

MINUTES
Meeting of the Committee of the Whole
December 21, 2021 – 6:00 p.m.
Village Hall - Council Chambers
16250 S Oak Park Ave.
Tinley Park, IL 60477

Members Present: W. Brennan, President Pro Tem
K. Thirion, Village Clerk
W. Brady, Village Trustee
D. Galante, Village Trustee
D. Mahoney, Village Trustee
M. Mueller, Village Trustee (Participated electronically)
C. Sullivan, Village Trustee
M. Glotz, Village President

Members Absent:

Staff Present: H. Lipman, Assistant Village Manager/Interim Treasurer
J. Urbanski, Public Works Director
L. Godette, Deputy Clerk
K. Clarke, Community Development Director
A. Ardolino, IT Manager
P. O'Grady, Village Attorney

Others Present: B. Bettenhausen, Finance Consultant

Item #1 - The meeting of the Committee of the Whole was called to order at 6:05 p.m.

At this time a motion was made by Trustee Mahoney, seconded by Trustee Brady to approve Trustee Mueller's request to participate in the meeting by electronic means pursuant to Section 30.28 of the Village Code. Vote on roll call. Ayes: Brady, Brennan, Galante, Mahoney, Sullivan. Nays: None. Absent: None. Abstain: Mueller. President Pro Tem Brennan declared the motion carried.

Item #2 - CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD DECEMBER 7, 2021 – Motion was made by Trustee Mahoney, seconded by Trustee Sullivan, to approve the minutes of the Committee of the Whole meeting held on December 7, 2021. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #3 – RECEIVE AUDIT PRESENTATION FROM SIKICH, LLP. – Anthony Cervini of Sikich presented the FY21 audit. The Independent Auditors Report noted a clean unmodified opinion on the Village's financial statement.

A discussion was had on credit card statements. President Glotz noted all credit card purchases are listed on the Vendor Approval reports included in the Village Board meeting packets.

Item #4 – REVIEW MID-YEAR FISCAL YEAR 2022 BUDGET – Hannah Lipman, Assistant Village Manager/Interim Treasurer, and Brad Bettenhausen, Financial Consultant, presented the mid-year budget review. Topics covered included:

- FY22 General Overview
- Bond Issuance

- ARPA, FEMA & State Funds
- FY23 Budget Status and Requests

Trustee Brady noted the 120th Anniversary of the Fire Department and a celebration may be in order.

Trustee Galante asked if funds for the music plaza are still being allocated. Ms. Lipman replied yes.

Item #5 – CONSIDER AMENDING SECTION 31.105 OF CHAPTER 31 OF TITLE III OF THE TINLEY PARK MUNICIPAL CODE RELATIVE TO THE TREASURER – Ms. Lipman presented the code amendment. Per Title III Chapter 31 Section 105, the Treasurer currently reports to the Village Board. In practice, this position reports to the Village Manager, and Staff recommended amending the ordinance to properly reflect this in addition to language that permits the position title to also be reflected as Finance Director. The duties of the Village Treasurer are much more expansive than the statutory duties of a Treasurer, therefore, the title of Finance Director is more typical in the municipal realm. The recommendation is to also permit the Assistant Treasurer to be reflected as Assistant Finance Director.

Trustee Galante asked for clarification that this is a title change only; no duties are being modified. Ms. Lipman stated it is an update to the position title only.

Motion was made by Trustee Sullivan, seconded by Trustee Mahoney to recommend amending section 31.105 of Chapter 31, Title III of the Tinley Park Municipal Code relative to the Treasurer be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #6 – CONSIDER AMENDING SECTION 36.07 OF CHAPTER 36 OF TITLE III OF THE TINLEY PARK MUNICIPAL CODE RELATIVE TO AUTHORIZED DEPOSITORIES AND SIGNATORIES – Ms. Lipman presented the code amendment. The current signatory ordinance (Title III Chapter 36 Section 7) lists the Treasurer, Assistant Treasurer, Clerk, and Deputy Clerk as signatories. As the Village will be without a Treasurer and Assistant Treasurer, it prompted Ms. Lipman’s appointment to Interim Treasurer to ensure continuity of operations and internal controls, largely due to the signatory ordinance. While this is a unique scenario and it is not anticipated to occur again anytime soon, staff recommended adding the Village Manager as a signatory. It is not uncommon in other municipalities for the Village Manager to act as a signatory. The Village Attorney and the Village Auditor, Sikich, are comfortable with the recommendation and do not have any concerns about internal controls by adding the Village Manager.

Trustee Galante asked if the Village Manager will be signing contracts. Ms. Lipman stated only when necessary.

President Glotz stated he is not a signatory.

Motion was made by Trustee Sullivan, seconded by Trustee Mahoney to recommend amending Section 36.07 of Chapter 36 of Title III of the Tinley Park Municipal Code relative to Authorized Depositories and Signatories be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #7 – CONSIDER AMENDING THE ORDINANCE FOR PAY SCALES AND FRINGE BENEFITS ESTABLISHED FOR THE FISCAL YEAR ENDING APRIL 30, 2022 – Ms. Lipman highlighted some changes to the Pay Ordinance which include:

- Pursuant to Public Act 101-1001 and effective January 1, 2022, the Illinois minimum hourly wage will increase from \$11.00 per hour to \$12.00 per hour. Certain adjustments to the current pay plan for some

positions are required. The positions impacted by these changes are Probationary Fire Fighter and Crossing Guard. There are no employees impacted by this change.

