

**MINUTES**  
**Committee of the Whole**  
**December 9, 2017 - 9 a.m.**  
**Village Hall of Tinley Park – Kallsen Center**  
**16250 S. Oak Park Avenue**  
**Tinley Park, IL 60477**

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

Members Absent:           W. Brady, Village Trustee

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

Staff Present:             D. Niemeyer, Village Manager  
                                  P. Carr, Assistant Village Manager  
                                  C. Farcelli, Deputy Police chief  
                                  D. Persha, Police Sargeant  
                                  L. Mason, Deputy Police  
                                  F. Reeder, Fire Chief  
                                  S. Klotz, Deputy Fire Chief  
                                  D. Riordan, Deputy Fire Chief  
                                  P. Wallrich, Interim Community Development Director  
                                  K. Workowski, Public Works Director  
                                  J. Urbanski, Assistant Public Works Director  
                                  D. Framke, Marketing Director  
                                  R. Gibson, Senior Accountant  
                                  A. Bayer, Finance  
                                  E. Scholz, Finance  
                                  D. Maiolo, Human Resources Director  
                                  H. Lipman, Human Resources  
                                  P. Connelly, Village Attorney  
                                  L. Godette, Deputy Village Clerk

**Item #1** - The meeting of the Committee of the Whole was called to order at 9:02 a.m.

**Item #2 – DISCUSS MID-YEAR BUDGET AND STRATEGIC PLAN/2018-19 BUDGET REVIEW** - Dave Niemeyer, Village Manager presented an overview of the mid-year budget including the mid-year budget status, mid-year capital and initial 2018-19 capital. The strategic plan is a new component included in the mid-year budget this year, which includes a review of this year's strategic/budget priorities, Village Board goals from September for 2018-19, goals

from Staff Retreat and Capital Improvement Plan (CIP), mid-year deferred personnel items and budget schedule for 2018-19.

#### Budget Preparation Schedule:

- Monday, January 22, 2018 through Friday, February 2, 2018 - Proposed budgeted review by Village Manager and Finance Director and department heads, if requested.
- Monday, February 12, 2018 through Friday, February 16, 2018 - Proposed budgets distributed to Board Committees and Committee reviews and feedback to be provided to Manager/Treasurer.
- Monday, February 26, 2018 through Friday, March 2, 2018 - Budget assistants complete final documents for all-day budget session.
- Saturday, March 3, 2018 - Tentative budget review by Committee of the Whole at 9 a.m. or a time TBD.
- Sunday, March 25, 2018 - Notice of public hearing on proposed fiscal year 2019 budget.
- Monday, March 26, 2018 - Proposed fiscal year 2019 budget available for public inspection.
- Tuesday, April 3, 2018 - Public hearing on proposed fiscal year 2018 budget and first reading of Ordinance.
- Tuesday, April 17, 2018 - Adoption of budget for 2019 Ordinance.

Trustee Mangin discussed the importance of communication between the Village Board and staff regarding the strategic plan and budget priorities over the next 4-5 years.

Ruth Gibson, Senior Accountant presented a budget summary of the five (5) primary funds: General, Water/Sewer, Commuter Parking, Motor Fuel Tax, Hotel/Motel. Within each of these funds, revenues, expenditures, and net were itemized from last Fiscal Year 2017 to current Fiscal Year 2018. Ms. Gibson explained in last year's expenditures a transfer was made into the Capital Fund of six (6) million dollars, which funded the requested capital items for the current fiscal year. Currently, projections for current Fiscal Year 2018 are preliminary projections. The Village is anticipating approximately four (4) million dollars currently to dedicate to potential capital purchases in the General Fund.

Mr. Niemeyer presented a budget review of the Capital Improvement Plan (CIP). Approximately 9.6 million dollars is budgeted for the Tinley Park Mental Health Center property and other Tax Increment Financing (TIF) projects, which include South Street and North Street downtown projects. Trustee Mangin clarified that funds of approximately one (1) million dollars will still be needed for infrastructure purposes whether plans proceed on the South Street project continue or discontinue. Other items discussed were Plaza Expansion and Branding, Road & Bridge projects, Water/Sewer projects, Freedom Pond & Other Flood Control projects, Facilities Related Expenditures, Landscaping/Beautification Projects, E911 PSAP, Equipment, Rolling Stock, and Technology projects. Mr. Niemeyer explained the budgeted total is high because of undertaking major projects such as the Tinley Park Mental Health Center and TIF Projects, which will not be expenses every year. Trustee Mangin commented on the importance of prioritizing projects within the budget's means.

Trustee Mangin commented on the need for improving technology through the Village for efficacy. President Vandenberg questioned as to why a minimal amount of funds is allocated for technology projects within the Village when there is a genuine need for these improvements. The Finance Department explained approximately a million dollars is budgeted for improving technology within the Village.

Mr. Niemeyer discussed potential major capital Public Works projects for 2018-19. Four (4) million dollars has been budgeted for Resurfacing, Patching and Striping, which needs to be done yearly. Ken Workowski, Public Works Director explained Public Works compiles a 5-year plan regarding parking lots and streets improvement. Other projects discussed were 191st Street construction, construction and engineering and design engineering at various intersections along 191st Street; Oak Park Avenue - 159th Street to 167th Street; 84th Avenue - 159th Street to 171st Street; design engineering 175th Street - Ridgeland - Oak Forest Avenue; Phase 2 Storm Sewer Freedom Pond for construction and construction engineering and recreational paths.

