

**MINUTES**  
**Special Meeting of the Committee of the Whole**  
**May 15, 2018 - 6 p.m.**  
**Village Hall of Tinley Park – Council Chambers**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

Members Present:                    B. Younker, Village Trustee - President Pro-Tem  
    C. Berg, Village Trustee  
    W. Brady, Village Trustee  
    M. Glotz, Village Trustee  
    M. Mangin, Village Trustee  
    M. Pannitto, Village Trustee

Members Absent:                    None

Other Board Members Present: J. Vandenberg, Village President  
    K. Thirion, Village Clerk

Staff Present:                        D. Niemeyer, Village Manager  
    P. Carr, Assistant Village Manager  
    C. Faricelli, Interim Police Chief  
    F. Reeder, Fire Chief  
    B. Bettenhausen, Village Treasurer  
    M. Zonsius, Assistant Village Treasurer  
    K. Workowski, Public Works Director  
    J. Urbanski, Assistant Public Works Director  
    P. Wallrich, Interim Community Development Director  
    D. Framke, Marketing Director  
    P. Connelly, Village Attorney  
    L. Valley, Executive Assistant to the Manager and Trustees  
    R. Zimmer, Executive Assistant to the Mayor  
    L. Godette, Deputy Village Clerk  
    L. Carollo, Commission/Committee Secretary

**Item #1** - The Special Meeting of the Committee of the Whole was called to order at 6 p.m.

President-Pro Tem Younker stated that Trustee Mangin is participating in this meeting electronically by telephone conference call. Trustee Mangin is prevented from physically attending this meeting due to employment purposes. Trustee Mangin acknowledged his participation via telephone conference call.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE MEETINGS OF THE COMMITTEE OF THE WHOLE HELD ON MARCH 12, 2018 AND MARCH 13, 2018** – Motion was made by Trustee Pannitto, seconded by Trustee Berg, to approve the minutes of the Committee of the Whole Meetings held on March 12, 2018 and March 13, 2018. Vote by voice call. President-Pro Tem Younker declared the motion carried.

**Item #3 – DISCUSS INSURANCE BROKER REQUEST FOR QUALIFICATIONS** - The Village of Tinley Park recently gave (IRMA) Intergovernmental Risk Management Agency a revocable notice of withdrawal and the Village has until August 31, 2018, to decide on an alternate pool or private insurance for the Village's liability and property insurance for the next renewal, which would be January 1, 2019.

Staff recommends the process of a broker RFQ (Request for Qualifications) as an alternative to hiring a paid advisor. The RFQ process would consist of a selection of two (2) brokers to solicit competition. The broker would be compensated only if the Village decided to accept one of the insurance bids the broker brought to the Village. The Village would agree to a three (3) year contract with the broker if the broker successfully brought in an insurance bid the Village approved.

The broker would be expected to obtain at least ten (10) insurance bids in addition to the following:

- Prepare applications and insurance policy specifications for review and approval by the Village to be submitted to underwriters.
- Analyze underwriters' quotes to determine adherence to specifications and the premium quote is fair and reasonable within the marketplace.
- Assist the Village in negotiations with insurers, review contracts, validate premium invoices and coordinate claim procedures.

Due to time constraints, the Village would need to approve two (2) brokers at the Village Board Meeting on June 5, 2018. The Committee of the Whole received a copy of the RFQ for review and further consideration. President Pro-Tem Younker asked the Committee of the Whole if there were any comments. Trustee Berg asked D. Niemeyer, Village Manager if he received a quote from Alliant Mesirow. Mr. Niemeyer stated staff has communicated with advisors, brokers, Mesirow and the Horton Group and staff has not received any formal proposals. Mr. Niemeyer stated any interested parties will receive a copy of the (Request for Proposal) RFP. In regard to time constraints, Trustee Berg asked if staff would have sufficient time to select two (2) brokers. Mr. Niemeyer stated staff has a timetable and would adhere to it with ample time following Village Board approval. President Pro-Tem Younker asked if there was any further discussion. No one came forward.

Motion was made by Trustee Berg, seconded by Trustee Glotz, to recommend in lieu of the RFQ process to select Alliant Mesirow as the broker be brought forward for future Village Board approval. Vote by voice. Trustee Pannitto voted no. Trustee Mangin voted no. President Pro-Tem Younker declared the motion carried.

