

Minutes of the Executive Session
May 6, 2020, 6:00 p.m.
Special Committee of the Whole Meeting – Village Hall of Tinley Park
16250 S. Oak Park Avenue, Tinley Park, IL

Motion was made by President Pro-Tem Glotz, seconded by Trustee Berg, to adjourn to Executive Session at 7:01 p.m. to discuss the following:

- A. COLLECTIVE NEGOTIATING MATTERS BETWEEN THE PUBLIC BODY AND ITS EMPLOYEES OR THEIR REPRESENTATIVE, OR DELIBERATIONS CONCERNING SALARY SCHEDULES FOR ONE OR MORE CLASSES OF EMPLOYEES.**
- B. THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE EMPLOYEES OF THE PUBLIC BODY OR LEGAL COUNSEL FOR THE PUBLIC BODY, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE PUBLIC BODY OR AGAINST LEGAL COUNSEL FOR THE PUBLIC BODY TO DETERMINE ITS VALIDITY.**

The Village Clerk announced that this Executive Session is now being recorded.

This meeting was held remotely consistent with Governor Pritzker's Executive Order 2020-07 issued on March 16, 2020, which suspends the Open Meetings Act provisions relating to in-person attendance by members of a public body. Specifically, the Governor's Office: (1) suspends the requirement in Section 2.01 that "members of a public body must be physically present;" and (2) suspends the limitations in Section 7 on when remote participation is allowed. On April 30, 2020, Executive Order 2020-33 re-issued Executive Order 2020-07.

A roll call was taken:

In attendance, responding to roll call:

- J. Vandenberg, Village President (Participated electronically) –
Depart 7:49 p.m. Return 8:12 p.m.
- K. Thirion, Village Clerk
- C. Berg, Village Trustee (Participated electronically)
- W. Brady, Village Trustee
- W. Brennan, Village Trustee
- D. Galante, Village Trustee—Depart 9:05 p.m.
- M. Glotz, President Pro-Tem
- M. Mueller, Village Trustee

Board Members Absent:

Others Present:

- D. Niemeyer, Village Manager (Participate Electronically)
- P. Carr, Assistant Village Manager
- B. Bettenhausen, Village Treasurer (Participate Electronically)
- A. Brown, Assistant Village Treasurer
- L. Godette, Deputy Village Clerk
- H. Lipman, Management Analyst
- P. O'Grady, Village Attorney
- M. Walsh, Police Chief—Arrive 8:09 p.m.—8:24 p.m.
- F. Reeder, Fire Chief—Arrive 8:26 p.m.—8:44 p.m.
- K. Clarke, Community Deve. Director—Arrive 8:47 p.m.—9:01 p.m.
- D. Framke, Marketing Director—Arrive 9:06 p.m.—9:10 p.m.
- J. Urbanski, Interim Public Works Director,
Arrive 9:12 p.m.—9:18 p.m.

Personnel . . .

Village Manager Niemeyer stated that in light of the COVID-19 pandemic, he had received direction from the Board to develop an aggressive yet temporary reduction plan due to the revised revenues and spending plan proposed for Fiscal Year 2021 budget. He stated that his plan for this executive session was to discuss eliminating positions and reducing hours and now believes that the consensus of the Board is not to cut personnel. President Pro-Tem Glotz stated that he did not have issue with eliminating positions, but did have a concern about the amount of cost savings in reducing hours when the employee is still receiving benefits paid by the Village. President Pro-Tem Glotz feels that the cuts should come from senior staff and feels that three (3) furlough days for senior staff is not enough of a cut. Mr. Niemeyer noted that the positions were affected by reductions are not part of the core services, and understood that this was the Board's directive.

