

NOTICE OF STANDING COMMITTEES

Scheduled for
Tuesday, June 11, 2019,
beginning at 6:30 p.m. in

Council Chambers
Village Hall of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, Illinois

Administration & Legal Committee
Public Safety Committee
Public Works Committee

A copy of the agendas for these meetings is attached hereto.

Kristin A. Thirion
Clerk
Village of Tinley Park

**NOTICE OF A MEETING OF THE
ADMINISTRATION & LEGAL COMMITTEE**

Notice is hereby given that a meeting of the Administration & Legal Committee of the Village of Tinley Park, Cook and Will Counties, Illinois, will begin at 6:30 p.m. on Tuesday, June 11, 2019, in Council Chambers at the Village Hall of Tinley Park, 16250 S. Oak Park Avenue, Tinley Park, Illinois.

The agenda is as follows:

1. OPEN THE MEETING
2. CONSIDER THE APPROVAL OF THE MINUTES OF THE ADMINISTRATION AND LEGAL COMMITTEE MEETING HELD ON MAY 14, 2019.
3. DISCUSS ADDING LIQUOR/VIDEO GAMING LICENSE FOR THE FOLLOWING:
 - a. CLASS AV FOR BUFFALO WILD WINGS, 7301 W. 183RD STREET;
 - b. CLASS DV FOR LOS 3 BURRITOS #2, 8005 183RD STREET;
4. DISCUSS 2020 CENSUS COMPLETE COUNT COMMITTEE FOR THE VILLAGE OF TINLEY PARK.
5. RECEIVE UPDATE ON TRANSITION OF DUTIES BETWEEN THE CLERK'S OFFICE AND FINANCE.
6. RECEIVE COMMENTS FROM THE PUBLIC.

ADJOURNMENT

KRISTIN A. THIRION
VILLAGE CLERK

MINUTES
Administration & Legal Committee
May 14, 2019 - 6:30 p.m.
Village Hall of Tinley Park – Council Chambers
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Members Present: W. Brady, Chairman
M. Glotz, Village Trustee
W. Brennan, Village Trustee

Members Absent: None

Other Board Members Present: D. Galante, Village Trustee

Staff Present: D. Niemeyer, Village Manager
P. Carr, Assistant Village Manager
B. Bettenhausen, Village Treasurer
P. Connelly, Village Attorney
K. Workowski, Public Works Director
J. Urbanski, Assistant Public Works Director
L. Valley, Executive Assistant to the Manager and Trustees
L. Godette, Deputy Village Clerk
L. Carollo, Commission/Committee Secretary

Item #1 - The meeting of the Administration & Legal Committee was called to order at 6:57 p.m.

Item #2 – CONSIDER APPROVAL OF THE MINUTES OF THE ADMINISTRATION & LEGAL COMMITTEE MEETING HELD ON JANUARY 29, 2019 – Motion was made by Trustee Glotz, seconded by Chairman Brady, to approve the minutes of the Administration & Legal Committee meeting held on January 29, 2019. Vote by voice call. Chairman Brady declared the motion carried.

Item #3 – REVIEW THE ADMINISTRATION & LEGAL COMMITTEE'S ASSIGNED RESPONSIBILITIES UNDER ORDINANCE 2019-O-022 - D. Niemeyer, Village Manager stated due to changes within the Village Board, a discussion of duties within each committee will be discussed. The Public Safety Committee's assigned responsibilities are noted below:

- (1) Oversee all matters concerning the organization, reorganization and efficient management of Village government;
- (2) Oversee and monitor federal and state legislation and administrative regulations in which the Village may have an interest;
- (3) Oversee human resources activities, including compensation and collective bargaining and internal communications.
- (4) Oversee outsourced Service Agreements in conjunction with departments/liaisons;
- (5) Periodically review and make recommendations for changes to the Village Code.

Chairman Brady asked the Administration & Legal Committee if there were any questions. No one came forward.

Item #4 – DISCUSS SETTLEMENT AGREEMENT FOR ONGOING SALES TAX LITIGATION - REGIONAL TRANSIT AUTHORITY (RTA) - In the fall of 2011, the Village joined in a lawsuit

filed by the RTA, Cook County and a number of municipalities against the City of Kankakee and the Village of Channahon, a number of sales tax broker entities and certain retailers regarding the sourcing of taxable sales outside the plaintiff's jurisdiction to avoid or reduce local and regional sales taxes. The Village is a co-plaintiff in the lawsuit, which is managed by the RTA in consultation with the co-plaintiffs.