**Item #4 – DISCUSS STAFF APPOINTMENTS** - Each spring the Mayor appoints and the Village Board approves annual appointments of all full-time employees and a selection of part-time positions. Mr. Niemeyer stated this is an unusual practice and annual appointments are unnecessary. Illinois is an at-will state. An at-will employee may be dismissed for any legal reason. The practice of annual appointments is frequently raised as an issue of concern among prospective recruitment candidates and current employees may become distracted if they are concerned about appointments each year. Ultimately, if an employee is performing below standards and actions have not been corrected, it is the Department Head and Village Manager's duty to ensure appropriate action is taken. Mr. Niemeyer recommends dissolution of annual appointments by the Village Board. The initial appointment of an employee by the Mayor and Village Board would remain in effect. If the Village Board decides to continue some annual appointments, the Village Manager and Department Heads could continue to be annually reappointed. Trustee Pannitto asked how long the Village has had the practice of the Mayor and Village Board approving annual appointments and the reasoning of the practice. P. Connelly, Village Attorney suggested if the Committee of the Whole is interested in dissipating annual appointments per Mr. Niemeyer's recommendation Mr. Connelly could begin working with the Mr. Niemeyer on changes to the Village Code.

**Item #5 – DISCUSS EMERGENCY MEDICAL SERVICE REQUEST FOR PROPOSAL** - Per the direction of the Village Board on November 21, 2017, staff was instructed to explore RFP (Request for Proposal) options for the ambulance contract in Tinley Park. The current ambulance agreement expires on July 31, 2018. On April 9, 2018, the Village issued an RFP for ambulance services. On May 3,

2018, the Village received three (3) responses to the RFP; Kurtz (AMR) Paramedic Services, Trace Ambulance and Metro Paramedic Service. Kurtz (AMR) Paramedic Services is the current provider of EMS services. Several concerns were raised about paramedic compensation and benefits along with retention of personnel. An EMS task force was formed and developed a list of priority concerns included in the base proposal. In addition to a new contract for EMS, the Tinley Park Fire Department (TPFD) will begin ALS/BLS licensure to further complement the EMS service. Once licensed, the TPFD will respond with ALS/BLS First Responders calls for service. After review of the RFPs, staff recommends the Village enter into a contract with Kurtz Ambulance Service, which has met all service requirements of the RFP. The Village will have an immediate cost savings of over \$400,000 the first year and over \$1.5 million during the three (3) year contract term. This cost savings will help fund ALS/BLS licensure and various other Public Safety programs. President Pro-Tem Younker asked the Committee if there were any questions. President Pro-Tem Younker suggested continued monitoring of the ambulance service and utilizing the qualified personnel the TPFD currently employs, as the issue should not be entering into a contract with the most cost effective service, rather an emphasis on safety as the foremost priority. P. Carr, Assistant Village Manager stated there is a plan to transition into the Fire Department and the ambulance service would be under the supervision of the Fire Department moving forward upon ALS/BLS licensure.

Motion was made by Trustee Pannitto, seconded by Trustee Glotz, to recommend Emergency Medical Service Request for Proposal brought forward for future Village Board approval. Vote by voice. President Pro-Tem Younker declared the motion carried.

**Item #6 – DISCUSS EMERGENCY SANITARY SEWER REPAIR - MIDLOTHIAN CREEK NEAR WILLOW LANE AND FOREST GLEN DRIVE**

- While Airy's was cleaning, televising and performing manhole inspections on the Village's sanitary sewer system near Willow Lane Drive and Forest Glen Drive, they observed excessive bank erosion near two (2) of the Village's sanitary manholes located in the wooded areas along the Midlothian Creek and the Village's sanitary manholes on the south side of the creek have been exposed due to erosion issues. One of these manholes is the southern manhole of the siphon system used to convey wastewater under the creek.

Further investigation confirmed that the bank of the creek adjacent to the manholes is in need of stabilization to prevent further erosion and the potential failure of these structures. After a site visit, reviewing photos and discussing the project with the engineers, an agreement was reached on a method to re-stabilize the creek bank and the maintenance that needs to be provided to the two (2) sanitary manholes adjacent to the creek bank. An in-town, proven contractor on multiple projects for the Village, Airy's was contacted and has provided a contract to address the necessary improvements.

Funds are included in the Water and Sewer Fund to restore an existing utility easement that will be needed to access the project, epoxy coat two (2) existing Village sanitary sewer manholes that have been damaged and exposed due to erosion issues, raise the rim elevations and install bolt-down frame and lids so that they are above the 100-year flood elevation, pour flowable fill and place rip rap over the siphon pipe and stabilize the creek bank, as well as test and assess the siphon to ensure it is operating properly.

