

MINUTES
Committee of the Whole
November 20, 2018 – 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Pannitto, Acting President Pro-Tem
C. Berg, Village Trustee
W. Brady, Village Trustee
M. Glotz, Village Trustee
J. Curran, Village Trustee

Members Absent: B. Younker, President Pro-Tem

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

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
B. Bettenhausen, Village Treasurer
M. Zonsius, Assistant Village Treasurer
M. Walsh, Police Chief
C. Faricelli, Deputy Police Chief
D. Persha, Police Sergeant
F. Reeder, Fire Chief
K. Workowski, Public Works Director
J. Urbanski, Assistant Public Works Director
P. Wallrich, Interim Community Development Director
M. Thomas, Information Technology Manager
S. Clemmer, Lead Computer Technician
D. Framke, Marketing Director
R. Gibson, Senior Accountant
E. Scholz, Finance
C. Frankenfield, Finance
D. Maiolo, Human Resources Director
H. Lipman, Management Analyst
T. Condon, 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 Committee of the Whole meeting was called to order at 6:33 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON NOVEMBER 6, 2018 – Motion was made by Trustee Berg, seconded by Trustee Brady, to approve the minutes of the Committee of the Whole meeting held on November 6, 2018. Vote by voice call. Acting President Pro-Tem Pannitto declared the motion carried.

Item #3 – DISCUSS CLASS A LIQUOR LICENSE FOR HOT ‘N JUICY CRAB LOCATED AT 7216 191ST STREET – JiYi (Michael) Qiu, business owner inquired about obtaining a liquor license for a new restaurant he would like to open in Tinley Park. Mr. Qiu stated he already purchased the location as he was informed by the realtor the location had previously held a Tinley Park Liquor License and that he should have “no issue in obtaining a Tinley Park Liquor License.” The Mayor’s Office explained to Mr. Qiu it is highly unusual for a business owner to purchase a location without contacting the local Liquor Commissioner before closing to inquire about obtaining a local liquor license. Mr. Qiu was then told the Village of Tinley Park was currently at capacity for class A liquor licenses, and as such, this would require Village Board approval and Village Board approval would not be guaranteed.

When Mr. Qiu first contacted the Mayor’s Office about obtaining a Tinley Park Liquor License, he indicated he was not aware that he would have to apply for a Tinley Park Liquor License and he would not be guaranteed being awarded a local liquor license. Mr. Qiu stated a Tinley Park Liquor License is integral to his business plan as he is looking to operate a full-service seafood restaurant and the service of alcohol with food is expected from his anticipated customers. Trustee Pannitto and President Vandenberg asked Mr. Qiu several business-related questions. Mr. Qiu is not interested in offering video gaming in his restaurant at this time. Mr. Qiu was given an opportunity to address the Committee of the Whole and answer any concerns.

Motion was made by Trustee Brady, seconded by Trustee Curran, to recommend a class A liquor license for Hot ‘N Juicy Crab be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

Item #4 – DISCUSS JOB ORDER CONTRACT (JOC) FOR NEW POLE/EMERGENCY ALERT SYSTEM AT 175TH STREET AND 88TH AVENUE – F.H. PASCHEN – A construction contract was provided to the Committee of the Whole for review and consideration of an emergency alerting siren replacement. The current siren is approximately 40 years old, beyond serviceable life and needs replacement. This project was reviewed and engineered to meet all recent code requirements and the construction contract was coordinated with F.H. Paschen (JOC contractor).

Work consists of removal and replacement of one (1) of the Village’s tornado warning sirens, which is located at 175th Street and 88th Avenue. The construction contract includes removal of one (1) existing tornado siren along with concrete foundation, galvanized pole and controls. Replacement includes one (1) new federal signal siren and controls. Installation also includes a specified concrete base, electrical wiring to provided service panel and any necessary peripherals for full operation.

Public Works requested authorization to replace the existing outdated emergency alerting siren at 175th Street and 88th Avenue, utilizing Job Order Contracting (JOC) procurement and includes new electrical service as required by ComEd. Funding is budgeted and available in the approved FY-19 Capital Projects Budget. Project proposal is \$55,749.49, which is below the budgeted amount of \$106,453.00.

Acting President Pro-Tem Pannitto asked the Committee of the Whole if there were any questions. Trustee Brady asked why it has taken so long to replace the emergency alerting siren and Trustee Glotz had questions regarding the service contract presented to the Committee of the Whole for this project.

Motion was made by Trustee Berg, seconded by Trustee Brady, to recommend Job Order Contract (JOC) approval for new pole/emergency alert system at 175th Street and 88th Avenue be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

Item #5 – DISCUSS JOB ORDER CONTRACT (JOC) FOR POLICE STATION PERIMETER SECURITY FENCE PROJECT – F.H. PASCHEN – A construction contract was provided to the Committee of the Whole for review and consideration of installation of a new six (6) foot perimeter security fence around the police station due to safety concerns. A number of incidents have been reported nationwide of police employees ambushed in the rear area of various police stations. Installation of the proposed perimeter fence will harden the property line and will be safer for all police employees.

