

MINUTES
Committee of the Whole
June 9, 2015
Fulton Conference Room
7:30 p.m.

Members Present: D. Seaman, Acting Mayor
P. Rea, Village Clerk
B. Maher, Village Trustee
T. J. Grady, Village Trustee
J. Vandenberg, Village Trustee
B. Younker, Village Trustee

Members Absent: M. Pannitto, Village Trustee

Staff Present: D. Niemeyer, Village Manager
M. Mertens, Assistant Village Manager
S. Tilton, Assistant Village Manger
B. Bettenhausen, Village Treasurer
T. Melody, Village Attorney

Others Present: S. Sepessy, Resident
G. Pratt, Tribune
L. Zumbach, Tribune

Item #1: Call Meeting to Order - Motion was made by Trustee Grady, seconded by Trustee Younker to call the June 9, 2015, Committee of the Whole meeting to order. Vote by voice call: Acting Mayor Seaman declared the motion carried and called the meeting to order at 7:30 p.m.

Item #2: Consider approval of the minutes of the Special Committee of the Whole meeting held on May 26, 2015. Motion was made by Trustee Younker, seconded by Trustee Maher to approve the minutes of the Special Committee of the Whole meeting held on May 26, 2015. Vote by voice call: Acting Mayor Seaman declared motion carried.

Item #3 Discuss Long Term Strategic Planning/Citizen Input – Acting Mayor Seaman provided an overview of the Strategic Planning/Visioning Concept for the Village of Tinley Park. The proposed visioning sessions would include an off-site facilitated session by an independent outside consultant and a possible citizen focus group. The Village Manager presented options that various communities have used for visioning sessions. Upon discussion, the consensus of the Committee was to direct staff to formalize a Request for Proposal for a facilitated visioning session planned for the fall of 2015.

In conjunction with the visioning session, staff is recommending the possibility of surveying Tinley Park citizens and businesses. The Committee discussed various options that have been utilized by surrounding communities and discussed best practices of scientific surveying, utilizing ICMA National survey standards for comparability and/or utilizing a more focused local survey approach. Upon discussion, the consensus of the Committee was to direct staff to come up with more detailed options on the survey concept for future discussion at an upcoming Committee meeting.

Minutes
Committee of the Whole
June 9, 2015

Item #4: Discuss Water Meter Consultant Issue – The Village Manager provided an overview of the Tribune overview of the Village’s Smart Meter Program. He discussed the Tribune’s opinion that the Smart Meters failed at a much greater rate than industry standards. In an effort to reassure the Village’s commitment to be transparent, accountable and reassure the public trust, staff is recommending that the Village consider issuing Request for Qualifications (RFQ) for 2 separate independent auditing and surveying firms. The first RFQ would review the Village’s internal financial billing and customer service processing as it relates to water bills and citizen’s inquiries. The second RFQ would relate to an investigation into the types of meters the Village uses, the industry standard for replacement and to make recommendations and determination if there is a failure rate of the Smart Meters beyond the industry accepted standard and if so provide the Village of Tinley Park with a replacement plan and options. Upon discussion, staff was directed to provide the Village Board with past minutes and memos of when the Smart Meter Program began as well as Committee meeting minutes and memos for the settlement agreement with the original Smart Meter supplier. Staff was also directed to update the Village Board on the number of calls received for meter replacements or high water rate concerns. Lastly, staff was directed to expedite the RFQs for presentation at a future Public Works Committee meeting.

Item #5: Discuss Open Items List – The Village Manager advised the Board that he had, in a separate e-mail, sent a draft Village Board and Committee Schedule to all Board members. The schedule highlighted the strategic items discussed on May 26, 2015 and this is our initial attempt to provide a timeline for review and consideration for these various items. He requested that the Board members review these items and their vacation schedules to properly coordinate the meeting and discussions over the next 3 to 4 months.

