

MINUTES
Special Meeting of the Committee of the Whole
April 13, 2021 – 6:30 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 on April 13, 2021, to order at 6:34 p.m.

At this time, President Pro Tem Glotz stated this meeting was conducted remotely via electronic participation consistent with Governor Pritzker’s Executive Orders suspending certain requirements of the Open Meetings Act provisions relating to in-person attendance by members of a public body due to the COVID-19 pandemic. President Pro-Tem Glotz introduced ground rules for effective and clear conduct of Village business. Elected officials confirmed they were able to hear one another.

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

Members Present: M. Glotz, Village President Pro Tem
 K. Thirion, Village Clerk
 C. Berg, Village Trustee
 W. Brady, Village Trustee
 W. Brennan, Village Trustee
 D. Galante, Village Trustee
 M. Mueller, Village Trustee

Members Absent: J. Vandenberg, Village President

Staff Present: D. Niemeyer, Village Manager
 P. Carr, Assistant Village Manager
 L. Godette, Deputy Clerk
 J. Urbanski, Public Works Director
 D. Framke, Marketing Director
 B. Bettenhausen, Village Treasurer
 A. Brown, Assistant Village Treasurer
 K. Clarke, Community Development Director

Others Present: Anthony Cervini, Sikich
 Drew Kellogg, Enterprise Fleet Management, Inc.
 Van Calombaris, Village Engineering Consultant

Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE SPECIAL COMMITTEE OF THE WHOLE MEETINGS HELD ON MARCH 11, AND MARCH 16, 2021– Motion was made by Trustee Mueller, seconded by Trustee Berg, to approve the minutes of the Special Committee of the Whole meetings held on March 11, and March 16, 2021. 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 – RECEIVE PRESENTATION OF THE FISCAL YEAR 2020 (FY20) AUDIT – Anthony Cervini of Sikich presented the FY20 audit. The Comprehensive Annual Financial Report was sent to the Illinois State

Comptroller and the Federal Audit Clearinghouse. The Independent Auditors Report noted a clean unmodified opinion on the Village's financial statement.

Item #4 - DISCUSS AUTHORIZING YEAR-END TRANSFERS – Andrew Brown, Assistant Village Treasurer, presented the year-end transfers. This Resolution implements a series of year-end transfers following established fiscal practices as outlined in the Fiscal Policies manual. These transfers are supported by the excess of revenues over expenses that may exist at the April 30, 2021, fiscal year-end; or from the Fund Balance of the designated fund initiating the transfer. The transfers are made to support capital and debt service reserve funds for both the short-term and long-term financial needs of the Village to support the replacement of infrastructure, equipment, and provide for debt service on outstanding bonds. The Resolution establishes not to exceed amounts for the contemplated transfers of \$10,000,000 from the General Fund; \$3,000,000 from the Water and Sewer Fund, and \$1,000,000 from the Commuter Parking Lot Fund. The actual dollar amount of the transfers may be less and will be determined once the fiscal year has closed.

Trustee Galante asked when the exact amounts will be available. Mr. Brown stated they will be included in the next fiscal year budget.

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend authorizing year-end transfers, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #5 – DISCUSS AMENDMENT TO RESOLUTION 2021-R-011 AUTHORIZING A PROPOSAL WITH VAN BRUGGEN SIGNS, INC. FOR THE PURCHASE OF A DIGITAL JUMBOTRON SIGN – David Niemeyer, Village Manager, explained after the Village Board approved a quote from Van Bruggen Signs for a digital billboard at the Tinley Park Convention Center (TPCC) it was discovered the approved 10mm display has an electrical requirement of 240v/80a, while the electrical service at the existing sub-panel for the pylon sign is 240v/60a. The Village would need to upsize the electrical service to allow a 10mm sign to be built.

A 16mm sign would be compatible with the current electric service. This would have a pixel matrix of 162x252 compared to 270x420 for the 10mm sign. The Village Manager and John Urbanski, Public Works Director, compared a few 16mm signs in the area and believe that based on the size of the sign there is not a noticeable difference in the quality of a 16mm compared to a 10mm. Installing a 16mm sign allows the use of the current electric service and will have a cost savings of \$2,378. Staff as well as the Convention Center managers, recommend purchasing the 16mm sign.