The Village was previously involved in a similar settlement agreement with two of the defendants who were sales tax brokerage entities. The proposed agreement provides for a settlement with the City of Kankakee. The terms of the settlement agreements are very similar and the Village's attorneys for this litigation have reviewed the agreement and find it acceptable. The Village's share of this settlement agreement is expected to be no more than \$7,000, which is similar to the settlement previously received from the 2016 agreement.

Staff recommended the Settlement Agreement and Release be approved by the Village Board.

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend the Settlement Agreement for Ongoing Sales Tax Litigation - Regional Transit Authority (RTA) be brought forward to the Village Board meeting scheduled on May 21, 2019, for approval. Vote by voice. Chairman Brady declared the motion carried.

Item #5 – DISCUSS 2018 CODIFICATION OF ORDINANCES - The Administration & Legal Committee received a draft ordinance for the 2018 Codification of Ordinances, which approves the periodic update of the codification ordinances. This supplement includes all ordinances adopted by the Village Board in 2018. After this update, the new version of the Municipal Code will be available on the Village website.

Chairman Brady asked the Committee if there were any questions. No one came forward.

Motion was made by Trustee Glotz, seconded by Trustee Brennan, to recommend 2018 Codification of Ordinances be brought forward to the Village Board meeting scheduled on May 21, 2019, for approval. Vote by voice. Chairman Brady declared the motion carried.

Item #6 – RECEIVE COMMENTS FROM THE PUBLIC - No comments from the public.

ADJOURNMENT

Chairman Brady adjourned this meeting of the Administration & Legal Committee at 7:02 p.m.

lc



Interoffice Memo

Date: June 7, 2019

To: Village Board of Trustees

From: Dominic Sanfilippo, Executive Assistant to the Mayor

Subject: Buffalo Wild Wings Video Gaming Request

The purpose of this memo is to explain the background of Buffalo Wild Wings' request for a Class AV liquor license that would allow video gaming.

Brad Fralich of Buffalo Wild Wings, located at 7301 West 183rd Street, has approached the liquor commissioner about adding a liquor license to his establishment that allows video gaming. Buffalo Wild Wings is a full service restaurant and bar that has operated in Tinley Park for 10 years and is in good standing with the Village of Tinley Park.

Buffalo Wild Wings currently holds a Class A Liquor License, which allows "sale of liquor by the drink on premises"; this petition is to change to a Class AV license, which allows "sale of liquor by the drink on premises and has video gaming."¹

The area in which the video game terminals will be placed in the back of the establishment in a space separated by walls that are higher than the terminals. (After initial review at the June 4th Committee of the Whole (COW) meeting & receiving Board feedback, Buffalo Wild Wings updated their plans, which are attached here. Tinley Park Fire Prevention also visited the site on June 6th and confirmed they have no issues with the proposed walls surrounding the terminal space.)

Buffalo Wild Wings has been a stable presence in the community & has shown that video gaming would not be the main source of revenue for the establishment.

¹Tinley Park Municipal Code, § 112.20, (A), (1-2).



Buffalo Wild Wings
18811 S 80th Ave
Suite F
Mokena, IL 60448
708-390-8884 Fax 708-390-8862

