

MINUTES
Meeting of the Committee of the Whole
December 20, 2022 – 6:00 p.m.
Village Hall - Council Chambers
16250 S Oak Park Ave.
Tinley Park, IL 60477

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

Item #2 - Clerk O'Connor called the roll. Present and responding to roll call were the following:

Members Present: M. Mueller, President Pro Tem (Arrived at 6:10 p.m.)
N. O'Connor, Village Clerk
W. Brady, Village Trustee
W. Brennan, Village Trustee
D. Galante, Village Trustee
D. Mahoney, Village Trustee
C. Sullivan, Village Trustee

Members Absent: M. Glotz, Village President

Staff Present: P. Carr, Village Manager
H. Lipman, Assistant Village Manager
M. Walsh, Police Chief
S. Klotz, Fire Chief
M. Coleman, Building Official
J. Urbanski, Public Works Director
D. Framke, Marketing Director
A. Ardolino, IT Director
P. O'Grady, Village Attorney

Others Present:

Item #3 - CONSIDER APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING HELD DECEMBER 6, 2022 – Motion was made by Trustee Mahoney, seconded by Trustee Galante to approve the minutes of the Committee of the Whole meeting held on December 6, 2022. President Pro Tem Brennan asked if members of the Committee had any questions. There were none. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Sullivan. Nays: None. Absent: Mueller. President Pro Tem Brennan declared the motion carried.

Item #4 – CONSIDER VILLAGE CODE AMENDMENT – LICENSING COMMITTEE – Recent amendments were inadvertently made to the Village Code resulting in the former 'Business License Committee', which would review matters relevant to business licensing, to be removed from the Village Code. Amending the Village Code to reinstate the Licensing Committee with its assigned powers to participate in matters pertaining to Village-issued licenses was recommended.

President Pro Tem Brennan asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Brady to recommend the amendment of the Village Code – Licensing Committee be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Sullivan. Nays: None. Absent: Mueller. President Pro Tem Brennan declared the motion carried.

Item #5 – CONSIDER AMENDING THE ORDINANCE FOR PAY SCALES AND FRINGE BENEFITS ESTABLISHED FOR THE FISCAL YEAR ENDING APRIL 30, 2023 – An updated pay plan was presented following a mid-year review. The following changes were proposed:

- IT Department Position Title Changes: In accordance with the recommended changes on the IT Roadmap, it is recommended that the pay plan is updated for the current position of Lead Computer Technician to be renamed Systems Administrator and the Computer Technician to be renamed Helpdesk Coordinator. Job duties for each position have been evaluated and updated job descriptions have been finalized. No impact to salary ranges.
- Payroll Specialist Reclassification: The fiscal year 2023 budget included approval for two (2) Staff Accountant positions. One (1) of these positions has been reclassified to a Payroll Specialist position. This position is being added to the pay plan. In conjunction with the below finance position reclassification, net neutral budget impact.
- HR Coordinator Reclassification: The fiscal year 2023 budget included approval for three (3) Senior Accountant positions. It has been determined that only two (2) positions were needed to support department operations. The third position was reclassified to the HR Coordinator position and added to the pay plan. No impact to budget. In conjunction with the above finance position reclassification, net neutral budget impact.
- Marketing Coordinator: It has been determined the duties performed in the part-time Marketing Administrative Assistant position are better aligned with a part-time Marketing Coordinator job title. This position is being added to the pay plan. No impact to the budget.

Certain positions are being recommended for addition to the pay plan. Filling of new positions will be in line with budgetary approvals. These positions include the following:

- Radio Technician: It has been determined that the addition of a Radio Technician position to support public works operations and replace contractual services would result in substantial cost savings. This position would report directly to the Assistant Public Works Director.
- Network and Security Administrator: During the mid-year review the request to add the position of Network and Security Administrator was approved. This position is being added to the pay plan and will report to the IT Director.
- Van Driver: With anticipated changes to vehicles for senior programming, the position of Van Driver will be required. This position will be added to the pay plan and filled based on overall budgeted driver positions for fiscal year 2023.

Minor updates were made to standardize position titles and/or salary grade coding.

All changes described above are applicable to Appendix B of the Ordinance only.



No positions were recommended for removal from the pay plan.

President Pro Tem Brennan asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Sullivan to recommend the amendment of

the ordinance for pay scales and fringe benefits established for the fiscal year ending April 30, 2023, be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Sullivan. Nays: None. Absent: Mueller. President Pro Tem Brennan declared the motion carried.

Item #6 – CONSIDER CERTAIN VACATION BENEFITS AMENDMENTS – It has been identified that the long-standing policy of recognizing an employee’s full-time hire date for purposes of vacation benefits has adversely impacted committed long-term part-time employees eligible for promotion to full-time opportunities. As a result of internal promotion, a part-time employee who has been with the Village for numerous years may be eligible for fewer weeks of vacation than they would have been as a part-time employee. To continue to promote internal growth and development and offer attractive promotional opportunities, it is determined that this practice should be updated to better align with the strategic internal hiring initiative. As a result, the following recommendation amending the eligibility language for full-time vacation benefit eligibility was made:

If a part-time employee has been awarded part-time vacation benefits under Section 6.7 Part-Time Vacation Benefits, recognition for years of service for full-time vacation benefits shall be based on the part-time vacation benefits eligibility date.

A review of impacted staff has been conducted and four (4) employees will be positively impacted by this recommendation.

President Pro Tem Brennan asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Brady to recommend certain vacation benefits amendments 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 CONTRACT WITH AT&T FOR SECONDARY INTERNET SERVICES – The Village currently accesses the internet via two separate connections located at Village Hall both with Comcast. In June 2022 a Comcast internet outage affected both connections and resulted in over 7 hours of diminished Village services.