Trustee Brady asked if the current electric service needs any repairs to avoid problems in the future. Mr. Urbanski replied it does not appear to need repairs.

Trustee Brady asked who controls the sign content and if there is the ability to promote Village events. Trustee Glotz expanded on this question asking if the Village or the TPCC adds the Village information. Mr. Niemeyer stated the Village has an agreement to allow for Village event promotion. The TPCC controls the sign. Donna Framke, Marketing Director, stated she will share the policy.

Motion was made by Trustee Berg, seconded by Trustee Mueller, to recommend the amendment to resolution 2021-R-011 authorizing a proposal with Van Bruggen Signs, Inc. for the purchase of a digital jumbotron sign, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #6 – DISCUSS SIGN GRANT FOR MEDPRO HEALTH PROVIDERS, LLC, 16820 OAK PARK AVENUE – Kimberly Clarke, Community Development Director, presented the Oak Park Avenue Sign Grant

request. Riz Villaseñor of MedPro Health Providers, LLC (Applicant), proposes to convert a single-family residential home to a mixed-use building with a first-floor office and second-floor apartment at 16820 Oak Park Avenue. The site was recently approved for a code compliance grant in the amount of \$15,497.50. The redevelopment proposal benefits the Village by redeveloping a vacant and deteriorating building, while also keeping an existing healthcare business in town.

The ECC reviewed the current sign grant request at their March 8, 2021 meeting and unanimously recommended the request for approval with a vote of 9-0. The initial request was \$1,947.50 based on a quote provided by Effective Signs. Since the meeting, the design changed slightly which increased the amount requested to \$2,375.00. The original intent and design of the sign conform substantially to what the ECC reviewed. If approved, the property will have received for the year \$17,872.50 in grant money which is under the maximum of \$70,000 per site.

Motion was made by Trustee Mueller, seconded by Trustee Brady, to recommend the sign grant for MedPro Health Providers, LLC, 16820 Oak Park Avenue, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #7 - DISCUSS WATER RATE INCREASE – Brad Bettenhausen, Village Treasurer, presented the water rate increase. The Village has typically adjusted water rates in January for changes in the “wheeling costs” charged by Oak Lawn to deliver the water, and in June for the regular Chicago increases. The next Chicago rate increase will occur on June 1, 2021. These points are also recommended for implementing any increases necessary for the operation and maintenance of Tinley Park’s storage and distribution system, as well as the related sanitary and storm sewer charges.

Following a utility rate study, the Village established a five-year rate schedule in 2009. The systematic increases established under Ordinance 2009-O-072 ended in 2014, but the Municipal Code includes a provision that the Oak Lawn and Chicago rate increases as they occur will automatically adjust the overall rates and these adjustments have continued as programmed.

It has been more than seven (7) years since the utility rates have been adjusted for any increases in the Village’s operational costs (electric, labor, materials, etc.).

The Village was in the process of conducting a new water rate study in 2014 toward updating the utility rates, but this effort was derailed in 2015 by issues and litigation regarding the Severn-Trent water meters then in use. The meter litigation was settled in 2020. To address meter concerns, in June 2016 the Village Board initiated the systemwide replacement of all its water meters with new electronic meters and the addition of an Advanced Metering Infrastructure (AMI) system that has enhanced and significantly automated the Village’s ability to obtain meter readings. Readings are received hourly from each meter and provided greater monitoring of system usage both to our customers and the Village. Due to limited availability of funds in the Water and Sewer utility to support the immediate system upgrades, the improvements were approved to be funded from the general capital reserves of the Village. It was stipulated that the funds advanced to the utility fund were to be repaid in the future through utility billing revenues.