January 16, 2019

Village of Tinley Park
16250 S Oak Park Avenue
Tinley Park, IL 60477

Attention: Mayor Jacob Vandenberg

Mayor Vandenberg,

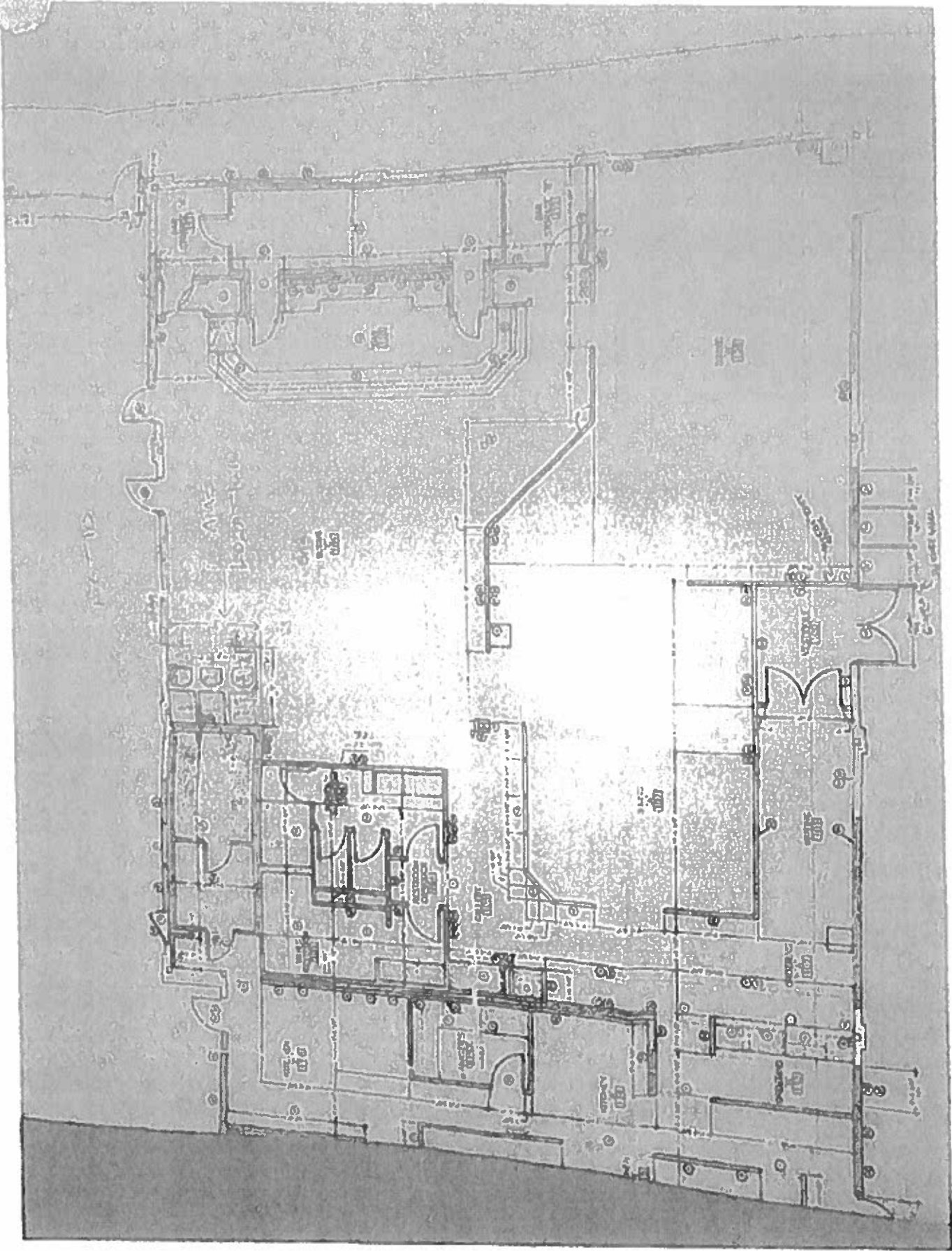
Per our conversation with Rob Zimmer regarding the video gaming for Buffalo Wild Wings in Tinley Park located at 7301 W 183rd Street, we are seeking to change our current Class "A" Liquor License to an "AV" Liquor License.

Attached is the floor plan and menu per your request.

Should you require any additional information, please feel free to contact me.

