

NOTICE OF MEETING OF THE
ADMINISTRATION & LEGAL COMMITTEE

Notice is hereby given that a Meeting of the Administration & Legal Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 7:30 p.m. on Tuesday, May 23, 2017, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE BUDGET, AUDIT AND ADMINISTRATION COMMITTEE MEETING HELD ON APRIL 18, 2017.
3. REVIEW THE COMMITTEE'S ASSIGNED RESPONSIBILITIES UNDER ORDINANCE 2017-O-040.
4. DISCUSS IMRF BOARD RESOLUTION 2017-R-028 FOR ELECTED OFFICIALS PARTICIPATION IN IMRF.
5. DISCUSS IRMA DELEGATE APPOINTMENT.
6. RECEIVE STATUS UPDATE ON THE FOLLOWING ADMINISTRATION AND LEGAL COMMITTEE ITEMS:
 - a) COMPENSATION AND BENEFIT ANALYSIS
 - b) STAFFING LEVEL ANALYSIS
7. RECEIVE COMMENTS FROM THE PUBLIC.
8. ADJOURN TO EXECUTIVE SESSION TO DISCUSS LITIGATION, WHEN AN ACTION AGAINST, AFFECTING OR ON BEHALF OF THE PARTICULAR PUBLIC BODY HAS BEEN FILED AND IS PENDING BEFORE A COURT OR ADMINISTRATIVE TRIBUNAL, OR WHEN THE PUBLIC BODY FINDS THAT AN ACTION IS PROBABLE OR IMMINENT, IN WHICH CASE THE BASIS FOR THE FINDING SHALL BE RECORDED AND ENTERED INTO THE MINUTES OF THE CLOSED MEETING.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Budget, Audit and Administration Committee Meeting
April 18, 2017– 7:15 P.M.
Council Chambers at
Tinley Park Village Hall
16250 S. Oak Park Ave.
Tinley Park, IL 60477

Members Present: **B. Maher, Acting Chairman**
 T. J. Grady, Village Trustee

Other Board Members Present: **D. Seaman, Mayor**
 J. Vandenberg, Village Trustee
 B. Younker, Village Trustee
 M. Pannitto, Village Trustee

Absent: **K. Suggs, Chair Village Trustee**

Staff Present: **D. Niemeyer, Village Manager**
 S. Tilton, Assistant Village Manager
 B. Bettenhausen, Village Treasurer
 P. Connelly, Village Attorney
 L. Godette, Deputy Clerk
 L. Valley, Executive Secretary
 B. Bennett, Commission Secretary

Item #1 – The meeting of the Budget, Audit and Administration Committee Meeting was called to order at 7:15 p.m.

Item #2 – CONSIDER THE APPROVAL OF THE MINUTES OF THE BUDGET, AUDIT AND ADMINISTRATION COMMITTEE MEETING HELD ON JANUARY 17, 2017 – Motion was made by Trustee Grady, seconded by Trustee Maher to approve the minutes of the Budget, Audit and Administration Committee meeting held on January 17, 2017. Vote by voice. Acting Chairman Maher declared the motion carried.

Item #3 – DISCUSS AUDITING SERVICES RFP. – In February 2017, The Village solicited a Request for Proposals (RFP) for professional services associated with external auditing services, preparation of the Village's annual Comprehensive Annual Financial Report, and related reporting requirements. The Village received seven responses to the RFP which was considered a very good result.

The RFP requested information about the firm and pricing proposal for a five-year period. Because of "learning curve" factors associated with a firm familiarizing themselves with the

Village's operations and financial records, it is not recommended to change auditing firms with greater frequency.

After review of the proposals, it is recommended that Sikich, LLP be awarded a contract for auditing services for fiscal year 2017 through 2021. Although their proposal was not the lowest cost of the submissions, as a professional service, there are several other qualitative factors to consider beyond price alone. All the respondents have a solid background in the governmental audit and related reporting.