The total costs of the meter replacement and system improvements were approximately \$8.5 million. If these costs were to be amortized similar to a bond issue, with repayment spread over 15 years (meters have a 20-year life cycle) and 2% interest (approximate rate for Village to borrow funds), the annual debt service is about \$700k annually. Further delaying the repayment schedule, risks a situation where the Village is continuing to pay for the “2016” meters after the next cycle of replacements and associated costs begins. The annual “debt service” of \$700k when divided by 1.5 million gallons of billable retail consumption, produces a rate of approximately 50 cents.

It is intended that the Village will conduct a new comprehensive utility rate study in the upcoming year. However, it was recommended that the Village address some increment increases prior to the completion of that study. The proposed ordinance adjusts the Village's water rates by only the 50 cents to begin the repayment of the water meter costs. The ordinance also revises the code sections related to the utility rates to place them in a better format to facilitate the future rate increases anticipated.

Motion was made by Trustee Brady, seconded by Trustee Brennan, to recommend the water rate increase, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #8 – DISCUSS POLICE DEPARTMENT SIMULCAST RADIO UPGRADE PHASE #1 – Mr. Urbanski presented the radio upgrade request. As a main operational function of the Police Department's activities, the radio system receives annual maintenance checks. In response to an increase of "issues" compared to the standard of reliability for a system our size (over 90,000 transmissions per year at 98% reliability), staff requested an updated review and recommendation.

In response to findings, research to better improve the system coverage and operation for improved in-building coverage throughout the Village led staff to engineer a multi-site (simulcast) system operation. In conjunction with the findings of the system analysis along with improvements in technology, it was this recommendation that would assist with increased coverage and reduce some of the issues previously experienced within the Village. Currently, the radio system transmits to dispatch from a single site when field operations occur. This limits the potential of the system and signal. A simulcast system allows multiple transmitters at multiple locations, thereby creating a larger coverage footprint. This upgrade also allows for a three (3) site simulcast system that will allow migration to P25 VHF operation (digital).

To begin a phased approach of improvements and respective of COVID-19 reductions, staff recommended purchasing equipment for Phase 1 of the system. Phase 2 installation was requested in the FY22 budget and will be presented for board approval respectively. Quotes were requested and received from two (2) responsive vendors (Simoco & Tait). Both proposals are industry standard "quality" equipment serving Public Safety, Public Service agencies.

Motion was made by Trustee Berg, seconded by Trustee Brady, to recommend Police Department Simulcast Radio Upgrade Phase #1, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #9 – DISCUSS POLICE DEPARTMENT RADIO UPGRADE NINE (9) RECEIVER SITES – Mr. Urbanski presented the purchase request. As a result of the system inspection and corresponding to technology trends, it was determined that the current police radio system requires upgrades to the transmitter and receiver sites. This phased approach was requested in the FY21 budget recommendation to prevent unnecessary emergency outages or intermittent operations with the current, aging equipment as originally intended for "upgrade of (5) receivers." In response to findings, staff researched solutions to better improve the system and operation for improved in-building coverage throughout the Village.

Previously requested and in conjunction with the simulcast system upgrades and improvements in existing technology, it was this recommendation that will require parallel upgrades of all of the current radio receiver sites. Currently, the radio system does not afford the ability to upgrade to a simulcast system, therefore requiring the replacement of nine (9) of the current radio receivers. This receiver upgrade will allow migration to P25 VHF operation (digital) when decided necessary.

To begin a phased approach of improvements and respective of COVID-19 reductions, staff recommends purchasing equipment for Phase 1a of the system. Phase 2a installation was requested in the FY22 budget and will be presented for board approval respectively. Quotes were requested and received from two (2) responsive vendors (Simoco & Tait).

Motion was made by Trustee Brennan, seconded by Trustee Berg, to recommend Police Department Radio Upgrade nine (9) receiver sites, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #10 – DISCUSS ENTERPRISE FLEET MANAGEMENT PROGRAM – Mr. Urbanski presented the Enterprise Fleet Management program. The Village owns and maintains 347 vehicles and equipment. Public Works has annually presented maintenance and replacement recommendations for the fleet. The primary goals as vehicles and equipment are reviewed are that the vehicles are safe, reliable, and provide functionality at an economical cost.

