought approval from the Illinois Gaming Board, and would only need local approval to move forward.

Trustee Mueller asked if the bar was full time and if the restaurant provided servers. The petitioner responded the bar is not full time and the restaurant is sit-down style with servers provided.

Trustee Glotz stated he was pleased the petitioner provided for the 7-foot wall prior to the meeting.

Motion was made by Trustee Brady, seconded by Trustee Brennan, to recommend the Class AV Liquor License for Burrito Jalisco located at 7547 159th Street, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Abstain: Berg. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #4 – DISCUSS OAK PARK AVENUE FAÇADE GRANT FOR J.W. HOLLSTEIN'S SALOON, 17358 OAK PARK AVENUE – Kimberly Clarke, Community Development Director, presented the façade grant. Robert Barker (Applicant) and sole business owner of J.W. Hollstein's Saloon is an entrepreneur who has operated Hollstein's located at 17358 S. Oak Park Avenue since 2012. The site itself has been operating as a bar and restaurant in Tinley Park for 140 years. The applicant has submitted a façade grant application to replace the existing deteriorating wood fence surrounding the rear outdoor patio with a new cedar fence.

The intent of the Façade Improvement Grant Program is to assist owners and tenants of existing buildings in upgrading their building facades by improving their overall appearance. Under the Façade Grant, replacement of decorative elements including outdoor dining elements are eligible expenses. The program provides a matching grant of 50% or a maximum of \$35,000 per tax-paying business. One site can use up to \$70,000 in matching grants every three years.

The applicant submitted two proposals for each grant requested. Proposal amounts are as follows:

Façade Grant

Scope of Work	J.P. Custom Carpentry, Inc.	The Fence Guys
Replace fence	\$21,800	\$6,790

The applicant is requesting a \$10,900 Façade Grant to replace the fence surrounding the outdoor patio at 17358 S. Oak Park Avenue (PIN: 28-30-313-007-0000). He has chosen to work with J.P. Custom carpentry, Inc. as they have done extensive work at the existing location including the construction of the patio bar. The quote for J.P. Custom Carpentry includes cedar wood which is three times the cost of treated wood according to the applicant and hence more expensive than The Fence Guys' quote. The Fence Guys' quote does not include the painting of the fence.

The Economic Commercial Commission (ECC) reviewed the application at the August 10, 2020 meeting and unanimously voted to recommend the approval of a matching Façade Grant in the amount of \$10,900 to Robert Barker for replacement of the outdoor patio fence at 17358 S. Oak Park Avenue.

Trustee Mueller stated the petitioner was at the ECC meeting to answer questions.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to recommend Oak Park Avenue Façade Grant for J.W. Hollstein's Saloon, 17358 Oak Park Avenue, 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 – DISCUSS CONTRACT RENEWAL WITH GOVTEMPSUSA, LLC FOR PLANNING

MANAGER – Ms. Clarke presented the GovTempsUSA contract. The Village has a contract with GovTempsUSA to fill the Planning Manager role in the Community Development department. This contract will expire on September 4th, 2020. A renewal of this contract with updated terms to reflect the new hours, being 24 hours per week. The total base compensation paid is \$77.49 per hour with \$55.35 being paid to the contract employee.

Paula Wallrich has been a valuable resource to the Community Development Department. The goal in the near future will be to hire another full-time planner however this year's budget did not provide the necessary resources.

Motion was made by Trustee Mueller, seconded by Trustee Brady, to recommend contract renewal with GovTempsUSA, LLC for Planning Manager, 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 #6 – DISCUSS POTENTIALLY COMBINING COMMUNITY RESOURCES

COMMISSION AND MARKETING COMMISSION – Donna Framke, Marketing Director, presented the proposal. The Village currently has two commissions that work closely with the marketing department. The Community Resources Commission was created in 1974. The commission's purpose statement is to "educate the citizenry of the present available community services, to provide information about and promote local agencies, social services and emergency services, and to sanction and implement these services as needs are identified with in the community, and as directed by the Board of Trustees. This Commission shall be active in the planning and implementation of activities and events which educate, inform and promote community involvement, as well as those which promote the mental, physical and social health of the community, as deemed to fall under the Community Resources Commission by the Village Board and the Commission itself". Recent projects include TV studio coordination/support, Youth in Government program, Scholarship program, Discover Tinley business expo, and Santa's arrival. The eight existing members of this commission, who have been serving

together for several years, have been advocating for bringing in new commissioners so they are able to share their knowledge and pass the baton.

The Marketing and Branding Commission's purpose statement is "to encourage, assist, inform and make recommendations to the Village Board and staff on matters pertaining to the marketing of Tinley Park to its current and prospective residents, businesses and tourists/visitors. In addition, it is the policy of this village to assist in increasing the local tax base and improving the quality of life in Tinley Park by supporting and expanding the village's music brand through the arts, culture and events held within the Village of Tinley Park". This commission was created in 2017 and currently has 11 members, several of which were active in the creation and development of the Life Amplified brand. Recent projects include advancing the Life Amplified brand, providing input on Harmony Square and the Village's wayfinding program, and supporting Downtown Tinley events and the Benches on the Avenue program.