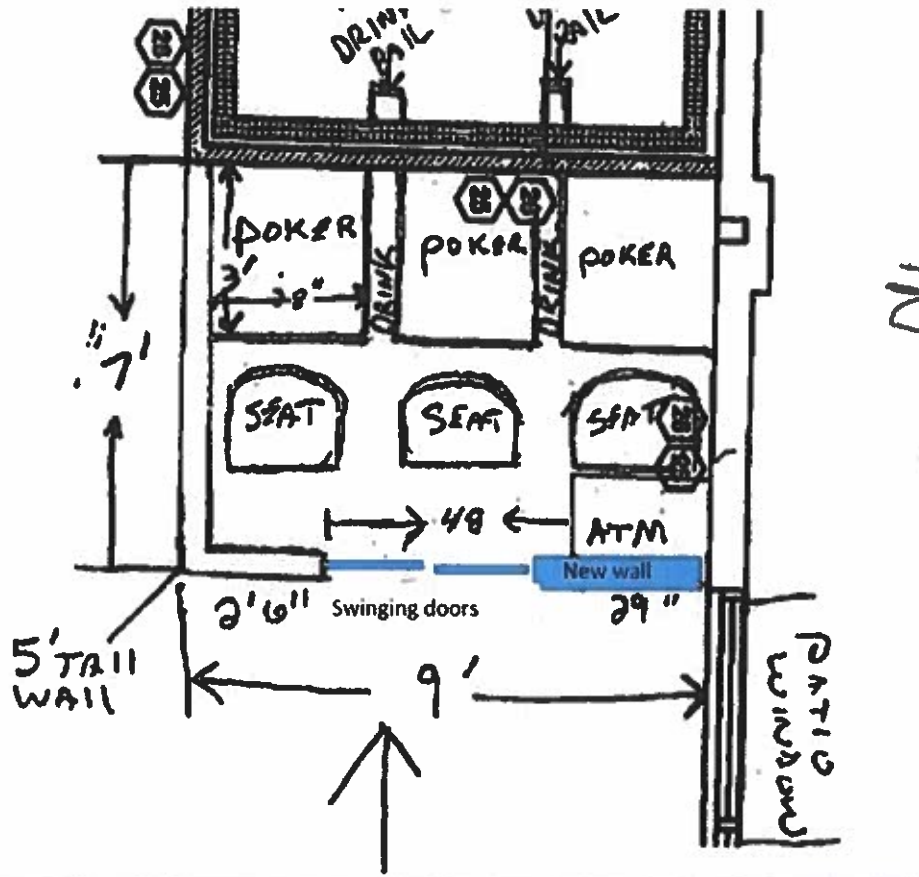
Thank you,

Brad Fralich
708-257-7771



UPDATED BUFFALO WILD WINGS FLOOR PLANS ADDENDUM

ADMIN AND LEGAL COMMITTEE—June 11th, 2019



PASS IT

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

SPRING ROLL
Crispy spring rolls filled with fresh vegetables and protein.

POP IT

FRUIT SALAD
A refreshing fruit salad with various fruits and a light dressing.

WARM CHICKEN SOUP
A comforting warm chicken soup with rice and vegetables.

BUCKLE UP

CHICKEN BURRITO
A delicious chicken burrito with cheese, beans, and salsa.

CHICKEN SALAD
A creamy chicken salad with lettuce and tomatoes.

CHICKEN
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN BURRITO
A delicious chicken burrito with cheese, beans, and salsa.

CHICKEN CHICKEN
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN BURRITO
A delicious chicken burrito with cheese, beans, and salsa.

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

BURGERS

CHICKEN BURGER
A delicious chicken burger with lettuce, tomato, and cheese on a soft roll.

CHICKEN BURGER
A delicious chicken burger with lettuce, tomato, and cheese on a soft roll.

CHICKEN BURGER
A delicious chicken burger with lettuce, tomato, and cheese on a soft roll.

WHAPS & SANDWICHES

CHICKEN WHOPPER
A delicious chicken whopper with lettuce, tomato, and cheese on a soft roll.

CHICKEN WHOPPER
A delicious chicken whopper with lettuce, tomato, and cheese on a soft roll.

CHICKEN WHOPPER
A delicious chicken whopper with lettuce, tomato, and cheese on a soft roll.

TRADITIONAL

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

BOONELESS

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

SIDES

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

SIGNATURE SAUCES & SEASONINGS

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.

CHICKEN SANDWICH
A delicious chicken sandwich with lettuce, tomato, and cheese on a soft roll.



Interoffice Memo

Date: May 30, 2019

To: Village Board of Trustees

From: Dominic Sanfilippo, Executive Assistant to the Mayor

Subject: Los 3 Burritos #2 Video Gaming Request

The purpose of this memo is to explain the background of Los 3 Burritos #2's request for a Class DV liquor license that would allow video gaming.

Florentino Garcia and Vanessa Palma of Los 3 Burritos #2, located at 8005 183rd Street, has approached the liquor commissioner about adding video gaming to their restaurant. Los 3 Burritos #2 is a full service restaurant that has operated in the Village of Tinley Park for over two years and is in good standing with the liquor commissioner & the Village.