Three options are typically used in the industry when determining a vehicle’s replacement point:

1. The current methodology utilizes a weighted scoring system and replacement is determined based on established intervals of age, mileage, repair history, and aesthetics. This method has been implemented with replacement scoring based on the Village Board defined service levels, but it has been questioned if it is the most economical, because it does not consider variability among vehicles.
2. Replacement is made when repairing exceeds the value of the vehicle. This method is often referred to as the “drive it till it dies” approach, which typically occurs when a major component fails, such as a transmission or engine. Major components tend to start failing on vehicles in the 150,000 to 200,000 miles range.
3. Replacement is based on lifecycle costing analysis. This method considers the point in the vehicle or equipment’s life when the sum of all ownership and operating costs reaches a minimum. Typical parameters included in these analyses are depreciation, cost of money, insurance, fuel, and maintenance and repairs.

Staff has reached out to a few other communities that have utilized the program, the majority with positive results. For the past 6 months, staff has met many times to discuss the pros and cons of this program and have determined that the introduction of the pilot program will offer the proof of concept that a leasing and purchasing option will show the lowest life cycle costs, greatest benefit and most fleet flexibility when comparing leasing vs. buying.

Drew Kellogg, Enterprise Fleet Management, Inc, presented the “pilot program” that has been created for this fiscal year by utilizing the Fleet Department’s previously scored list of eight (8) recommended replacement light & medium duty, non-pursuit vehicles. The foundation of these initial vehicles along with Enterprise’s recommendations, the Village can look to achieve a proof of concept that ideally, a vehicle or piece of equipment should be replaced around the time the rise in annual operating costs begins to outweigh the decline in annual capital costs, ultimately reducing overall fleet management costs to the Village.

With the newly proposed shorter lifecycle, the majority of the vehicle will remain under warranty. This allows the Village to avoid costly repairs and utilize local dealerships for repair work. The shorter “cycle” will allow the Village to reduce maintenance and repair costs and yield a higher return when vehicles are sold by Enterprise under this program.

In regards to purchasing concerns, The Interlocal Purchasing System (TIPS) as well as Sourcewell, following competitive proposal processes, awarded a Fleet Leasing and Management Services contract to Enterprise Fleet Management, Inc. TIPS and Sourcewell followed the same process that the Village would follow for the public

procurement, including publicly advertising the bid, analyzing the responses from the proposers (Enterprise and Acme Leasing), and entering into a contract with the awarded vendor.

Trustee Mueller asked about the length of the pilot program and how this program will be rolled out to the remainder of the fleet. Mr. Urbanski explained a recommendation will be made whether to maintain, expand, or terminate the program at the end of the pilot program which is for one (1) year.

Trustee Brennan asked if the entire fleet will be a part of the program or if there is a hybrid program. He also inquired about the insurance requirements and graphics. Mr. Kellogg replied once proving the worth of the program, Enterprise would intend to maintain the entire fleet. The Village would continue to insure the vehicles in the current manner. Graphics would be capped into the lease.

Trustee Galante asked if other participant communities were contacted. Mr. Niemeyer and Mr. Urbanski, both replied yes. Not were all part of a pilot program, but all were pleased with the program.

Trustee Brady asked what equipment is included. Mr. Kellogg replied in patrol and fire vehicles, all equipment is capped in, excluding computers and radios. Mr. Urbanski added patrol and fire vehicles are not included in the pilot program.

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend the Enterprise Fleet Management Program, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #11 – DISCUSS 2021 PAVEMENT MANAGEMENT PROGRAM (PMP) a. PMP APPROPRIATION OF FUNDS b. PMP ENGINEERING AGREEMENT - Van Calombaris, Village Engineering Consultant, presented the PMP. The preliminary list of streets recommended to be covered under the FY2022 program was provided. The recommendation included approximately 4.8 miles of streets to be resurfaced under the program. The total funding needed for the estimated cost of the FY2022 Program is \$3.1 million.