Goal E of the Village's strategic plan is to Improve Community Engagement and Tourism. Strategies to accomplish this include:

1. Expand community engagement efforts.
2. Grow existing customer service platforms to address resident and stakeholder needs.
3. Expand Village tourism infrastructure.
4. Recruit entertainment and tourism-related businesses.
5. Connect Village green spaces and gathering areas to enhance walkability and pedestrian access.
6. Engage the Tinley Park business community to support tourism and branding initiatives.
7. Develop Harmony Square as a regional destination and "third place" for residents and visitors

The proposed restructuring would combine both commissions into a Village of Tinley Park Marketing Commission with the purpose of supporting the Village's current goals and objectives. The commission would have three subcommittees that would:

1. Support Tinley Park activities and events. This would include
 - Providing input on and support for Tinley Park events
 - Develop a structured community-wide volunteer program that would support large events in the Plaza and the impending Harmony Square
 - Develop a Junior volunteer corps to provide opportunities for Tinley Park youth to get involved in their community
2. Support the Village's tourism initiatives and advance the Life Amplified brand by
 - Identifying opportunities to engage Tinley Park's existing businesses and organizations in support of the brand
 - Recommending strategies for building brand awareness, and
 - Identifying opportunities to promote the brand
3. Support the Village's community involvement and engagement strategies by
 - Overseeing the Tinley Park TV studio and continuing the structure whereby students with aptitude and interest in video production are given opportunities to learn camerawork and video editing and producing the Discover Tinley show and the Chamber Spotlight show
 - Provide ideas for engaging the community through social media and other outreach activities, and
 - Coordinating details related to and awarding the Reta Brudd scholarship program supporting Tinley Park students that have taken an active role in providing service to the community.

Trustee Brennan feels combining the commission's is a good idea. Trustee Mueller concurs.

Motion was made by Trustee Berg, seconded by Trustee Glotz, to recommend combining the Community Resources Commission and the Marketing Commission, 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 – RECEIVE UPDATE ON THE FISCAL YEAR 2021 BUDGET – Andrew Brown, Assistant Village Treasurer, presented the update. The first impacts of the Coronavirus pandemic and the Stay at Home Order are reflected in April, primarily in the locally operated Commuter Parking Lot Fund where not only were permit and daily parking fees waived, but the use of the lots was virtually non-existent. With the imposition of the Stay at Home Order, there was a significant reduction in the reporting of Video Gaming revenues for March (reported in April).

In May, the impacts of the suspension of the economy in response to the pandemic through reduced State income tax distributions, zero video gaming, and reduced motor fuel taxes were seen. While insignificant in overall amount, our Cannabis Use Tax distribution was also half of the preceding month and attributable to the economic shutdown.

The current month report (June), includes the first impacts on the Village’s retail community because of the Stay at Home Order (“The Shutdown”) that went into effect mid-March.

Reporting that reflects a short recap of the monthly and cumulative impacts to key revenues and operating funds of the Village was presented. As of the end of June, these key items are down slightly less than \$1.8 million since March 2020.

Year over year revenues that have been impacted negatively are down about \$3.6 million. This is less than the initial projection of \$14 million. However, the Finance Department’s recommendation is to not reconsider expenditures at this time.

Use tax is the sales tax collected on out-of-state purchases shipped to Illinois (internet sales) and merchandise used by retailers where sales tax had not previously been paid. There was an increase to the Use Tax distribution.

Trustee Berg asked how much revenues are down. Mr. Brown explained year over year revenue is down \$3.6 million, however, Use Tax is up approximately \$133,000, and the Motor Transportation Renewal Fund is up approximately \$121,000. In total, revenues are down approximately \$3.1 million overall, through the month of August.

Trustee Mueller asked about the Cannabis Tax received. Mr. Brown and Brad Bettenhausen, Village Treasurer, explained the Cannabis Tax received is revenue from the State that is distributed to all communities on a per capita basis, regardless of their position on adult cannabis use. It is earmarked for drug enforcement type activities.

Item #8 – DISCUSS INTERGOVERNMENTAL AGREEMENT (IGA) WITH COOK COUNTY FOR CORONAVIRUS AID AND ECONOMIC SECURITY (CARES) ACT FUNDING –Mr. Brown presented the CARES IGA. On March 27th, 2020 the federal government passed the Coronavirus Aid, Relief, and Economic Security Act or “CARES Act” to provide fast and direct economic assistance for American workers, families, and small businesses to preserve jobs for American industries. The CARES Act provided over \$2 trillion in economic relief to protect Americans from public health and economic impacts.

As part of the Act, Congress earmarked \$150 billion to assist state, local, and tribal governments. The Village of Tinley Park is ineligible for direct distribution of CARES Act funds because the Village population is below the 500,000-person threshold. The Village is eligible to receive funds through the State of Illinois and Cook and/or Will County.

