

**MINUTES**  
**Administration & Legal Committee**  
**June 27, 2017 – 7:30 p.m.**  
**Council Chambers at**  
**Tinley Park Village Hall**  
**16250 S. Oak Park Ave.**  
**Tinley Park, IL 60477**

Members Present: M. Pannitto, Chair  
M. Mangin, Village Trustee  
C. Berg, Village Trustee

Members Absent: None

Other Board Members Present: B. Brady, Village Trustee  
B. Younker, Village Trustee

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
P. Connelly, Village Attorney  
D. Framke, Marketing Director  
L. Godette, Deputy Clerk  
S. Kisler, Planner  
L. Valley, Executive Assistant  
T. Woolfalk, Commission Secretary

**Item #1** - The meeting of the Administration and Legal Committee Meeting was called to order at 8:37 p.m.

**Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON MAY 23, 2017** - Motion was made by Trustee Mangin, seconded by Trustee Berg to approve the minutes of the Administration and Legal Committee meeting held on May 23, 2017. Vote by voice call. Chairman Pannitto declared the motion carried.

**Item #3 - REVIEW STAFFING STUDY** – Assistant Village Manager Patrick Carr provided an overview of the Staffing study. The Matrix Group kicked off the organizational and staffing study and the project team conducted personal staff interviews, employee surveys were conducted to clarify and validate the study information. Carr provided the results and recommendations of the staffing study specifically for the Village Hall departments.

**ITEM #4 - REVIEW COMPENSATION AND BENEFITS STUDY** – Village Manager Dave Niemeyer presented an overview of this study conducted by Pay Point HR which is for all non-union employees of the Village including the part time Fire Department. Niemeyer noted that he has been eleven (11) years since the Village has undertaken a comprehensive review of its pay system. He noted that over the past year staff has worked with the Village Board to develop criteria for comparable communities. He then introduced Rick and Karen Campbell from Pay Point HR who provided a

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comprehensive review of the compensation and benefits study for Village employees and provided recommendations.

**ITEM #5 – DISCUSS FURTHER DEFINING CONSENT AGENDA ITEMS** - Village Attorney Pat Connelly spoke to the defining of consent agenda items and explained the process to the Committee. He suggested that a list of items to be placed on the consent agenda be provided to the Committee for review.

**ITEM #6 – DISCUSS RESIDENCY FOR VILLAGE EMPLOYEES** - Village Manager Dave Niemeyer noted that the residency requirement for Police Officers was recently eliminated from the police collective bargaining agreement and now required officers to live within thirty (30) miles of the Village (within Illinois). He seeks direction from the Board in eliminating the residency requirement for other employees'. He noted that there is an argument to be made that the Manager, Police Chief and Fire Chief should live in the community due to the nature of their positions and public safety. In light of the need to restart the recruitment process for a Community Development Director He stated the prior recruitment process for this position was not completed due to the top candidate turning down the job due to the residency requirement. Trustee Mangin believes that we should allow non residents in various positions, but include a restriction on the mileage. Trustee Pannitto favors the residency restriction with various positions. Trustee Berg approves of waiving the residency requirement.

**ITEM #7 – DISCUSS RELEASE OF REAL ESTATE – TINLEY DOWNES SUBDIVISION** – Village Attorney Pat Connelly and Planner Stephanie Kisler provided an overview of Tinley Downes Subdivision. This is an annexation and rezoning process. The project has been open for almost two years. A pond was built and services all storm water needs for the Tinley Park Downes residential subdivision. There are three lots that can now be developed as single family residential structures.

A motion was made by Trustee Mangin, seconded by Trustee Berg to present this to the Village Board. Vote by voice call. Chairman Pannitto declared the motion carried.

**ITEM #8 – DISCUSS RELEASE OF REAL ESTATE – JOHN M. RAUHOFF SUBDIVISION** – Planner Stephanie Kisler provided an overview of the transfer of deeds for small lots in the John M. Rauhoff Subdivision. These lots should be vacated and the Village should deed to the property the owners. The Village would like to formalize ownership of the lots.

A motion was made by Trustee Mangin, seconded by Trustee Berg to recommend formalizing ownership of lots in the subdivision. Vote by voice call. Chairman Pannitto declared the motion carried.

**ITEM #9 – DISCUSS RESOLUTION REGARDING THE APPOINTMENT OF THE DELEGATE AND ALTERNATE DELEGATE TO THE INTERGOVERNMENTAL RISK MANAGEMENT (IRMA)** - David Niemeyer explained that due to the fact that Gerry Horan is no longer a member of Village Staff, a new alternate representative to the IRMA Board of Directors needs to be named. Niemeyer suggested that the Acting Human Resources Director, Denise Maiolo, be named to this position. If the Committee recommends Maiolo to represent a resolution state her as alternate representative to the IRMA Board will be presented before the Village Board. A motion was made by Trustee Mangin, seconded by Trustee Berg to recommend Denise Maiolo as acting HR Director. Vote by voice call. Chairman Pannitto declared the motion carried.

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**ITEM #10 – RECEIVE COMMENTS FROM THE PUBLIC** - Mike Paus makes a comment about the staffing compensation study. He wants to make sure that the compensations that are above recommendations were also in the report. The Committee confirms they are in the report.

Mike Paus comments on what he believes should and should not be consent agenda items and provided examples for consideration.

A concerned citizen states that the issue she has with defining consent agenda items is that it takes the public's voice away. She asks that the Committee consider Village residents when entering items on the consent agenda. She stated that she believes the study provided by Paypoint was a good idea and she hopes the committee will do something with it.

**ADJOURNMENT**

Motion was made by Trustee Mangin, seconded by Trustee Berg to adjourn this meeting of the Administration and Legal Committee at 9:54 p.m. Vote by voice call. Chairman Pannitto declared the motion carried.

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