

**MINUTES**

**Special Meeting of the Committee of the Whole  
May 6, 2020 – 6:00 p.m.  
Village Hall of Tinley Park – Council Chambers  
16250 S. Oak Park Avenue  
Tinley Park, IL 60477**

President Pro Tem Glotz called the special meeting of the Committee of the Whole to order at 6:06 p.m.

At this time, President Pro Tem Glotz, stated the meeting was being held remotely via electronic participation consistent with Governor Pritzker’s Executive Order 2020-07 issued on March 16, 2020, which suspends the Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor’s Order: (1) suspends the requirement in Section 2.01 that “members of a public body must be physically present;” and (2) suspends the limitations in Section 7 on when remote participation is allowed. On April 30, 2020, Executive Order 2020-33 re-issued Executive Order 2020-07. President Pro Tem Glotz confirmed Board Members and Staff were able to communicate. All replied affirmative. President Pro Tem Glotz then introduced ground rules for effective and clear conduct of Village business.

Clerk Thirion called the roll. Present and responding to roll call were the following:

Members Present: J. Vandenberg, President Vandenberg (Participated Electronically)  
M. Glotz, Village President Pro Tem  
K. Thirion, Village Clerk  
C. Berg, Village Trustee (Participated Electronically)  
W. Brady, Village Trustee  
W. Brennan, Village Trustee  
D. Galante, Village Trustee  
M. Mueller, Village Trustee

Members Absent:

Other Board Members Present: J. Vandenberg, Village President (Participated Electronically)

Staff Present: D. Niemeyer, Village Manager (Participated Electronically)  
P. Carr, Assistant Village Manager  
L. Godette, Deputy Clerk  
P. O’Grady, Village Attorney  
D. Framke, Marketing Director  
M. Walsh, Police Chief  
F. Reeder, Fire Services Administrator  
J. Urbanski, Interim Public Works Director  
B. Bettenhausen, Village Treasurer/Finance Director (Participated Electronically)  
A. Brown, Assistant Village Treasurer/Finance Director  
H. Lipman, Management Analyst

Others Present:

**Item #2 – ADJOURN TO EXECUTIVE SESSION TO DISCUSS:**

- A. THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.**
- B. 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.**

Motion was made by Trustee Brennan, seconded by Trustee Brady, to move Item #2 **ADJOURN TO EXECUTIVE SESSION**, to Item 4b of this agenda. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro-Tem Glotz declared the motion carried.

**Item #3 – DISCUSS PROPOSED SPENDING REDUCTIONS DUE TO COVID-19 PANDEMIC. -**

David Niemeyer, Village Manager, stated that Staff is looking to get Board feedback on a new revenue and spending plan with the COVID-19 pandemic upending municipal budgets. Since late March, Department Heads have been asked to reduce their budgets by 20%, with the focus on maintaining core services. He recommended the spending plan be reviewed every two (2) months for the next six (6) months and adjust as necessary, adding if the Village were to wait for the revenue numbers to come in, more drastic, temporary cuts may have to be made, which may impact core services.

Andrew Brown, Assistant Village Treasurer/Finance Director, presented the FY 2021 COVID-19 Revised Spending Plan. The projected reduction in revenue in the General Fund totaled \$11.12 million (19.3%).

Brad Bettenhausen, Village Treasurer/Finance Director, detailed the reductions to Sales Tax, Home Rule Sales Tax, Use Tax, Income Tax, Amusement Tax, Video Gaming Tax, Liquor Licenses, and Video Gaming Licensing. The anticipated decrease in revenue is in line with the budget reduction request made to departments in March. He also outlined reductions to Motor Fuel Tax Fund, Local Roads Fund, Hotel/Motel Fund, Water & Sewer Fund, and the Commuter Parking Fund. The total projected revenue reduction for Non-Operating Funds is \$2.94 million. The total Projected Revenue Reduction \$14.06 million.