In reviewing the proposals, staff considered added value that Sikich LLP can bring to the engagement which includes but is not limited to the following:

- Decades of industry expertise and experience in governmental accounting.
- Depth of staff and resources that are available to assist the Village in matters related to the annual audit services, as well as other matters outside the scope off the audit itself.
- Depth of experience in the governmental "industry". The firm is providing services to over 450 governmental entities.

The Village has periodically solicited proposals for audit services over the years, but did not find cause to change audit firms. These periodic solicitations, however, often resulted in a reduction in the fees.

Motion was made by Trustee Grady, seconded by Trustee Maher to authorize Sikich LLP to perform professional services in connection with conducting the annual financial audit of the Village for the fiscal year ending April 30. 2017. Vote by voice, Acting Chairman Maher declared the motion carried

Item #4 – COMMENTS FROM THE PUBLIC – None

ADJOURNMENT – Motion was made by Trustee Grady, seconded by Trustee Maher to adjourn the meeting of the Budget, audit and Administration Committee. Vote by Voice. Acting Chairman Maher declared the motion carried and adjourned the meeting at 7:19 p.m.

bb

*cc: Village Board
Village Manager
Assistant Village Manager
Village Treasurer
Deputy Village Clerk*

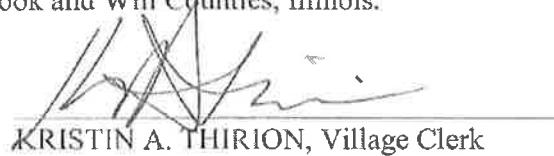
**PAMPHLET
FRONT OF PAMPHLET**

ORDINANCE NO. 2017-O-040

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE III
CHAPTER 30 OF THE TINLEY PARK MUNICIPAL CODE ENTITLED
“BOARD OF TRUSTEES” PERTAINING TO STANDING COMMITTEES
AND CONSENT AGENDA ITEMS**

Published in pamphlet form this 16th day of May, 2017, by Order of the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois.

By:



KRISTIN A. THIRION, Village Clerk

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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 Corporate Authorities hereby desire to amend Title III, Chapter 30 Section 40 of the Tinley Park Municipal Code to conform the committee structure to reflect the actual operations of the Village; and

WHEREAS, the Corporate Authorities hereby desire to amend Title III, Chapter 30 Section 20(C)(1) of the Tinley Park Municipal code to allow for the placement of items previously and unanimously approved by a standing committee to be placed on the consent agenda; and

WHEREAS, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park to amend the aforementioned provisions of the Tinley Park Municipal Code pursuant to this 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, as follows:

Section 1: The Preambles hereto are hereby made a part of, and operative provisions of, this Ordinance as fully as if completely repeated at length herein.

Section 2: That Title III Chapter 30 Section 20(C)(1) (30.20(C)(1) of the Tinley Park Municipal Code entitled "Order of Business; Consent Agenda" is hereby amended by adding the following underlined text:

(C) (1) The Village Manager shall prepare an agenda for each meeting of the Village Board, including a consent agenda. The consent agenda shall include all items of a routine and non-controversial nature which shall be limited to the following:

- (a) Appointments of officers or employees;
- (b) Payments of all bills, including payroll;
- (c) Honorific resolutions;
- (d) Proclamations;
- (e) Approval of block parties, parades and fundraisers;
- (f) Authorizing advertising for bids;
- (g) Authorizing reductions in or release of letters of credit; and
- (h) Setting hearing dates and times.
- (i) Items of a routine nature previously and unanimously approved by a Standing Committee

Section 3: That Title III Chapter 30 Section 40 (30.40) of the Tinley Park Municipal Code entitled "STANDING COMMITTEES" is hereby amended by deleting the language in its entirety and replacing it with the underlined text as follows:

The following are hereby established as the Standing Committees of the Board of Trustees of the Village:

(A) Finance Committee shall have the following functions:

- (1) Oversee preparation of Annual Budget, Financial Reporting and audit functions;
- (2) Oversee revenue generation activities including property tax levies, sales tax, and other taxes imposed by the village;
- (3) Oversee long-term financing/ bonds.