- In accordance with the recommended changes to the Village Code to rename the Treasurer position to Finance Director, it is recommended that the pay plan be updated for both the Treasurer and Assistant Treasurer positions to be renamed accordingly to Finance Director and Assistant Finance Director.

President Pro Tem Brennan asked if the Committee or the public had any comments. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Brady to recommend amending the Ordinance for Pay Scales and Fringe Benefits Established for the Fiscal Year Ending April 30, 2022, be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #8 – CONSIDER AN EXCEPTION TO SECTION 2.11 OF THE PERSONNEL MANUAL (DUAL CAPACITY EMPLOYMENT) – Ms. Lipman presented the exception which will permit Emergency Management Agency member Robert Ackerman to hold a secondary position as a substitute bus driver for the Senior Bus Program.

Trustee Galante asked if both positions are part-time. Ms. Lipman replied yes.

Motion was made by Trustee Mahoney, seconded by Trustee Sullivan to recommend an exception to Section 2.11 of the Personnel Manual (Dual Capacity Employment) be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #9 – CONSIDER 2022 VILLAGE BOARD AND COMMITTEE OF THE WHOLE MEETING SCHEDULES – Laura Godette, Deputy Clerk, presented the 2022 meeting schedules. Committee of the Whole meetings will be held on the first and third Tuesdays of each month at 6:00 p.m. and regular Village Board meetings will be held on the first and third Tuesdays of each month beginning at 6:30 p.m.

President Pro Tem Brennan asked if the Committee or the public had any comments. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Brady to recommend the 2022 Village Board and Committee of the Whole meeting schedules be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #10 – CONSIDER A RENEWED COOK COUNTY ASSESSMENT CLASSIFICATION 8 FOR PROPERTY AT 7320 DUVAN DRIVE (JOHN KACZMARSKI) – Kimberly Clarke, Community Development Director, presented the Class 8 request. The project will allow a long-time company to remain in Tinley Park but for the reclassification, the property owner will need to raise rent to offset the increased taxes that the current tenant cannot absorb. Duvan Drive continues to struggle with attracting businesses and overall investment into the properties due to the high taxes, outdated buildings, and proximity to Will County which can offer newer industrial buildings with lower taxes.

Mr. Kaczmariski owns multiple buildings on Duvan Drive and has proven to be a responsible and quality landlord. All of the buildings Mr. Kaczmariski owns are properly maintained and have had long-term tenants which speaks to him as a landlord.

The Economic and Commercial Commission (ECC) recommended this renewal of a Class 8 for approval by the Village Board at their December 21, 2021 meeting.

President Pro Tem Brennan asked if the Committee or the public had any comments. There were none. Motion was made by Trustee Mueller, seconded by Trustee Mahoney to recommend a renewed Cook County Assessment Classification 8 for property at 7320 Duvan Drive (John Kaczmariski) be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #11 CONSIDER AN EXPANSION TO AN EXISTING GROUND LEASE AND PCS SITE AGREEMENT AT 183RD STREET & RIDGELAND AVENUE – POST 2 – John Urbanski, Public Works Director, presented the contract which consists of an extension and expansion of an existing ground lease agreement with STC TWO LLC. STC TWO LLC currently owns a cellular tower on Village property at Post 2 (located off of 183rd and Ridgeland Ave.). The Village Attorney reviewed each of the proposed agreements and found them to be acceptable.

Highlights of the lease include, but are not limited to the following:

1. STC TWO LLC leases an additional 250 square feet adjacent to existing premises from the Village;
2. Tenant agrees to pay to Landlord an amount of thirty percent (30%) of the rental, license, or similar payments actually received by Tenant from such Future Subtenant.
3. Initial five (5) year term with extension options;
4. STC TWO LLC allows the Village to place an antenna on the tower at a discounted rate (via a separate agreement); and
5. Execution of the amended agreement generates an annual payment of \$27,000 to the Village.

President Pro Tem Brennan asked if the Committee or the public had any comments. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Brady to recommend an expansion to an existing Ground Lease and PCS Site Agreement at 183rd Street & Ridgeland Avenue – Post 2 be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #12 – CONSIDER ANNUAL MAINTENANCE CONTRACT RENEWAL FOR NETWORK HARDWARE AND SOFTWARE MAINTENANCE WITH MERIDIAN IT, INC. – Anthony Ardolino, IT Manager presented the annual maintenance renewal of networking equipment. The Village has a variety of network devices including switches, routers, firewalls, and wireless access points. To receive support on the hardware and software the Village purchases annual maintenance on the devices.

To receive the lowest pricing three vendors were sent specifications regarding the devices and each submitted a quote for the annual maintenance. The lowest cost was \$31,708.77 provided by Meridian IT Inc.

President Pro Tem Brennan asked if the Committee or the public had any comments. There were none. Motion was made by Trustee Sullivan, seconded by Trustee Mahoney to recommend the annual maintenance renewal of networking equipment be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried.

Item #13 – RECEIVE COMMENTS FROM THE PUBLIC –

President Glotz asked if there were any comments from the Public. There were none.

Motion was made by Trustee Sullivan, seconded by Trustee Mahoney to adjourn the Committee of the Whole. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Brennan declared the motion carried and adjourned the meeting at 6:51 p.m.