Los 3 Burritos #2 currently holds a Class D Liquor License, which allows "sale by a restaurant for consumption on the premises by the drink only"; this petition is to change to a Class DV license, which allows "sale by a restaurant for consumption on the premises by the drink only and has video gaming."¹

The establishment proposes adding new walls between the front and side entrances to create a separate gaming space (a prospective floor plan & letter from the establishment is attached.)

Los 3 Burritos #2 has been a stable presence in the community & has shown that video gaming would not be the main source of revenue for the establishment.

¹ Tinley Park Municipal Code, § 112.20, (D), (1-2).

Village of Tinley Park
Mayor Jacob C. Vandenberg
16250 S. Oak Park Avenue
Tinley Park, IL 60477

Dear Mayor,

My name is Florentino Garcia and Vanessa Palma of Los 3 Burrito's #2 located in Tinley Park at 8005 183rd St. Our family opened the business in February 2012 and have actively competed in the marketplace where there is significant competition. We have made a commitment to the community with our membership in the Chamber of Commerce, supporting local organizations fundraising efforts and hiring locally.

Since starting our business in Tinley Park it has been a great opportunity and a challenge to succeed. In order to continue to compete with businesses similar to our's in the community, we are asking your consideration to change our existing liquor license to include video gaming. By doing so, we feel that we can compete on a more level playing field. In addition, we will continue our support of the community, organizations and local hiring. More importantly, it would also allow us to remain financially strong and continue as a viable asset to the village.

Your kind consideration is appreciated. Thank you.

Yours Truly,

Florentino Garcia
Florentino Garcia

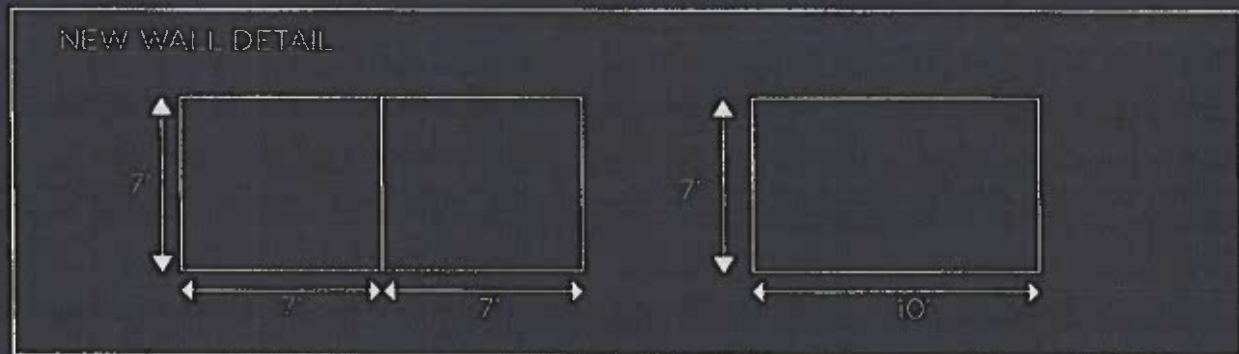
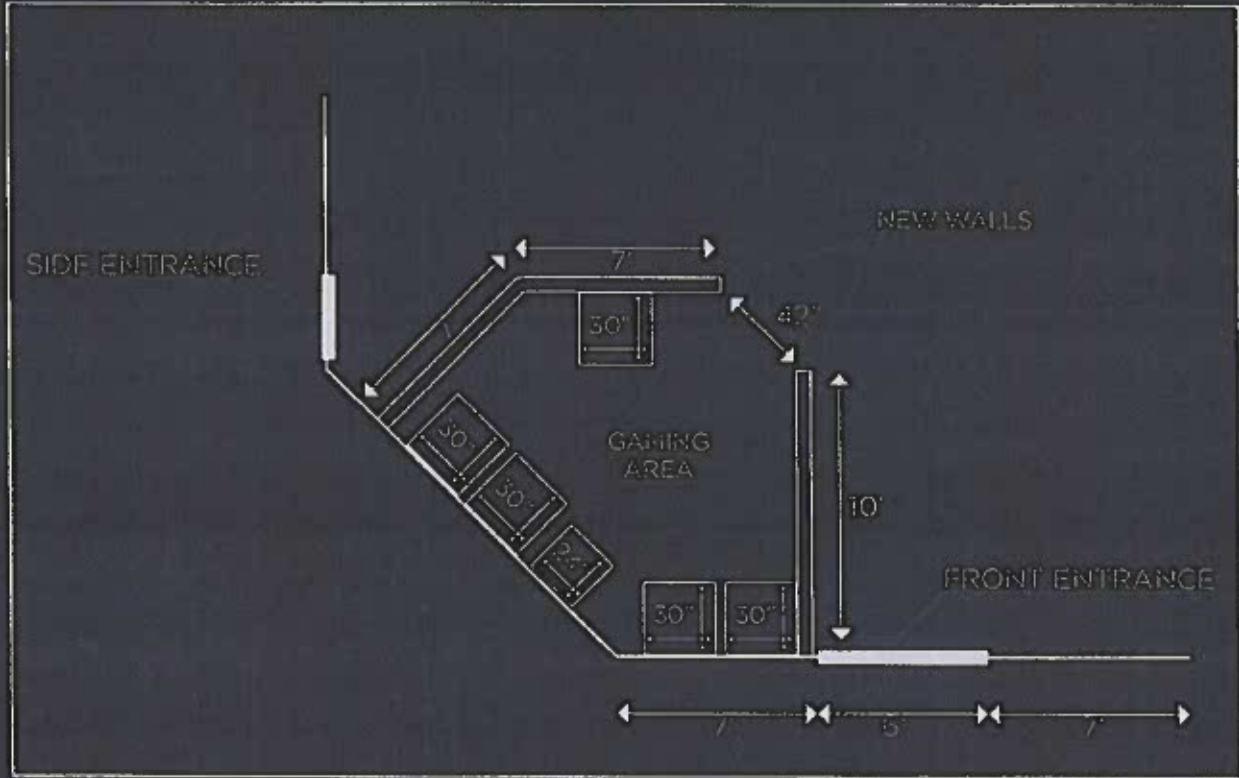
Vanessa Palma
Vanessa Palma

