

MINUTES
Meeting of the Committee of the Whole
August 6, 2019 - 6:45 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: M. Glotz, President Pro-Tem
C. Berg, Village Trustee - Arrived 6:48 p.m.
W. Brady, Village Trustee
W. Brennan, Village Trustee
D. Galante, Village Trustee
M. Mueller, Village Trustee

Members Absent: J. Vandenberg, President

Other Board Members Present: K. Thirion, Village Clerk

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager - Arrived 6:49 p.m.
J. Urbanski, Assistant Public Works Director
D. Framke, Marketing Director
L. Valley, Executive Assistant to the Manager and Trustees
H. Lipman, Management Analyst
D. Sanfilippo, Executive Assistant to the Mayor
R. Boling, Computer Technician
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Committee of the Whole was called to order at 6:47 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD ON JUNE 4, 2019 – Motion was made by President Pro-Tem Glotz, seconded by Trustee Mueller, to approve the minutes of the Committee of the Whole meeting held on June 4, 2019. Vote by voice call. President Pro-Tem Glotz declared the motion carried.

Item #3 – DISCUSS NEW STRATEGIC PLAN AND PLANNING PROCESS - Staff has relied on the current strategic plan as a guide for implementation of goals in four categories: Short-term complex, short-term routine, long-term complex and long-term routine. Approximately 47 of a total of 63 goals are currently in progress and 10 have been completed.

The current goals are a result of a strategic planning process that began in May 2015. An RFQ (Request for Qualifications) was published, requesting services of an outside facilitator. Four (4) proposals were received, and the Village selected Sikich to complete group exercises and processes to assess the Village's policy and operational environments, collecting citizen and stakeholder input and facilitation of strategic planning workshops including visioning, environmental scanning and goal development.

Staff recommended beginning a new strategic planning process based on progress made over the last four (4) years of implementing current goals as well as the appointment of several new Village Board members.

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The process would begin with an RFQ published to solicit proposals for an outside facilitator. The scope of services would include review of citizen survey data/results, strategic planning sessions and the facilitator aid in development of a Village Mission/Vision Statement. Costs were not specifically allocated in the current budget; however, savings have been identified in the budget to cover expenses.

Below is a timeline for the strategic planning process:

- RFQ Issuance - August 7, 2019
- RFQ due - August 28, 2019
- Firm Interviews - Week of September 9, 2019
- Approval of facilitator at Village Board Meeting- September 17, 2019
- Citizen Survey Data/Results Received - October 2019
- Staff/Board Planning Sessions - November 18 and 19, 2019
- Final Report - January 2020

The goal would be for the Village Board to participate in a planning session prior to budget preparation begins and for the final report to be completed in January before final budget decisions are made.

H. Lipman, Management Analyst asked the Committee of the Whole if there were any questions. Trustee Galante asked if the Village could perform strategic planning rather than hiring a consultant. Ms. Lipman provided the advantages of utilizing an independent firm. D. Niemeyer, Village Manager stated strategic planning could be performed either in-house by management or by utilizing an outside consultant dependent upon Village Board preference, however, usual practice is to hire a consultant and also ensures management is involved in goal setting. President Pro-Tem Glotz asked the Committee if there were any further questions. No one came forward. Committee consensus would be to initiate the RFQ process to identify a firm to conduct the Village's strategic planning.

Item #4 – DISCUSS EMERGENCY PUMP REPLACEMENT AT POST 5 SANITARY SEWER LIFT STATION - There have been recent failures in one of three pumps and one of three soft starts, leaving both inoperable at Post 5 sanitary sewer lift station, located at 171st Street and 80th Avenue.

Post 5 Lift Station is currently undergoing a complete overhaul and update. Redesign includes removing all three pumps and VFD (variable frequency drive) soft starts and installation of new components, which would be uniform with pumps at other lift stations. Replacement of the nonoperational pump and soft start now would lower the cost of the station overhaul as well as ensuring wastewater continues pumping as needed. The new pump and soft start have a twelve-week lead time and include a five-year warranty. The new pump and soft start would also be compatible with the current station and with any future improvements made to the station. Pump repair would require six months and includes a ninety day warranty at a cost of \$109,260.00. Pump repair would need to be replaced during the station improvement project. Superior Pumping Services is the Village's current service contractor for lift station maintenance and has been performing emergency repairs and maintenance within the Village for approximately four years.

Staff requested emergency sole source purchase approval and installation of pump and VFD soft start at an amount not to exceed \$185,950.00. Funding in the amount of \$185,950.00 is available in the approved FY-2020 Budget. President Pro-Tem Glotz asked if the Committee had any questions. No one came forward.

Motion was made by President Pro-Tem Glotz, seconded by Trustee Berg, to recommend emergency sole source purchase approval and installation of pump and VFD soft start of an amount not to exceed

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\$185,950.00, to perform emergency pump replacement at Post 5 Lift Station, be brought forward to the Village Board. Vote by voice. President Pro-Tem Glotz declared the motion carried.

Item #5 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

President Pro-Tem Glotz adjourned this meeting of the Committee of the Whole at 6:57 p.m.

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