Open Items List

- **Acting Mayor**– no report
- **Clerk’s Office** –
 - **FOIA** - Village Clerk advised that he will provide a FOIA update report at the July 2015 Committee of the Whole meeting.
 - **Village Stickers** – The Village clerk provided an update of the revenue and quantity of Village Stickers sold to date. He advised the Board that there is a shifting trend in the number of Village Stickers purchased by senior citizens, however, the revenue number is still comparable to previous years. He then advised the Board that he is formalizing a recommendation for a 30 day grace period starting July 1st in which tickets would not be issued, however late fees will be applied.
- **Budget, Audit and Administrative Committee**
 - **Ethics Code** – Staff has prepared draft recommendations to update the Ethics Code to clarify as well as incorporate independent counsel and attorney recommendations. It is estimated that this item will be further discussed at a future Budget, Audit and Administrative Committee meeting.
- **Building and Compliance Committee**
 - **ICC Code Update** – Staff is in the final stages of reviewing the 2012 ICC Code as it relates to the Village of Tinley Park and our comprehensive Building Code. We anticipate a formal review by the Building and Compliance Committee during the month of September.
- **Finance and Economic Development Committee**
 - **Elected Official Compensation and Longevity Pay** – The Village Attorney advised the Board should they choose to modify the Elected Officials rate scale and longevity

Minutes
Committee of the Whole
June 9, 2015

pay that such changes would not take effect until the next election for said individual Board members. Staff is currently surveying comparable communities for data as it relates to Elected Officials pay scale. This item will be discussed at a future Finance and Economic Development Committee meeting.

- **Transparency Issues** – Staff was directed to investigate further options for electronic transparency so residents may obtain information without having to FOIA data from the Village. This item will be discussed at a future Finance and Economic Development committee meeting.
- **Public Projects** – the Village Manager highlighted the agenda schedule that he had previously presented to the Village Board. On that schedule are key dates in which the Village will discuss Village projects such as the Tinley Park Mental Health Center, Downtown Redevelopment, the Panduit Pond as well as other Village wide projects.
- **Marketing and Communication with residents** – Along with the proposed citizen survey, staff is investigating options for improved resident communication such as the possibility of creating a Facebook site, digitizing the Village Exchange and other forms of resident communication options. This item will be discussed at a future Finance and Economic Development committee meeting.
- **Purchasing Policy/Review of Professional Service Contracts** – The Village Manager provided an update of the Fiscal Policy update. Included in that Fiscal Policy are recommendations to enhance the Purchasing Policy for the Village of Tinley Park. Additionally, staff has established a subcommittee to review Professional Service Contracts and prioritize which services would need to be bid out. This item will be discussed at a future Finance and Economic Development Committee meeting.
- **Tourism Consultant recommendations** – The Village Manager highlighted the tourism report as presented by Roger Brooks and advised the Committee that staff will be reviewing the report and making recommendations of cost effective implementation items as well as ranking future items for budgetary consideration.
- **Planning and Zoning Committee**
 - **Zoning Board of Appeals** – Trustee Vandenberg advised the Committee that the Zoning Board of Appeals will go through a training program as presented by the Village Attorney. He will be mailing a letter thanking them for their service and outlining his expectations for training and future Commission discussion.
- **Public Safety**
 - No report
- **Public Works and Boundaries Committee**
 - **Construction Project Update** – Trustee Younker advised the Committee that he will be scheduling a Public Works Committee meeting to discuss the Water Meter Consultant RFQ and the Oak Park Avenue resurfacing project from 159th Street to 167th Street.

Minutes
Committee of the Whole
June 9, 2015

Item #6 – Adjourn to Executive Session - Motion was made by Trustee Maher, seconded by Trustee Younker to adjourn to Executive Session to discuss:

- a) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

Vote on roll call: Ayes: Seaman, Maher, Grady, Vandenberg, Younker. Nays: None. Absent: Pannitto. Acting Mayor Seaman declared the motion carried and this meeting was adjourned to Executive Session at 8:18 p.m.

Motion was made by Trustee Grady, seconded by Trustee Younker to adjourn this Executive Session and reconvene the Regular Committee of the Whole meeting. Vote on roll call: Ayes: Seaman, Maher, Grady, Vandenberg and Younker.. Nays: None. Absent: Pannitto. Acting Mayor Seaman declared the motion carried and this Executive Session was adjourned at 10:01 p.m.

Motion was made by Trustee Vandenberg, seconded by Trustee Younker, to adjourn the Regular Committee of the Whole Meeting. Vote by voice call: Acting Mayor Seaman declared motion carried and adjourned this meeting at 10:02 p.m.

MSM:lv

*cc: Village Board
Village Manager
Village Treasurer
Assistant Village Managers
Director of Economic Development
Director of Planning
Deputy Village Clerk*