Public Works requested authorization to install a six (6) foot perimeter security fence around the police station, which would also include a security gate with proximity access. Costs will also include electronic gate openers and proximity readers, utilizing Job Order Contracting (JOC) procurement. Funding is budgeted and available. Project proposal is \$112,038.33, which is below the budgeted amount of \$129,000.00. Multiple questions were asked by the Committee of the Whole regarding types of materials needed, employee parking and security, which were all answered to the Committee's satisfaction.

Motion was made by Trustee Glotz, seconded by Trustee Curran, to recommend Job Order Contract (JOC) approval for installation of a six (6) foot police station perimeter security fence be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

Item #6 – DISCUSS REPLACEMENT OF BUILDING AT POST 4 – ENGINEERING & BID SPECIFICATIONS – The fiberglass building currently located at Post 4 is deteriorating and needs replacement. The proposed plan would be to replace the building and upgrade the existing control panels. In an effort to provide a uniform lift station appearance, Public Works initiated a program where all lift stations will appear similar to Post 7. Christopher Burke Engineering has been contracted to engineer the facility replacement and control panel upgrade at Post 4, located at 8399 Brookside Glen Drive. Scope of services includes data collection and review of existing conditions, preparation of preliminary design memorandum, preparation of plans and specifications and IEPA permit application, and assistance with bidding, which will total \$41,000 for the Post 4 lift station project. Funding in the amount of \$41,000 is available in the approved FY18-19 Budget.

A Professional Services Agreement was provided to the Committee of the Whole for review and consideration of replacing the Post 4 building and upgrading the existing control panels. Public Works requested Christopher Burke Engineering approval to engineer, oversee and provide bid specifications for Post 4 lift station.

Motion was made by Trustee Curran, seconded by Trustee Brady, to recommend approval for Replacement of Building at Post 4 – Engineering & Bid Specifications be placed on the agenda for the Village Board meeting to be held on December 4, 2018. Vote by voice. Acting President Pro-Tem Pannitto declared the motion carried.

Item #7 – RECEIVE MID-YEAR BUDGET, STRATEGIC PLAN UPDATE AND GOAL SETTING FOR 2019-2020 – M. Zonsius, Assistant Village Treasurer discussed a budget summary of two (2) primary funds, the Operating Fund and Water and Sewer Fund. Mr. Zonsius stated overall the budget to April 30, 2019 is favorable. Improvements include Illinois Income Tax with a \$500,000 decrease and improvements in expenses regarding salaries and benefits, as well as contract services. The Water and Sewer Fund is coming in on budget. Additionally, Mr. Zonsius provided a brief summary of the estimated FY-20 Capital Improvements Fund along with a list of the top ten (10) projects including costs, which are detailed below. A numbering system for the Capital Improvements Fund projects was also suggested, which primarily signifies what budget year the project originated.

Top Ten Projects

	EFYE20 Capital
Water Main Replacement	\$1,000,000
Downtown Plaza Expansion	\$8,000,000
Fire Station #47	\$5,800,000
Pavement Management Program	\$3,059,100
TIF MHC: Convention Center	\$2,035,000
Utility Extension – LaGrange Road	\$1,870,000
Freedom Pond	\$1,705,000
167 th Street Post 7 Force Main Sewer Replacement	\$1,253,262
167 th Street to 175 th Sanitary Sewer Lining	\$1,200,000
Pain Elevated Tank, Exterior and Interior	<u>\$1,030,000</u>
	\$26,952,362

B. Bettenhausen, Village Treasurer discussed Tax Increment Finance (TIF) Review. Below is a list of the TIFs discussed.

- Oak Park Avenue TIF (Est. 1994, closing this year) – Successful TIF- Base 6% and increment 94%
- Main Street North TIF (Est. 2001) – Base 54% and increment 46% from 2001-2017
- Main Street South TIF (Closed April 3, 2018)
- Mental Health Center TIF (Est. 2014) – Base 86% and increment 14% from 2014-2017
- Legacy TIF (Est. 2015) – Base 81% and increment 19% from 2015-2017
- New Bremen TIF (Est. 2018) – Multiple development and infrastructure projects

D. Niemeyer, Village Manager asked the Committee of the Whole if there were any questions pertaining to the TIFs. No one came forward.

Mr. Bettenhausen discussed Pension Fund Review. The Police Pension Fund is nearly 76% funded. Employer contribution requirement for the Police Pension Fund remains just below \$3 million annually.

Mr. Niemeyer discussed the strategic plan and goals, which was initially developed by the Village Board approximately 3 years ago. Below are projects within the strategic plan along with progress regarding each project.

