

**MEETING NOTICE  
VILLAGE OF TINLEY PARK  
MEETING OF THE COMMITTEE OF THE WHOLE**

**NOTICE IS HEREBY GIVEN** that a Committee of the Whole Meeting of the Village of Tinley Park, Cook and Will Counties, Illinois will be held on Tuesday, January 7, 2020, beginning at 7:00 p.m. in Council Chambers, located in the Tinley Park Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois 60477.

The agenda is as follows:

1. CALL MEETING TO ORDER.
2. CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON DECEMBER 17, 2019.
3. RECEIVE PRESENTATION OF VILLAGE OF TINLEY PARK EMPLOYEE ONBOARDING VIDEO.
4. DISCUSS MID-YEAR PERSONNEL BUDGET REQUEST.
5. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION  
VILLAGE CLERK

**MINUTES**  
**Meeting of the Committee of the Whole**  
**December 17, 2019 – 6:15 p.m.**  
**Village Hall - Council Chambers**  
**16250 S Oak Park Ave.**  
**Tinley Park, IL 60477**

Members Present: J. Vandenberg, Village President  
K. Thirion, Village Clerk  
C. Berg, Village Trustee  
W. Brady, Village Trustee  
W. Brennan, Village Trustee  
D. Galante, Village Trustee  
M. Glotz, P Trustee  
M. Mueller, Village Trustee

Members Absent:

Staff Present: D. Niemeyer, Village Manager  
P. Carr, Assistant Village Manager  
F. Reeder, Fire Chief  
K. Clarke, Community Development Director  
B. Bettenhausen, Finance Director  
D. Sanfilippo, Executive Assistant to the Mayor  
J. Urbanski, Assistant Public Works Director  
D. Framke, Marketing Director  
P. Connelly, Village Attorney (Arrived at 7:24)

Others Present:

**Item #1** - The meeting of the Committee of the Whole was called to order at 6:17 p.m. on December 17, 2019.

**Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD DECEMBER 3, 2019.** – Motion was made by Trustee Glotz, seconded by Trustee Brennan, to approve the minutes of the Committee of the Whole meeting held on December 3, 2019. Vote by voice call. Trustee Glotz declared the motion carried.

**Item #3 - DISCUSS VERIZON WIRELESS MASTER POLE AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND CHICAGO SMSA LIMITED PARTNERSHIP (D/B/A VERIZON WIRELESS).** – Kimberly Clarke, Community Development Director, presented an overview of the Master Pole Agreement between the Village and Chicago SMSA. S. B. 1451, known as Small Wireless Facilities Deployment Act (the Act) was approved by the Illinois General Assembly and signed by Governor Rauner into law in April 2018. This law established state-wide regulations for collocation of small cell antennas located within the public right-of-way and on private commercial and industrial properties. The Village subsequently passed a Small Cell Regulation Ordinance in July 2018 and small cell design guidelines in June 2019 to retain as much control as possible over the siting and design of small cell antennas in public right-of-ways.

The proposed Master Pole Agreement is based off the Illinois Municipal League's (IML) Model Agreement, with only minor changes to keep consistent code references and terminology. The overarching agreement with Verizon will permit the location of small cell wireless equipment on the Village's municipally-owned utility poles. Separate supplements for each pole co-location will be approved administratively by the Village Manager. Each supplement is approved for a duration of five years. This agreement sets the highest permit fees and annual rent as permitted by the Act. Additionally, bonds are required for each pole to ensure removal of equipment and restoration of the site if the small cell use is discontinued or an early termination agreement is initiated. The Master Pole/Attachment Agreement is required to avoid having to complete new agreements for each pole, which can be time-consuming and has little advantage due to the Act's set requirements. In the event the Act is repealed or changed (such as an increase to maximum rent), the Village will have the option to change the small cell ordinance and attachment agreements.

A similar agreement was approved with AT&T Wireless in May 2019. The agreements are almost identical with the exception of some changes to the insurance section to be more in-line with industry standards. All changes were reviewed and approved by the Village Attorney. It is expected that there will be identical agreements for the remaining carriers in the near future.

The Resolution and Master Pole Attachment Agreement with Verizon Wireless were drafted and are being presented based on the recommendation of the Illinois Municipal League, Village Attorney, and Village Planning staff.

