

**MINUTES**  
**Finance and Economic Development Committee Meeting**  
**November 15, 2016 – 6:00 p.m.**  
**Council Chambers at**  
**Tinley Park Village Hall**  
**16250 S. Oak Park Ave.**  
**Tinley Park, IL 60477**

Members Present:           B. Maher, Chair, Village Trustee  
                                  M. Pannitto, Village Trustee  
                                  K. Suggs, Village Trustee

Other Board Members Present: D. Seaman, Mayor  
                                  T. J. Grady, Village Trustee

Staff Present:               D. Niemeyer, Village Manager  
                                  S. Tilton Assistant Village Manager  
                                  D. Famke, Marketing Director  
                                  P. Connelly, Village Attorney  
                                  S Neubauer, Police Chief  
                                  B. Bennett, Commission Secretary

**Item #1** - The meeting of the Finance and Economic Development Committee Meeting was called to order at 6:56 p.m.

**Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE FINANCE AND ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD ON NOVEMBER 1, 2016** – Motion was made by Trustee Pannitto, seconded by Trustee Suggs to approve the minutes of the Finance and Economic Development Committee Meeting held on November 1, 2016. Vote by voice. Chairman Maher declared the motion carried.

**Item #3 – DISCUSS RFQ – WEBSITE REDESIGN** – The current website, which was designed and is hosted by Civic Plus, is a non-responsive site and was last refreshed in 2011. With a focus on functionality and user-friendliness, the goal is to redesign the site to better serve the Village of Tinley Park’s customer’s – it residents and potential residents; visitors; current and prospective business owners; land owners and developers; community members and organizations; local and national media; local school districts and students; and governmental and non-profit agencies that support and complement the community. With approval, the Village will issue an RFQ on November 18, 2016 by posting it on the current website (under contract opportunities), sending the document to the interested bidders list and placing an advertisement in the Chicago Tribune. The RFQ due date is December 12, 2016. Upon completion of interviews in early January, a recommendation on the winning bidder will be brought to the Finance Committee in early to mid February. The process will take approximately 4 to 6 months. Funding of \$15,000 has been earmarked in the FY17 budget for this initiative. Should additional funding be needed a request for inclusion in the FY18 budget will be brought forward. Marketing Director, Donna Framke noted that the dates will align with the new Branding Timing.

Motion was made by Trustee Suggs, seconded by Trustee Pannitto to recommend an RFQ for a firm to redesign and host a website to the Village Board. Vote by voice. Chairman Maher declared the motion carried.

**Minutes**  
**Meeting of the Finance and Economic Development Committee**  
**November 15, 2016**

**Item #4 – DISCUSS PURCHASING POLICY** – The purchasing policy is meant to serve as a guideline for an effective and efficient means of purchasing materials, equipment and services while adhering to legal requirements. Highlighted recommended updates to the policy include but are not limited to the following:

1. Village Manager-Spending Authority
2. Cooperative Purchasing
3. Franchise Agreements
4. Potential Vendor Meetings
5. Travel Reimbursement
6. Disclosure Statement

It was noted by the Committee that council should look over the presented policy and discuss further at the next meeting.

**Item #5 – RECEIVE COMMENTS FROM THE PUBLIC** – None

**ADJOURNMENT**

Motion was made by Trustee Suggs, seconded by Trustee Pannitto to adjourn this meeting of the Finance and Economic Development Committee. Vote by voice call. Chairman Maher declared the motion carried and adjourned the meeting at 7:05 p.m.

bb

cc: *Village Board*  
*Village Manager*  
*Assistant Village Managers*  
*Village Treasurer*  
*Deputy Village Clerk*