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend the appropriation of funds and the engineering agreement, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #12 – DISCUSS 2021 SIDEWALK & CURB REPLACEMENT PROGRAM – Mr. Urbanski presented the 2021 sidewalk and curb replacement program. The Village utilized the sidewalk and curb repair services of J&J Newell Concrete Contractors for the last two (2) years for maintaining and constructing sidewalks and curb repairs on Village-owned properties. Their services totaled over 11,500 square feet of new sidewalk throughout the Village each year.

The service contract was advertised and bid in 2019 in accordance with State bidding laws and provided the Village the potential of extending the contract for two (2) additional years at an overall percentage increase identified by the Contractor should their services be found acceptable by the Village. The previous two (2) year's services by J&J Newell were found to be acceptable and their previous services for the Village have found them to be a credible, trustworthy Contractor. This is the final year of renewal for this Contract.

Funding requested to be budgeted for FY22 was \$190,000 under the Public Works General Fund for Sidewalk Repairs/Replacement/Additional.

Trustee Galante asked if the contractor is responsible for the landscape repair and who inspects the completed work. Mr. Urbanski stated a landscape sub-contractor will perform this work. He added a new landscape sub-contractor will be used for the upcoming scope of work, which will be inspected by both the contractor and the Village.

Motion was made by Trustee Glotz, seconded by Trustee Berg, to recommend a contract extension with J&J Newell for the 2021 Concrete Flatwork and Curb Repair, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #13 – DISCUSS ANNUAL MAINTENANCE AND INSPECTION OF VILLAGE FACILITIES HEATING, VENTILATION AND AIR CONDITIONING (HVAC) UNITS CONTRACT

– Mr. Urbanski presented the HVAC contract. Routine HVAC preventive maintenance/inspections assure optimal system working conditions and conserves the life span of vital Village owned equipment. For more than 81 years, Murphy & Miller, Inc. has been serving municipalities and commercial businesses throughout the South Suburbs and Greater Chicagoland area. Murphy & Miller, Inc. has utilized their extensive and intricate knowledge of the Village’s unique HVAC systems to assist with avoiding equipment failures and optimizing the systems to operate at the most efficient levels.

The Village has contracted with Murphy & Miller, Inc. for approximately the past 11 years and found them to perform all contracted services satisfactorily.

Funding is budgeted and available in the approved FY22 Budget; Municipal Buildings Fund.

Budget Available	\$25,824.00
Contract Amount	<u>\$25,809.65</u>
Difference – Under Budget	\$14.35

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend a service contract with Murphy & Miller, Inc. for the annual maintenance and inspections of Village HVAC units, be forwarded to the Village Board for approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #14 – DISCUSS ANNUAL MAINTENANCE & INSPECTION OF VILLAGE FACILITIES BUILDING AUTOMATION SYSTEMS

– Mr. Urbanski presented the building automation systems contract. Continual routine preventive maintenance and inspections assure optimal system working conditions and conserves the life span of vital Village owned equipment. Total Automation Concepts, Inc. has utilized its extensive and intricate knowledge of Village building automation systems to assist with improving building management models, reducing utility costs, optimizing indoor air quality, avoiding equipment failures, and optimizing systems to operate at the most efficient levels.

The Village has contracted with Total Automation Concepts, Inc. for approximately the past 11 years and found them to perform all contracted services satisfactorily.

Funding is budgeted and available in the approved FY22 Budget; Municipal Buildings Fund.

Budget Available	\$34,000
Contract Amount	<u>\$29,290</u>
Difference – Under Budget	\$4,710

Motion was made by Trustee Berg, seconded by Trustee Glotz, to recommend a service contract with Total Automation Concepts, Inc. for annual maintenance and inspections, be forwarded to the Village Board for

approval. Vote by roll call. Ayes: Berg, Brady, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro Tem Glotz declared the motion carried.

Item #15 –RECEIVE COMMENTS FROM THE PUBLIC –

President Pro Tem Glotz asked if there were any comments from the public. There were none.

Laura Godette, Deputy Village Clerk, stated there was no written comment or request to speak telephonically.

Motion was made by Trustee Glotz, seconded by Trustee Mueller, to adjourn the 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 7:31 p.m.

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