Motion was made by Trustee Mueller, seconded by Trustee Berg, to recommend Resolution approving a Master Pole Attachment Agreement between the Village of Tinley Park and Chicago SMSA Limited Partnership, to be forwarded the Village Board. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

**Item #4 – DISCUSS COOK COUNTY CLASS 7A RECLASSIFICATION FOR RICK WHITE OF PARK RIDGE MIDWEST REALTY GROUP, LLC (BANDANA'S BBQ) AT 16200**

**HARLEM AVENUE.** – Ms. Clarke presented a Resolution supporting and consenting to the filing of a class 7A Application and Finding the Class 7A Necessary for Development to occur at 16200 S. Harlem Avenue. Rick White (Applicant) of Park Ridge Midwest Realty Group, LLC. (Bandana's) plans to invest \$400,000 – \$450,000 in the vacant 4,245 SF commercial space located at 16200 S. Harlem Avenue in Tinley Park. This location has been 100% vacant and unused since April 2015 and requires significant improvements.

On February 5, 2019, the Village Board approved Ordinance 2019-O-008 designating the area known as 159th and Harlem Avenue as blighted. This designation is the first requirement to qualify for Cook County's Class 7 Assessment Program. The blighted designation allows for current / future developers and businesses the ability to immediately access Cook County Class 7 incentives with Village approval to attract investment in high vacancy and underdeveloped areas. The subject property is located within the designated blighted area outlined within the ordinance and is therefore eligible to apply for Class 7 incentives.

The Applicant has retained the counsel of Sarnoff and Baccash, a property tax law firm located in Chicago, Illinois, to assist with preparing the Class 7a application for Village and Cook County submittal.

This case was unanimously approved by the Economic Commercial Commission at their December 9, 2019 meeting and discussed at the Committee of the Whole meeting on December 17, 2019.

Motion was made by President Pro-Tem Glotz, seconded by Trustee Mueller, to recommend a Resolution supporting and consenting to the filing of a class 7A Application and Finding the Class 7A Necessary for Development to occur at 16200 S. Harlem Avenue, to be forwarded to the Village Board. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

**Item #5 - DISCUSS PARATRANSIT AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND PACE FOR THE “DIAL-A-RIDE” PROGRAM.** – Dominic Sanfilippo, Executive Assistant to the Mayor, presented an update for the Dial-A-Ride service. He noted that the Village of Tinley Park has contracted with PACE’s Paratransit Service for a number of years to provide one (1) ADA-accessible bus for its Dial-a-Ride Service for senior & handicapped Tinley Park residents; it annually pays PACE around ~\$55,000 to do so. It also has operated a series of its own vehicles to complement the same Dial-a-Ride Service with a second vehicle. On October 12th, 2018, the Village purchased its own bus for \$68,563.00 (with \$3,149.29 of Village branding graphics, for a total cost of \$71,712.29) to complement the leased PACE bus for a total fleet of two (2) buses; one owned by the Village, and one leased from PACE. Both vehicles are lift accessible, and residents can book rides by calling Village Senior Bus part-time dispatchers, whose office is currently located in the Public Safety Building.

The dispatchers run the buses on similar schedules, Monday through Friday during the morning & afternoon; however, the Village Bus can make trips outside the Village limits to neighboring communities for medical appointments. Reservations are asked for at least 48 hours in advance.

The current contract for the PACE bus expires on December 31st, 2019. Estimates in the proposed 2020 contract that PACE sent the Village are as follows:

- Revenue: \$7,629
- Total Expenses: \$79,660
  - Operations: \$72,023
  - Maintenance: \$3,066
  - Administration: \$4,571
- Operating Deficit: \$72,031
- PACE Subsidy: \$17,448
- Local Share: \$54,583
- Ridership: 5,816 individual rides
- Vehicle Hours: 1,3241

To be able to drive either bus in the Village’s operation, a current CDL driver’s license is required with a “P” passenger endorsement, along with an extensive background check & requisite experience. PACE also requires drivers who operate any of its buses to go through their own certification and training process. Safety & professionalism are paramount for all Village part-time drivers and dispatchers. The Village currently employs three part-time drivers and two part-time dispatchers; additional staff is urgently needed at both positions. The hiring process is currently open and Human Resources has been receiving applications and (together with the Mayor’s Office) interviewing applicants as of the week of December 9th; successful additional hires are hoped for but uncertain as of this point due to a variety of factors. Departures of current employees from either position would leave the service not fully staffed and unable to operate at its current capacity.