At this time President Pro-Tem Glotz asked each Board member their opinions on reducing positions and hours:

- Trustee Berg stated that she does not want to see reductions in Police Department staff, noting it is a vital service. She referred to developments in the Village that have been incented that could be deferred. These developments and certain other projects could be delayed. She does not want to see staff reductions.
- Trustee Brady stated that you can not put a dollar amount on safety and does not want to see personnel cuts in the Police and Fire Departments. He asked if the reserve funds are being used. Village Treasurer Brad Bettenhausen stated that the reserve funds bridge the gap until funds come in. The Village is not sure the what the impact of the pandemic and economic shut down will have on revenues. Mr. Bettenhausen noted that the loss in revenue estimate is 25%. If the Village is not cutting personnel, core services will be impacted. The Village will need to decide which services to focus on.
- Trustee Brennan feels that temporary cuts will be necessary, as this loss in revenue will not be short lived. Police and Fire are our first priority. He noted that with the proposed cuts before the Board, police overtime is being cut, not police services (officers off the street). Mr. Niemeyer reiterated this by noting with the loss of events due to the pandemic much of the overtime issues can be taken care of. He also noted that this is something the Village has been looking at for some time. He wants to see the Police Department become accountable for the overtime. Trustee Brennan agrees with most of the cuts, but would like to see cuts from top staff.
- Trustee Galante needs more information regarding police department overtime. She wants to be sure that if police overtime is cut our residents will still be safe. She has concerns that with all the cuts proposed residents will still get the services needed. Assistant Village Manager Carr stated that in mid-March department heads were asked to prepare for a 30% cut in order to operate in an emergency situation. He stated the police overtime has been going up steadily without any backup of why it goes up. The overtime time is going up while additional officers are being added. The police department was asked to be accountable for this increase and since, approximately \$70,000 was cut in overtime costs in one (1) month. With this decrease there was not a degrading of services. This overview of overtime has to continue. They may still need some overtime, but this may account for most of the cuts for the police department. Mayor Pro-Tem Glotz asked Mr. Carr to present the history of the hiring of the police commanders and an extra sergeant after Deputy Chief Mason retired. Mr. Carr noted that when the Commanders and the extra sergeant were added to staff, overtime did not decrease. He noted that the Village continues to work with this new team to reduce overtime and allocate staff. Assistant Treasurer Andrew Brown noted that new police officers have been added to the staff, yet overtime still is increasing. He had concerns with officers being paid

overtime to conduct the DARE program (which was cut in the budget reduction). Trustee Galante has concerns with the safety of police officers working so much overtime.

- Trustee Mueller stated that he would like to see a top down approach being taken with personnel cuts. He noted that Community Development Director Kimberly Clarke made changes strategically. These changes are what she would like her department to look like in the future. He feels all departments should be looking at the reductions in this manner. He does not want to come back to this in the future and have to hire staff back or ask disgruntled employees to come back to work. Trustee Mueller does like the reduction in capital and operational changes made in this proposal. He reiterated that he would like to see these reductions to be strategically looked at.

Mr. Brown noted that finance worked with Department Heads on these reductions. He stated that \$12 million needs to be cut on the initial round of operational cuts and only \$2.5 million was found. This leaves a gap of \$9.5 million still needed. He stated that approximately 75% of the government costs is in staffing. Public Safety accounts for 55% or \$27.3 million is dedicated to operations portion of the budget. If we are trying to find the \$9.5 million that is non-public safety, the other departments will be crippled. He added that changes should be sustainable.

Mr. Niemeyer sees following direction for cuts from the Board:

1. Do not cut personnel hours through layoffs or reduced hours unless there is strategic value;
2. Explain the police overtime issue;
3. If police overtime is reduced does it affect services; and
4. Find a way to reduce top management salaries.

Trustee Berg stated she would like to see a delay in spending funds on development(s), such as Banging Gavel and South Street.

President Pro-Tem Glotz noted that some departments are small and cutting staff would be a detriment to the work being done. He concurred with Trustee Mueller that staff reductions should be made strategically. He has concerns with reducing staff hours while paying benefits. He would like to see Village management receive reduction in pay and that this should be done by August 1st. He supports management working with the Police Department to reduce overtime.