(4) Oversee all matters and recommendations from the Treasurer's Office

(B) **Community Development** shall have the following functions:

- (1) Oversee comprehensive planning of village-uses-both development and redevelopment;
- (2) Oversee planning requests including development and redevelopment;
- (3) Oversee requests for zoning and building ordinance variances;
- (4) Oversee compliance with village zoning, building and health ordinances;
- (5) Oversee incorporation of Green Initiatives into codes where applicable/ practical;
- (6) Oversee Building Code changes;
- (7) Oversee consumer protection initiatives.

(C) **Public Safety Committee** shall have the following functions:

- (1) Oversee matters of public safety including police, fire and emergency management services;
- (2) Oversee outsourced services related to provision of public safety services (ambulance).

(D) **Administration and Legal** shall have the following functions:

- (1) Oversee all matters concerning the organization, reorganization and efficient management of Village government;
- (2) Oversee and monitor federal and state legislation and administrative regulations in which the Village may have an interest;
- (3) Oversee human resources activities, including compensation and collective bargaining and internal communications.
- (4) Oversee outsourced Service Agreements in conjunction with departments/ liaisons;
- (5) Periodically review and make recommendations for changes to the Village Code.

(E) **Public Works Committee** shall have the following functions:

- (1) Oversees matters of Village infrastructure and maintenance of streets, sanitary sewers and water lines under village jurisdiction;
- (2) Oversees the village flood mitigation program and maintenance of supporting infrastructure (detention, retention) under village jurisdiction;
- (3) Oversees outsourced services for engineering maintenance;

(4) Oversees coordination/ communication with other jurisdiction/agencies.

(F) Economic Development and Marketing shall have the following functions:

- (1) Oversee economic development efforts including special taxing areas and tax increment financing districts;
- (2) Oversee and review all Economic Incentive policies and Agreements;
- (2) Identify, develop and oversee the marketing of the Village assets and programs;
- (3) Identify and develop initiatives to achieve economic gain to the Village while preserving the integrity of the Village and its brand;
- (4) Oversee communications with external constituencies.

(G) The following Standing Committees shall hold their regular meetings on the Second Tuesday of each Month at 7:30 p.m.:

- (1) The Public Works Committee;
- (2) The Community Development Committee;
- (3) The Public Safety Committee.

(I) The following Standing Committees shall hold their regular meetings on the Fourth Tuesday of each month at 7:30 p.m.:

- (1) The Finance Committee;
- (2) The Economic Development and Marketing Committee;
- (3) The Administration and Legal Committee.

Section 4: Any policy, resolution, or ordinance of the Village of Tinley Park 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: The Village Clerk be and hereby is authorized and directed to publish this Ordinance in pamphlet form.

ADOPTED this 16th day of May , 2017, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES: Younker, Pannitto, Berg, Brady, Glotz, Mangin

NAYS: None

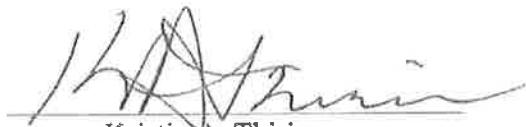
ABSENT: None

APPROVED this 16th day of May , 2017, by the President of the Village of Tinley Park.



Jacob C. Vandenberg
Village President

ATTEST:



Kristin A. Thirion
Village Clerk

**PAMPHLET
BACK OF PAMPHLET**

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Published in pamphlet form by Order of the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois.