With staffing numbers uncertain over the next calendar year, the Mayor's Office asked PACE whether a shorter-term monthly contract is an option; however, PACE affirmed that signing their standard January 1st-December 31st yearly contract is the only option.

If the Village were to operate only its Village bus after December 31st, 2019, it would likely be able to continue to service at least 75% of its current rides with its one bus. There are also vehicles within the current Village fleet that could possibly be used in an interim capacity after January 1st, filling a potential gap if identified and needed. If the Board potentially explores allocating space in the budget for purchasing a second Dial-a-Ride vehicle for the Village fleet, it could have more capacity to operate these & other potential Village transportation services on its own in the future, potentially through its own distinct Transportation division, akin to many other municipalities who offer similar services.

President Vandenberg added the Village has enjoyed & continues to enjoy a positive working relationship with PACE; however, in light of this staffing uncertainty going into the new year, the Mayor recommends forgoing the PACE contract for the 2020 calendar year while continuing to operate its already-owned Village Bus and a second interim vehicle as needed for the Village Dial-a-Ride service. Simultaneously, other long-term options can be explored in the 2020 calendar year, whether that be purchasing a full second bus depending on need, revisiting the contract with PACE at a future date, etc. It is important to note that the Village Bus will **continue** to service Tinley residents in any scenario. Also the 4 townships that cover the Village—Orland Township, Bremen Township, Rich Township, and Frankfort Township—all have their own dial-a-ride transportation services, which currently serve & could continue to serve as an alternative riding option. PACE also runs regular, full-length bus routes through the Village (standard, non-Village operated routes, not Dial-a-Ride.)

Trustee Berg inquired what the radius of the Village's bus is in regards to medical appointments. Mr. Sanfilippo will find the exact number.

Trustee Brennan stated that while the PACE bus must stay within the Village limits, most rides for medical appointments outside the Village, are within the adjacent communities, according to a driver he spoke with. He also noted as the funds for the PACE contract are already in the budget, a second bus could be purchased and inquired as to how long it would take to acquire a second bus. Brad Bettenhausen, Finance Director, responded that if the Board gave direction to purchase a second bus, the process would move rather quickly.

After discussion it was the consensus of the Board to explore allocating space in the budget for purchasing a second Dial-a-Ride vehicle for the Village fleet expanding its capacity to operate these and other potential Village transportation services on its own in the future, potentially through its own distinct transportation division.

#### **Item #6 – RECEIVE COMMENTS FROM THE PUBLIC –**

Mike Stuckly commented on the use and sale of hemp in the Village. He also presented an idea for a memorial to honor Officer Lou Jogmen.

Trustee Glotz asked if there was any one else wished to address the Board. There were none.

Motion was made by Trustee Mueller, seconded by Trustee Brennan, to adjourn the Committee of the Whole. Vote by voice call. Trustee declared the motion carried and adjourned the meeting at 7:39 p.m.



# Interoffice Memo

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**Date:** January 2, 2020

**To:** David Niemeyer, Village Manager

**From:** Denise Maiolo, Director of Human Resources

**Subject:** Employee Onboarding Video Resource

In furtherance of the Village Strategic Plan goal to humanize Village staff, the Human Resources Department collaborated with Marketing to create a New Employee Onboarding Video. This is an excellent resource for new hires, as well as current employees, in that it provides a high level overview of Village management and provides an introduction to our overall operations. It also allows staff to essentially “put a face with a name,” which is particularly valuable for those employees who work in different departments at off- site locations. This video is currently available to all staff via SharePoint on the HR “Welcome New Employees” page, and has been incorporated into the onboarding process for all new hires. Our desire is to update periodically with relevant changes.