Mr. Niemeyer discussed the need to address water rates in relation to the Oak Lawn Water Main cost, which will be in excess of 200 million dollars. President Vandenberg suggested a utility forum be initiated with representation from Oak Lawn Water as it is a very expensive project and the forum would be utilized to educate residents on what the project is, what is involved, and the rationale behind the water bill increases. This project will also impact other communities as well. Other potential major capital Public Works projects include a 24 inch water main on 167th Street and possible major sanitary sewer repair on 175th Street and Ridgeland Avenue.

Mr. Niemeyer discussed initial 2018-19 major budget requests for future approval by the Village Board. Requests were compiled into three (3) categories as: Staffing/Staff Related Goals, Economic Development/Plan Related Goals and Internal Efficiencies/Improvements Related Goals. A priority level of A, B, or C was given. Items rated as an "A" were recommended as top priorities, whereas items rated "B" and "C" were rated as secondaries. The goal for Staffing/Staff Related Goals per Staffing Level Analysis Recommendations is to utilize more full-time staff rather than a heavy percentage of part-time staff. Two full-time personnel positions have already transitioned with a full-time Human Resources Director and Marketing Director. Continued staff training programs were discussed and Denise Maiolo, Human Resources Director explained there are several programs that can be put in place for such purposes. Wayfinding was discussed as potentially implementing in a phased project. Other requests discussed were cameras at priority locations and the importance of police radio issues/communication infrastructure. Another top priority discussed was assessing storage options of State Facility. Trustee Glotz stated he would like to see expansion of the Community Development counter to accommodate a new cashiering system be a top priority. Trustee Glotz also stated safety should also be a top priority such as cameras at various locations, the possible addition of police officers and other staffing issues.

Outstanding issues from the Village Hall Staffing Study to be reviewed:

- Should the Village consolidate and formalize the purchasing function within the Treasurer's office?
- Should the Village institute a purchasing card program?

- Should an Internal Auditor position be created once the Fraud Assessment Review is complete?
- Should financial functions performed by the Clerk's office be moved to the Treasurer's office?
- Should the Clerk's office be open on Saturday?

Clerk Thirion stated she would need more information in determining if financial functions performed by the Clerk's office should be moved to the Treasurer's office. Ms. Thirion also stated she is in agreement with staff that Saturday office hours are not justified in comparison to the incoming transactions. Trustee Glotz stated the financial functions should stay at the Clerk's office.

At a recent staff retreat, several new goals/issues were identified, which include team building for Village Board/staff; more information about individual employees, who they are and what they do; employee hiring concerns such as improving quality candidates, obstacles hindering recruitment, etc.; communicating positive items at Village Board meetings; improving monthly reports and improve communication within the organization.

Strategic plan goals for implementation this year include:

- Develop comprehensive land use/building regulations and updating the Legacy Plan and commercial/industrial codes to attract more businesses.
- A Village-wide business retention analysis/assessment survey.
- Attract a reputable business to Panduit Headquarters property.
- Continue to integrate new Village Brand.
- Additional users to the 911 system.

Board Priorities for 2018-19 - Trustee Glotz stated the Assistant Public Works Director should have a company vehicle and Trustee Mangin stated it would be a good discussion to have in the future. Pro-Tem Younker stated he would like some detailed information regarding company vehicles. Trustee Berg suggested vehicle sticker renewal every 2 years as opposed to every year. Clerk Thirion stated she is interested in exploring alternatives regarding vehicle sticker renewal. Trustee Pannitto stated a job well done regarding planning and timeframes of implementing the various projects described. Trustee Pannitto suggested the Staffing Study Pay Plan should be discussed further as it is a key element of the budget.

Mid-year deferred personnel items were also discussed including a staff accountant for the Finance Department, a Community Service Officers hour increase and a new part-time Community Service Officer for the Police Department, and a maintenance worker in the Public Works Department.

**Item #3 – RECEIVE COMMENTS FROM THE PUBLIC** - A concerned citizen stated he is supportive of many proposed projects discussed today including updating technology within the Village. However, he is concerned as a Metra commuter that the two (2) stairwells at the train station have been closed for approximately 6 months and is clearly a safety issue. Diane Galante asked if the Village can prepare ahead and reserve funds for the cost of the Oak Lawn Water

Main project. Trustee Mangin stated there need to be further discussions regarding available options. Ms. Galante also stated she feels the Economic Development and Marketing Departments are understaffed in relation to bringing new businesses in as well as building up the "Life Amplified" brand in Tinley Park and brought up other concerns relating to employees living outside of Tinley Park and employee programs/incentives within the Village.

**ADJOURNMENT**

Motion was made by Trustee Younker, seconded by Trustee Mangin, to adjourn this meeting of the Committee of the Whole. Vote by voice call. President Vandenberg declared the motion carried and adjourned the meeting at 11:27 a.m.

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