Village Attorney O'Grady spoke to the letter received from the police union. He noted that the Village will need to speak with this union regarding reductions. This may be an opportunity for the Village to work with the union to get through this troubling time.

Trustee Brennan asked how many new police officers have been added this year. Management Analyst Hannah Lipman noted five (5) new officers. She did note that officers have retired and the process for bringing new officers on is long. Trustee Brennan voiced concerns about the police officers.

Trustees Galante and Brady asked what is causing all the police overtime. Assistant Village Manager Carr stated that some of this overtime is caused by backfill, when officers call off work. Other matters such as Hollywood Casino Amphitheater events and Village special events cause overtime.

At this time Department Heads were brought into the meeting one (1) at a time.

Police Chief Walsh –

Trustee Brennan asked Chief Walsh how is the Police Department encountering the overtime. Chief Walsh noted that there are new officers who are still be trained. Once their training is complete the Police Department will be fully staffed. He also noted that prior Boards have opted for overtime over additional staff. He stated that officers are backfilled when they can not be on the street due to other duties, such as court. He also stated that there needs to be a supervisory officer on shift at all times. Chief Walsh stated that with during the warm weather crime does go up.

Trustee Galante stated that she would like to review police department overtime reports.

Fire Chief Reeder -

Trustee Brennan noted that the Fire Departments largest budget reduction is coming from reducing the number of staff on the trucks. Fire Chief Reeder then explained that the trucks are more task oriented then engines. The Fire Department works to achieve efficiencies and with more staff, tasks can get done faster and more efficiently. With less staff tasks will take longer and staff may need to be borrowed from other companies. Time can save lives and property. President Pro-Tem Glotz asked about the use of MABAS. Fire Chief Reeder stated they can be helpful but if they have other emergencies to tend to they may not be available immediately. Chief Reeder also stated that since many of the firefighters have other jobs, call-offs do happen.

Trustee Brennan then asked about shutting down a fire station. Fire Chief Reeder stated that he has had to do that a couple of times due to shortened staff. Trustee Brennan asked Fire Chief Reeder if he would be comfortable going down to one (1) truck with a three (3) man crew and not fill unfilled shifts. Fire Chief Reeder stated that it is a better option. Mayor Vandenberg asked about the negative possibilities that could occur if fire houses are short shifted. Fire Chief Reeder stated that response times are affected,

At this time, it was the consensus of the Board to continue to work with the Police Department to reduce overtime. Assistant Village Manager Carr noted over the past month overtime has been reduced. Assistant Treasurer Brown will contact Trustee Galante to review police department overtime plan.

Kimberly Clarke, Community Development Director

Trustee Mueller stated that it was the consensus of the Board that they are not comfortable with reducing the hours of the Health Inspector at this time. He asked Community Development Director Clarke to present an overview of her other staff reductions. Ms. Clarke stated that building permits are down, reducing the inspection time as well as office clerk time. The department has been struggling to fill the hours for the part-time administrative clerk and could use this position for a commission secretary. She noted that some of the funds for training included in the budget is for accreditation. She also noted that inspections could be outsourced. Trustee Mueller noted that he is satisfied with Ms. Clarke's proposed reductions expect for reducing the Health Inspector's hours and he will work with the director on the training for accreditation. It was the consensus of the Board to concur with Trustee Mueller.

Brad Bettenhausen, Village Treasurer

President Pro-Tem Glotz asked Village Treasurer Bettenhausen if he is okay with the reductions made in the Finance Department Budget, the Board concurred. Treasurer Bettenhausen agreed.

Dave Niemeyer, Village Manager

Village Manager Niemeyer recommended the elimination of the Management Analyst position that came on a couple of months ago. This position took on many of the tasks of the Mayor's Assistant. These tasks will be shared by Manager's Office staff. Trustee Mueller stated concerns that this position was supposed take on the task of centralized purchasing for the Village. Both Village Manager Niemeyer and Village Treasurer Bettenhausen felt that centralized purchasing is not a core service at this time.