The Village approved a total capital improvement plan of \$52.2 million. Departments re-prioritized all approved projects, and has deferred or reduced the scope by \$14.1 million. The remaining \$38.1 million are projects that staff considers critical (\$23.6 million) or needed (\$15.6 million).

The Operating Fund departments operations budgets (not including personnel, benefits or employer costs) for FY 2021 totaled just under \$13.5 million. Staff worked to reduce operating expenditures by almost \$2.5 million, or 18.54% of the FY 2021 budget. The proposed Operating Fund spending plan for, non-personnel, operations is approximately \$11.0 million.

Trustee Mueller asked, if the delay in State disbursements would create any cash flow issues. Mr. Brown responded the main function of the non-capital reserves is to bridge this gap. Mr. Bettenhausen stated that it has taken forty years to build those reserves.

President Vandenberg asked if there is a projected timeline for return to normal revenue streams. Mr. Brown replied these calculations are dependent on the date business can reopen, issued by Governor Pritzker. President Vandenberg also asked if the Treasurers Department is in agreeance with the aggressive cuts at this time. Mr. Brown responded the original request in March, of a 20% reduction of department budgets, was provide a cushion, however, as this situation has evolved, that request has now fallen in line with the projected revenue reduction, noting if the stay-at-home order is extended, this will continue to affect revenues negatively. He added the phased approach of temporary reductions provides flexibility to avoid deeper cuts in the future and the ability to return service levels to pre-pandemic levels, once revenue streams achieve some normalcy. Mr. Bettenhausen concurred.

Mr. Brown then presented the project impact Capital Improvement Plan. The Village approved a total capital improvement plan of \$52.2 million. Departments re-prioritized all approved projects, and has deferred or reduced the scope by \$14.1 million. The remaining \$38.1 million are projects that staff considers critical (23.6 million) or needed (\$15.6 million).

The Operating Fund departments operations budgets (not including personnel, benefits or employer costs) for FY 2021 total just under \$13.5 million. Staff worked to reduce operating expenditures by almost \$2.5 million or 18.54% of the FY 2021 budget. The proposed Operating Fund spending plan (not including personnel) is approximately \$11 million.

President Pro Tem Glotz feels reductions to employee hours should be the last cuts made with a top down approach. Trustee Berg, Brady, Brennan, Mueller and Clerk Thirion concur.

Trustee Brennan would asked when the income tax revenue numbers from the State will be received. Mr. Bettenhausen explained the filing deadline, for 2019, has been extended to July 15. The consequences to the 2020 income tax will not be felt until next year. Mr. Brown added that the Finance Department will share information it receives with the Managers Office.

Trustee Galante also feels reductions to employee hours should be the last cuts made, however, changes may have to be made for those employees, whose services have been impacted negatively. She would also like to have a better understanding on how departments, such as Police, are going to make these cuts, while keeping the Village and its residents safe. Mr. Brown clarified these reductions are temporary. Trustee Galante asked what grants are available. Mr. Brown noted the Federal Emergency Management Agency (FEMA) assistance program for applicable Covid-19 related expenses the Village has incurred, as well as Rebuild Illinois.

Trustee Mueller feels the operational and capital cuts are appropriate.

**Item #4a – RECEIVE COMMENTS FROM THE PUBLIC –**

President Pro Tem Glotz asked if there were any comments from the public submitted in writing. Village Attorney Paul O’Grady stated there were none.

President Pro Tem Glotz asked if there was anyone from the public who requested to comment telephonically. Village Attorney Paul O’Grady stated there were none.

**Item #4b – ADJOURN TO EXECUTIVE SESSION TO DISCUSS:**

- A. THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.**
  
- B. 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.**

Motion was made by President Pro Tem Glotz, seconded by Trustee Berg, **ADJOURN TO EXECUTIVE SESSION**. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro-Tem Glotz declared the motion carried.

**ADJOURNMENT**

Motion was made by Mayor Pro Tem Glotz, seconded by Trustee Brady, to adjourn the Special Committee of the Whole. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the meeting adjourned at 9:33 p.m.

dm