An after-action report was created following the internet outage listing preventive measures and recommendations, one of which was a second internet connection with an alternative carrier at a different physical location than Village Hall. This contract with AT&T will provide this redundant internet connection and minimize any carrier-level internet outage future impacts.

The monthly cost to the Village includes a router fee of \$313.60 and an internet access fee of \$900.00 for a total monthly cost of \$1,213.60.

Funding is available in the approved FY23 operating budget via account 01-14-000-72125.

President Pro Tem Brennan asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mueller, seconded by Trustee Mahoney to recommend a contract with AT&T for secondary internet services 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 CONTRACT WITH AIRY’S INC. FOR THE LAGRANGE ROAD WATER MAIN EXTENSION AWARD

Public Works has determined, using the water system model and institutional knowledge, a water main is needed between 17231 and 17333 LaGrange Rd. and from 175th Street to 17801 LaGrange Rd. This new 12” water main will close the existing gaps where the water main is non-existent. Filling these gaps will increase the flow and pressure to the residents and businesses in the surrounding areas. In total, there will be approximately 2,700 linear feet of water main installed.

The existing water main on the booster station property is located under a berm and is the same height as the road. This water main will be abandoned in place and a new water main will be installed at the needed depth and location to avoid conflicts with the booster station.

The bid opening was held on December 12, 2022, and the following bids were received:

Contractor	Location	Bid
Airy’s Inc.	Joliet, IL	\$1,452,000.00
Swallow Construction	Downers Grove, IL	\$1,629,434.50
Spiess Construction	Frankfort, IL	\$1,675,443.25
PT Ferro Construction	Joliet, IL	\$1,681,476.81
Austin Tyler Construction	Elwood, IL	\$1,769,407.00
Engineer’s Estimate		\$2,108,646.00

Budget Available	\$1,620,000
Contract Amount	<u>\$1,452,000</u>
Difference – Under Budget	\$ 168,000

President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Motion was made by Trustee Mahoney, seconded by Trustee Brady to recommend a contract with Airy’s Inc. for the Lagrange Road Water Main Extension award be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Mueller declared the motion carried.

Item #9 – CONSIDER A JURISDICTIONAL TRANSFER WITH COOK COUNTY DEPARTMENT OF TRANSPORTATION AND HIGHWAYS FOR THE 175th STREET RECONSTRUCTION PROJECT

The Village has been presented a Jurisdictional Transfer (JT) from the Cook County Department of Transportation and Highways (CCDOH) for the reconstruction of 175th Street from Oak Park Avenue to Ridgeland Avenue, Ridgeland Avenue from 175th Street to Oak Forest Avenue and Oak Forest Avenue to 1,000 feet east of Ridgeland Avenue.

The plans and specifications have been prepared by Robinson Engineering and the improvements include a reconstructed roadway with a curb and gutter profile and two-way left turn lanes at the intersections; new sidewalks on 175th Street and Ridgeland Avenue; on-street bike lanes along 175th Street west of Ridgeland Avenue and an off-street multi-use path along Ridgeland Avenue; eliminated ditches/swales for easier maintenance and improved drainage; and landscaping, signing, pavement markings, engineering, and other highway appurtenances.

The Village also requested to include the installation, upgrade, and/or relocation of water main, force main, sanitary sewer, street lighting and landscaping, including but not limited to the upgrade of the traffic signals, and installation of street lighting. The Village has agreed to accept the jurisdiction of and

ownership of 175th Street from Oak Park Avenue to Ridgeland Avenue, and Ridgeland Avenue from 175th Street to Oak Forest Avenue 21 calendar days after acceptance of the construction improvements by the Village. The total cost and breakdowns for this project were approved by the Board on September 6, 2022, under the Intergovernmental Agreement.

President Pro Tem Mueller asked if members of the Committee had any questions. There were none. Motion was made by Trustee Brennan, seconded by Trustee Mahoney to recommend a Jurisdictional Transfer with the Cook County Department of Transportation and Highways for the 175th Street reconstruction project be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Mueller declared the motion carried.

Item #10 – CONSIDER PROFESSIONAL SERVICES AGREEMENT WITH CHRISTOPHER B. BURKE ENGINEERING LTD. FOR THE HELIPAD IMPROVEMENTS – DRY UTILITY COORDINATION SUPPLEMENT #1 – Christopher B Burke Engineering Ltd. (CBBEL) began working on the Engineering design and coordination for the dry utility design and relocations that are proposed for the Helipad Improvements Project. The original Engineering Service Agreement was executed by the Village Manager on June 1, 2022. A separate electric service line was deemed required to power all the proposed improvements for the Helipad. Therefore, a supplement to the original Engineering Service Agreement is needed to incorporate the electric service into the overall design.

Funding in the amount of \$2,250,000 was allocated to this project in the FY23 Budget.

Trustee Galante had budgetary questions that were answered by John Urbanski, Public Works Director, and Hannah Lipman, Assistant Village Manager.

Trustee Brennan asked if there are grants available for the electric service. Mr. Urbanski stated not currently as this is new technology.

Trustee Mueller noted that this is in a TIF District.

Motion was made by Trustee Brennan, seconded by Trustee Mahoney to recommend a professional services agreement with Christopher B. Burke Engineering Ltd. for the Helipad Improvements – Dry Utility Coordination Supplement #1 be forwarded to the Village Board. Vote by roll call. Ayes: Brady, Brennan, Galante, Mahoney, Mueller, Sullivan. Nays: None. Absent: None. President Pro Tem Mueller declared the motion carried.

Item #11 – RECEIVE COMMENTS FROM THE PUBLIC –

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

Motion was made by Trustee Brennan, seconded by Trustee Sullivan, 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 Mueller declared the meeting adjourned at 6:23 p.m.