MEMORANDUM



TO: Administration and Legal Committee

FROM: Brad L. Bettenhausen, Treasurer and IMRF Authorized Agent

RE: IMRF Resolution re Elected Official participation

DATE: 19 May 2017

The Illinois Municipal Retirement Fund (IMRF) Board of Trustees recently adopted Board Resolution 2017-02-13. This new Board rule requires all governing bodies of units of government with elected positions participating in IMRF to pass new resolutions re-affirming that the positions meet the IMRF hourly standard (1,000 hours per year). This new resolution, or its equivalent, must be passed at least every two years for all elected positions.

Qualifying Hours:

Hours spent at meetings, preparing for meetings, in the office, and actually conferring with constituents are counted as performance of duty and may be included in the IMRF hourly standard.

Non-qualifying Hours:

Hours spent on-call or otherwise informally available to constituents do not count as performance of duty and should not be included in the IMRF hourly standard.

The Village Board authorized its elected officials to participate in IMRF by Ordinance 2004-O-030 which became Section 31.004(A) of the Tinley Park Municipal Code. Participation in IMRF is mandatory for all Village employees who work 1,000 or more hours in a year. However, Elected Officials are an exception to this requirement. Elected Officials have the option to "opt-in." There are also provisions for an Elected Official to "opt in" at a later date and repurchase service credits for up to 50 months of prior elective service. Several of the Village Elected Officials have opted to participate in IMRF.

The Village was audited by IMRF in 2014 as part of routine verifications performed for all employers participating in IMRF (the Village joined IMRF in 1965). As part of that audit process, a determination was made that under normal circumstances, it could be expected that Village Elected Officials would meet the Hourly Standard (1,000 hours) during a calendar year and were eligible to participate in IMRF.

Due to this new IMRF rule approved in February 2017, regardless of the date of any existing IMRF resolution regarding eligibility of elected officials, a recertifying resolution (copy accompanies) must be passed before September 1, 2017. If IMRF does not receive a

recertification resolution, the Village's Elected Officials will no longer be eligible to participate in IMRF and will be administratively terminated by IMRF.

If it wished to do so, the Village Board can also pass a resolution to terminate IMRF participation by Elected Officials, but in doing so, it must certify that the duties and responsibilities of the elected positions have changed and no longer requires performance of duty for at least 1,000 hours per year and assign a date at which the positions ceased to qualify. We continue to believe that Elected Officials do, and will, spend at least 1,000 hours a year performing their respective duties, and do not feel that the required attestation that the positions do not meet the Hourly Standard is accurate, truthful, or appropriate. Should the Board actively (by a termination resolution/ordinance) or passively (by failure to adopt Village resolution 2017-R-028) terminate IMRF participation for Elected Officials, it is recommended that Section 31.004(A) the Tinley Park Municipal Code should be amended subsequent to any such change.

Should you have any questions, please do not hesitate to contact me.



A RESOLUTION RELATING TO PARTICIPATION BY ELECTED OFFICIALS IN THE ILLINOIS MUNICIPAL RETIREMENT FUND

IMRF Form 6.64 (Rev. 03/17) (Income tax information can be found on the reverse side of this resolution)

PLEASE ENTER Employer IMRF I.D. Number
03683

**RESOLUTION
Number** 2017-R-028

WHEREAS, the _____

Village of Tinley Park

EMPLOYER NAME

is a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, elected officials may participate in the Illinois Municipal Retirement Fund if they are in positions normally requiring performance of duty for 1,000 hours or more per year; and
600 OR 1,000

WHEREAS, this governing body can determine what the normal annual hourly requirements of its elected officials are, and should make such determination for the guidance and direction of the Board of Trustees of the Illinois Municipal Retirement Fund;*

NOW THEREFORE BE IT RESOLVED that the _____

Village Board

BOARD, COUNCIL, ETC.

finds the following elected positions qualify for membership in IMRF.