We are very proud of this project and wish to thank to the Mayor, Village Board of Trustees, our Department Heads and staff for their time in completing this project. Many thanks also to Marketing for their assistance in helping make this video a reality. A related future project could be to create a modified version that would be available on the Village website to all potential visitors and applicants.

cc: Pat Carr, Assistant Village Manager



# Interoffice Memo

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**Date:** December 30, 2019  
**To:** Village Board  
**From:** David Niemeyer, Village Manager  
**Subject:** Mid year budget requests

Each year in the budget there are a few requests for personnel that the board decides to evaluate around the mid year mark. This year there are 4 requests. They are listed below along with the base pay for a half year only. I have also included the justifications from the budget book (mid year requests are highlighted).

Pat Carr, Brad Bettenhausen and myself have reviewed the requests and provide the following recommendations:

- Commander Police Department (\$69,250). Recommended contingent upon a plan from the police department to reduce sergeant overtime and have the commanders cover more shifts than are currently covered.
- Telecommunicator 911 Center (\$29,500 assuming certified). Recommended
- Maintenance Worker Public Works Street Department (\$23,600). Recommended
- 2 Special Event Coordinators for Marketing for the plaza (\$11,000 per position) Not recommended

**ADDITIONAL PERSONNEL JUSTIFICATIONS****17 – Police Department****VA.510 Commander, 1 position***Justification*

Per the Northwestern University Staffing Study, it was recommended that an additional Commander be added to the Investigations Division. Currently, only one Sergeant supervises the entire unit any given week.

**VA.540 Sergeant, 1 position***Justification*

Currently, there is only one sergeant who is responsible for planning security for all music theater concerts, all music in the park events, parades, car shows, and other special events. The planning and actual supervision of these events is very time consuming. A second administrative sergeant in operations is requested to help facilitate these events. This sergeant will also assist with supervising the part time officers and the citizen's police academy.

**VA.535 Patrol Officers, 2 positions***Justification*

Per the Northwestern University Staffing Study, the police department is under-staffed by 13 officers in patrol. These officers will allow the addition of personnel to specialized units like the traffic unit (currently only 1 officer), and the tactical unit (currently only 2 officers). The Village of Tinley Park has grown and continues to grow each year. The police department numbers have remained stagnant and have not grown with the Village. With the addition of nine new officers (2 included in the budget), 3 will attend each of the 3 academy classes throughout the year. So, their start dates would be staggered approximately every 4 months.

**20 – Fire Department****Reclass 2 VA.805 Clerical Part Time positions to VO.178 Administrative Assistant positions***Justification*

For the upcoming FY 2020 budget, we ask you to consider our request to re-classify (2) part-time clerk positions. The individuals are performing at a level that closely matches the Administrative Assistant position. Our Mission Statement urges us to deliver an outstanding level of service to the community and ensure that we retain personnel who are enthusiastic, well-trained, and passionate about their position. Their organizational competence, level of computer expertise, and technical knowledge have contributed greatly to the success of our department.

We recommend reclassifying the part-time Clerk positions to part-time Administrative Assistant positions for both Donna Beran and Cheryl Bobbitt, who are currently performing these type of tasks. When you compare the job functions, the reclassification is an obvious and long overdue choice. This reclass option also provides them an opportunity to grow within the Village and encourages them to continue learning and developing.

We propose to match their rate with that of the entry level Administrative Assistant position (\$20.90) beginning Fiscal Year 2020. Future step increases would start on their anniversary dates (September and February).

**21 – EMA****VA.245 Telecommunicator, 1 position***Justification*

Additional manpower is needed as our responsibilities and work load in the 911 Center increases.

**26 - Public Works****VC.218 Maintenance Worker, 1 position***Justification*

The maintenance service level has increased for the street division for the public works and additional personnel is needed to meet these requirements.



**ADDITIONAL PERSONNEL JUSTIFICATIONS, continued****35 - Marketing Department****VO.178 Public Information Coordinator, increase hours from 30 to 34***Justification*

We request to move this position to a maximum of 34-hours per week to support additional writing and video needs as we ramp up for Harmony Square and tourism initiatives.

**VO.178 Special Event Coordinators, 2 @ 30h/week positions***Justification*

The new Harmony Square Business programming and marketing plan calls for two 30-hour per week positions to manage the new plaza.

**17- Information Technology****VO.800 Intern***Justification*

Additional manpower is needed to provide computer services that are routine in nature to allow the current department employees to concentrate on more time-consuming and technical tasks.

**PUBLIC  
COMMENT**