Staff recommends consider authorizing the Village Manager for the emergency repairs of the sanitary infrastructure and bank stabilization along the Midlothian Creek in an amount not to exceed \$55,000.

Motion was made by Trustee Pannitto, seconded by Trustee Glotz, to recommend emergency sanitary sewer repair - Midlothian Creek near Willow Lane and Forest Glen Drive be brought forward for future Village Board approval. Vote by voice. President Pro-Tem Younker declared the motion carried.

**Item #7 – RECEIVE UPDATE ON STRATEGIC PLAN** - Mr. Niemeyer presented the updated Strategic plan, discussing major highlights included below.

- Downtown Development - Plaza study is approximately 80% complete, expect spring 2019 start. Banging Gavel to submit plans June 2018. Working with North Street. Payments received for plans from Blackstone Loft and South Street. Oak Park Playbook and Tax Increment Finance (TIF) scheduled for approval May 15, 2018.
- Water Meter Replacement - Approximately 85% complete; completion July 2018.
- Mental Health Center - State to complete final appraisals and plans to demolish buildings. Staff interviewing developers.
- Freedom Pond - Project is approximately 95% complete; completion fall 2018.
- Staffing Studies - Village Hall Staffing Study in process of implementation. Police Staffing Study to hire three (3) new police officers in addition to four (4) police officer positions.
- Hotel Convention Center - New developer expected to attain more business.
- Branding Commission - Completion of twenty (20) items of Branding Action Plan.
- Security Cameras - 183rd and Harlem installation complete and awaiting training. 191st and Harlem installation has begun.
- Fire Station 47 - Architect selection complete. Working on temporary structure and design phase of new station.
- Hiring Process - Human Resources streamline with automation and outreach civil service candidates, improve HR/PD investigation. New fire recruitment testing process. Eight (8) candidates for police commander.
- Neighborhood Watch Program - Successful program - 225 participants.
- Advanced Staff Training - Customer service training November 2017. Training in fall 2018 for improved efficiency, performance evaluation training. Mid-level management implementation for succession.

President Vandenberg asked Mr. Niemeyer to rate level of success for the Village in completing key goals. Mr. Niemeyer stated the Village has made significant strides in major initiatives. The Strategic Plan has helped to focus on the vision for Tinley Park. President Pro-Temp Younker asked if the Committee had any questions regarding the Strategic Plan. No one came forward.

Trustee Glotz asked the timeline in regards to the insurance broker RFQ. It was discussed a Committee of the Whole Meeting should be scheduled to review it. Trustee Glotz stated in January 2018 developers for South Street, the mayor and staff reached an agreement, however, as yet the agreement has not moved forward. Trustee Glotz asked the Committee if anyone opposed the previous agreement with the developer. Mr. Niemeyer stated in February 2018 the agreement was denied. President Vandenberg stated negotiations are open and in his opinion a better term could be negotiated with the developer.

**Item #8 – RECEIVE COMMENTS FROM THE PUBLIC** - Diane Galante stated concerns with the ambulance service contract regarding fair compensation for EMS and asked for clarification on the insurance broker RFQ. Ms. Galante also expressed concerns regarding police staffing. C. Faricelli, Interim Police Chief stated more police officers are needed to reduce overtime for present officers rather than the absence of police in locations throughout Tinley Park. Chris Swick stated concerns regarding fair compensation for EMS and retaining EMS within Tinley Park. Jim Fuentes thanked the Village Board for the hard work and efforts regarding the Strategic Plan. Mr. Fuentes stated EMS personnel are committed to providing excellent service to their respective communities. Nancy O'Connor stated Tinley Park is under-protected at times when additional police service is needed when an incident occurs. Ms. O'Connor requested funding for police staff be the first priority within the Village. Mike Stuckly asked Mr. Niemeyer if the Village left IRMA if there would be insurance coverage for a specified timeframe.

Mr. Niemeyer stated IRMA would be obligated to the Village for the previously agreed upon specified term.

**ADJOURNMENT**

Motion was made by Trustee Pannitto, seconded by Trustee Glotz, to adjourn this Special Meeting of the Committee of the Whole. Vote by voice call. President Pro-Tem declared the motion carried and adjourned the meeting at 7:14 p.m.

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