The Village of Tinley Park was notified that the County of Cook has received about \$429 million from the US Treasury in CARES Act funding and will designate \$51 million to support municipalities under the 500,000-population threshold. The County of Cook determined allocations to each municipality through an equitable lens, with factors that included, but not limited to; immediate needs of the municipality to respond to the pandemic, municipal population, municipal median income, and municipal public health statistics. Each municipality must apply for this funding allocation and such allocation will be contingent on eligible cost reimbursement.

Through the allocation process, the Village of Tinley Park has been awarded up to \$383,275.56 for reimbursement of eligible COVID 19 costs. The attached IGA is required by Cook County of all municipalities which intend to seek the use of their allocation amount. The Village is also required to submit a letter of intent and application to accompany the IGA.

Trustee Brennan asked Mr. Brown to explain how the amount awarded was calculated. The initial amount was approximately \$5.90 per person, per community. The Village amount was reduced by 13% based on US Census population returns reflecting Tinley Park's Will County population. The amount was further reduced based on the number of COVID deaths as well as the use of the equitable lens.

Mr. Brown added, the Village received an award from Will County totaling approximately \$306,000.

Motion was made by Trustee Galante, seconded by Trustee Mueller, to recommend Intergovernmental Agreement (IGA) with Cook County for Coronavirus Aid and Economic Security (CARES) Act Funding, 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 #9 – DISCUSS WATER ASSESSMENT PROGRAM CONTRACT RENEWAL – John Urbanski, Interim Public Works Director, presented the contract renewal. The Village sought a qualified contractor to conduct a water assessment of our water system which includes the following services:

Fire Hydrant Maintenance: operate and inspect a portion of our hydrants in our water system for problems.

- Inspections are performed on 1,150, roughly one-third, of the Village's hydrants.

Fire Hydrant Flow Testing: check pressure and volume of water flowing from hydrant.

- Full flow operation on one-fifth, approximately 700 hydrants, to ensure the water main capacity is in accordance with ISO, NFPA, and AWWA requirements.

Water System Leak Survey: detecting non-visible leaks in our water system.

- Use instrumentation on water valves, hydrants, and water services to listen for leaks. If leaks are found, use leak correlation machine to pinpoint leaks. Approximately 130 miles of water main is surveyed each year for leaks.

Valve Exercising: operate and inspect a portion of valves in our water system for problems.

- Locate, operate, and inspect 1,025 or one-third of the Village's water valves each year.

Request for Qualifications (RFQ) were received in FY2019 with the contract awarded to M.E. Simpson. The contract was written to be renewable for four years. FY2021 will be the second contract renewal.

Funding in the amount of \$149,300 is available in the approved FY2021 Budget.

Motion was made by Trustee Brennan, seconded by Trustee Brady, to recommend Water Assessment Program Contract renewal, 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 ILLINOIS ENVIRONMENTAL PROTECTION AGENCY (IEPA) MS4 (MUNICIPAL SEPARATE STORM SEWER SYSTEM) PERMIT – GENERAL STORM WATER

– Mr. Urbanski presented the Illinois Environmental Protection Agency (IEPA) MS4 Program Update. The current reporting period for the Village’s General Storm Water Permit for Small Municipal Separate Storm Sewer Systems (MS4) began in March 2019 and extends to March 2021. The Village began the MS4 Program in April 2017 and the current IEPA ILR40 General Permit is set to expire on February 28, 2021, at which time the IEPA will update the required objectives of the 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. These tasks include the following:

- Public Education and Outreach:
 - The Village website provides information/links to articles related to water quality.
- Public Participation and Involvement:
 - Annual Spring Clean-Up Day
- 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

Item #11 – DISCUSS RED-LIGHT CAMERA PROGRAM – Pat Carr, Assistant Village Manager, presented the Red-Light Camera Program update. In February 2020 discussions began regarding the possible termination of the program. Discussions with the Village attorney’s regarding contract ramifications continued over the next several months. The current contract expires in December 2020.

Trustee Glotz feels a letter should be sent indicating termination at the contract end. Trustees Brennan and Mueller concur. Pat Connelly, Village Attorney, stated this can be done, and due to the short amount of time left on the contract, allowing the contract to run out may be best option.

Trustee Glotz asked the attorney, Public Works and Commander Tencza to work together to see about keeping the electricity for future uses.

Trustee Berg agrees the red-light cameras should be removed, but questioned how to replace the lost revenue. Trustee Galante concurs.

Trustee Brady asked how much revenue the program creates. Mr. Carr responded approximately \$600,000. Mr. Bettenhausen added this revenue helps fund the Pavement Management Program. Trustee Galante asked if the Push Tax discussed in the past could replace this revenue. Mr. Niemeyer responded that the item could be added to a future agenda, however, there may be upcoming State legislation that would nullify this action.

Item #12 – 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.

Motion was made by President Pro Tem Glotz, seconded by Trustee Muller, 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 7:51 p.m.

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