Strategic Plan Highlights

- Mental Health Center – Need purchase price from state of Illinois. Three proposals received and financial review of proposals is underway.
- Downtown Plaza – Plaza design on schedule. Scheduled to break ground March 2019.
- Village Branding – Completed or significant progress on action items 1-22.
- Convention Center vitality – Agreements with HARP Group adopted July 2018.
- Downtown beautification and maintenance – Fountain and traffic lights installed, landscape upgraded Metra south lots repaved.
- Evaluate existing façade improvement/incentive program – Oak Park Avenue Playbook adopted and in operation; 15 interested, 9 grants applied for (3 businesses applied for multiple grants).
- Village-wide enhanced sidewalk capital improvement program - Sidewalk gap program completed for this year. Additional sites identified and are part of the village engineer's 5-year plan.
- Commit to strategic plan process, create action plan for staff around major goals – Nine goals completed; 47 ongoing.

- Increase safety and traffic and pedestrian capacity by widening 80th Avenue at I-80 – Met with county’s consultant. Potential 191st Street intersection improvement project combination for funding purposes. Bridge scheduled for 2021, widening 2022 pending funding.
- Tinley Park High School walking path – Completed.
- Maintain safe, stable, desirable community with strong property values, hometown feel and quality of life – Camera installation 2 intersections; increasing public safety staffing underway (5 patrol in progress, 2 commanders added).
- Repurpose former State Police station within Public Safety building – Completed. New offices complete and personnel moved into new space.

Mr. Niemeyer stated the strategic plan status is updated every quarter and is available online. Acting President Pro-Tem Pannitto stated a lot of progress has been made and there are ongoing plans for future goals. Acting President Pro-Tem Pannitto asked about the resurfacing project and K. Workowski, Public Works Director provided the Committee with an update. Trustee Curran asked about the installation of cameras as part of the safety plan.

An initial goals list developed by staff was provided to the Committee of the Whole, which included department goals along with an estimated budget for each goal, as well as a column for the Committee to rate a priority to each goal. Mr. Niemeyer asked the Committee to review the initial goals list and rate the level of priority of each goal as 1, 2 or 3; the most important goal would be rated 1, moderately important 2 and 3 for the least important goal. Public Works, Public Safety, Community Development, Marketing, Clerk’s Office, Manager’s Office and Finance department goals were discussed. Considerable time was spent in discussion of hiring police officers. Chief Walsh stated he would like to hire as many officers as the budget would allow. Acting President Pro-Tem Pannitto asked if there were any questions. No one came forward.

Mr. Niemeyer discussed Community Development goals and stated the Village used to have a CDBG (Community Development Block Grant) program, which is a federal program providing money in areas that qualify and the Village can expect to restart this program to research applicable grants. Mr. Niemeyer then discussed the remaining departments’ goals. Discussion included the options of eliminating or outsourcing vehicle stickers. A compiled list of statistics was read by Kristin Thirion, Village Clerk relating to vehicle stickers. Additionally, a review of comparable communities was performed last summer, focusing on if the community required residents to purchase vehicle stickers, and if so, at what prices. If a community did not require residents to purchase vehicle stickers, then focus was given relating to another source of revenue. Ms. Thirion stated the Clerk’s Office is interested in exploring a more equitable alternative to the vehicle stickers. Acting President Pro-Tem Pannitto and Trustee Berg stated they would also be interested in exploring other alternatives to the vehicle stickers as another revenue source for the Village.

Mr. Niemeyer stated further discussions are needed on hiring police officers, vehicle stickers and a presentation on updating various fees since these issues are integral to the budget. The plan is to have a draft budget brought to the Village Board on February 18.

Budget schedule for 2020 Fiscal Year:

- February 18, 2019 – Draft budget sent to Village Board
- Late February/Early March – Discuss budget meeting date with Village Board
- April 2, 2019 – Public hearing on proposed fiscal year 2020 budget and first reading of Ordinance
- April 16, 2019 – Adoption of budget for 2020 Ordinance

Trustee Glotz asked if employees provide a written summary of events to management when attending a conference. Mr. Niemeyer stated this is not done on a consistent basis, but implementation of such requirement for a multiday conference would be best practice. Trustee Glotz recommended a written report requirement for Village employees attending multiday conferences for Village business purposes.

Mid-year budget requests for FY-19 were reviewed, which include a pickup truck, full-time accountant position, full-time telecommunicator and a full-time custodial position. Mr. Niemeyer stated money is already approved and expenditures are tentatively approved. Review of these requests is to ensure the Committee of the Whole is in agreement with these previously made decisions.

Item #8 – RECEIVE COMMENTS FROM THE PUBLIC – Mike Stuckly asked for clarification on the Tinley Park Mental Health Center appraisal, the squad car take-home policy and the Village code relating to the alarm when buying or transferring a business.

Motion was made by Trustee Glotz, seconded by Trustee Berg, to adjourn to executive session. Roll call: Trustee Pannitto - Yes, Trustee Berg - Yes, Trustee Brady - Yes, Trustee Glotz - Yes, Trustee Curran - Yes.

Item #9 – ADJOURN TO EXECUTIVE SESSION TO DISCUSS:

A. COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVES, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES.

ADJOURNMENT

Motion was made by Trustee Glotz, seconded by Trustee Brady, to adjourn this meeting of the Committee of the Whole. Vote by voice call. Acting President Pro-Tem Pannitto declared the motion carried and adjourned the meeting at 9 p.m.

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