TITLE OF ELECTED POSITION

DATE POSITION BECAME QUALIFIED

Village President (Mayor)

27 Apr 2004

Village Clerk

27 Apr 2004

Village Trustee

27 Apr 2004

CERTIFICATION

I, Kristin A. Thrion, the _____, the _____
NAME Village Clerk
CLERK OR SECRETARY OF THE BOARD

of the _____ Village of Tinley Park _____ of the County of _____ Cook and Will _____,
EMPLOYER NAME COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct

copy of a resolution duly adopted by its _____ Village Board _____ at a meeting duly
BOARD, COUNCIL, ETC.

convened and held on the _____ of _____ 20_____.
DAY MONTH YEAR

SIGNATURE CLERK OR SECRETARY OF THE BOARD

* Any person who knowingly makes any false statement or falsifies or permits to be falsified any record of the Illinois Municipal Retirement Fund in an attempt to defraud IMRF is guilty of a Class 3 felony (40 ILCS 5/1-135).

IMRF

2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337

Employer Only Phone: 1-800-728-7971

www.imrf.org

**A RESOLUTION RELATING TO PARTICIPATION BY ELECTED OFFICIALS
IN THE ILLINOIS MUNICIPAL RETIREMENT FUND**

INCOME TAX INFORMATION

All elected officials eligible to participate in IMRF are considered active participants in an employer sponsored retirement plan under the Internal Revenue Code, **even if the official does not elect to participate in IMRF**, and are subject to the IRA deductibility limits imposed by law.

IMRF

2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Employer Only Phone: 1-800-728-7971
www.imrf.org

MEMORANDUM



To: Administration and Legal Committee
From: David Niemeyer, Village Manager *DN*
cc: Village Board
Gerry Horan, Human Resource Director
Date: May 19, 2017
Re: IRMA Delegate Assignment – Pat Carr

Due to the resignation of Assistant Village Manager, Steve Tilton, a new Delegate to represent the Village of Tinley Park on the Board of Directors of the Intergovernmental Risk Management Agency (IRMA) needs to be named. I am requesting that Pat Carr be named the Village's Delegate at the June 6th Village Board meeting. The Village Board will need to pass a resolution approving this appointment.

RESOLUTION 2017-R-027

**A RESOLUTION AMENDING RESOLUTION 2006-R-025 REGARDING THE
APPOINTMENT OF THE DELEGATE AND ALTERNATE DELEGATE
TO THE INTERGOVERNMENTAL RISK MANAGEMENT AGENCY**

WHEREAS, the Village of Tinley Park adopted the Contract and By-Laws of the Intergovernmental Risk Management Agency by Ordinance and thereby became a member of said cooperative; and

WHEREAS, said contract provides that member units of local government shall by majority vote of its corporate authorities select one (1) person to represent that body on the Board of Directors of said Intergovernmental Agency.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, that Patrick Carr, Assistant Village Manager, of the Village of Tinley Park is hereby appointed to replace Steve Tilton, Former Assistant Village Manager, as the Delegate to represent the Village of Tinley Park on the Board of Directors of said Intergovernmental Risk Management Agency commencing June 7, 2017.

BE IT FURTHER RESOLVED that Patrick G. Horan, Human Resources Coordinator, will serve as the alternate representative if Patrick Carr, Delegate, is unable to carry out his aforesaid duties as the representative of the Village of Tinley Park to said Intergovernmental Agency.

PASSED by the Board of Trustees of the Village of Tinley Park, Illinois, this _____ Day of _____, 2017 by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED by the President of the Village of Tinley Park, Illinois this _____ Day of _____, 2017.

Jacob C. Vandenberg
Village President

ATTEST:

Kristin A. Thirion
Village Clerk

ITEM #6

RECEIVE STATUS UPDATE
ON THE FOLLOWING
ADMINISTRATION &
LEGAL COMMITTEE ITEMS:

- a. Compensation & Benefit Analysis
- b. Staffing Level Analysis

COMMENTS FROM THE PUBLIC

Adjourn to Executive Session

Discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

ADJOURNMENT