Donna Framke, Marketing Director

Trustee Mueller noted that the wayfinding signs will be eliminated.

President Pro-Tem Glotz had concerns with the downtown beautification. Marketing Director Framke noted this item was part of the Public Works budget.

She also noted that much of her budget will be reduced on a sliding scale based on when and if special events occur throughout this year. There will be no new Christmas decorations added this year.

John Urbanski, Interim Public Works Director

Trustee Mueller noted that he would like to see the cost vs. risk of some delays on projects that had been delayed/deferred. Interim Public Works Director Urbanski noted that projects that are imperative will be brought before the Board for review. He also noted that seasonal employees have been cut from the budget and that he is actually working two (2) positions which saves the Village money.

Patrick Carr, Assistant Village Manager/EMA Director

EMA Director noted that the 18-hour ambulance could be removed. Trustee Brennan stated that at this time is he reluctant to cut this service. He would like to look at this again in sixty (60) days. The rest of Board concurred.

President Pro-Tem Glotz stated after speaking with Board members they would like to see the Village Attorney working at the Village Hall during the day two (2) Wednesdays a month.

Kristin Thirion, Village Clerk

Village Clerk Thirion recommends that Clerk's Office personnel not be reduced. She noted that the Clerk's Office took the staffing study seriously and transferred personnel to the Finance Department. Clerk Thirion stated that the OnBase Citizen Participation tool has been deferred, as well as, training and some codification. She feels any personnel reductions should be a last resort. President Pro-Tem Glotz and the rest of the Board concurred with the Clerk.

Clerk Thirion had concerns with reducing funds for the Fire Prevention Poster Contest banquet. The Board concurred.

Trustee Brennan asked why Deputy Fire Chief Faricelli is not retiring until July of 2020 when he was supposed to retire in May of 2020. Assistant Village Manager Carr noted that Deputy Chief Faricelli was asked to stay on until July for continuity during the COVID-19 crisis.

President Pro-Tem Glotz stated that he and Trustees Brennan, Galante, Brady, Mueller and Clerk Thirion would like to see the following personnel receive pay reductions through August 1, 2020: David Niemeyer, Patrick Carr, Denise Maiolo, Brad Bettenhausen, Kimberly Clarke, Matt Walsh, Forest Reeder, Donna Framke, John Urbanski, Tony, Campbell, Stan Tenza, Dan Riordan, Steve Klotz, Chris Dunn, Tom Slepiski, Doug Erwin, Andrew Brown, Paul Wagener. President Pro-Tem Glotz asked Village Manager Niemeyer to come back to the Board with a percentage for this reduction. Village Manager Niemeyer noted that depending on the amount of the reduction, some managers may be making less than the employees under them. Mayor Vandenberg asked President Pro-Tem Glotz if there is a percentage number the Board members are looking for. President Pro-Tem Glotz stated they will let the Village Manager decide on a fair and equitable amount.

President Pro-Tem Glotz asked why some management employees have decreases in the FY 2021 budget over the FY 2020 budget. Assistant Treasurer Brown stated he will be looking into this tomorrow.

The budget will be reviewed every two months throughout this crisis.

Motion was made by President Pro-Tem Glotz, seconded by Trustee Brady, to adjourn this Executive Session and return to the Special Committee of the Whole meeting. Vote on roll call: Ayes: Brady, Berg, Brennan, Galante, Glotz, Mueller. Nays: None. Absent: None. President Pro-Tem Glotz declared motion carried and this Executive Session was adjourned at 9:33 p.m.

Motion was made by Trustee Brennan, seconded by Trustee Galante, to adjourn the Special Committee of the Whole meeting. Vote by voice call. President Pro-Tem Glotz declared motion carried and this Executive Session was adjourned at 9:33 p.m.

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