P.s.

We have attached a diagram of our business floorplan as well as the proposed gaming area.

LOS 3 BURRITOS

8005 183RD ST, TINLEY PARK, IL 60487



ALL WINDOWS/GLASS NEAR GAMING AREA WILL HAVE A FILM INSTALLED TO PREVENT ANYONE FROM SEEING IN.

NO GAMING ADVERTISEMENTS WILL BE REFLECTED ON FILM.



Interoffice Memo

Date: June 17, 2019

To: Administration & Legal Committee

From: Kristin A. Thirion, Village Clerk

Subject: 2020 Census – Complete Count Committee

The U.S. Census Bureau has asked the Village to partner with them to assist in building awareness about the 2020 Census . The Bureau needs the help of the Village to educate the residents about the importance of participating in the Census. An effective way to accomplish this is through a Complete Count Committee.

We are asking the Village Board to adopt a resolution creating this committee, which would include a cross-section of representatives from the media as well as educational, business, faith-based, and community-based organizations. The Complete Count Committee would serve to motivate the community to respond, educate the public about the importance of the Census to Tinley Park, and inform the community about Census timelines and activities to increase the response rate for the 2020 Census.

Attached please find the resolution creating such a committee.



THE VILLAGE OF TINLEY PARK
Cook County, Illinois
Will County, Illinois

RESOLUTION
NO.

**A RESOLUTION APPROVING THE CREATION OF THE 2020 VILLAGE OF TINLEY PARK
COMPLETE COUNT COMMITTEE FOR THE 2020 CENSUS**

JACOB C. VANDENBERG, PRESIDENT
KRISTIN A. THIRION, VILLAGE CLERK

CYNTHIA A. BERG
WILLIAM P. BRADY
WILLIAM A. BRENNAN
DIANE M. GALANTE
MICHAEL W. GLOTZ
MICHAEL G. MUELLER
Board of Trustees

RESOLUTION NO.

**A RESOLUTION APPROVING THE CREATION OF THE 2020 VILLAGE OF TINLEY PARK
COMPLETE COUNT COMMITTEE FOR THE 2020 CENSUS**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS, the Village of Tinley Park is committed to ensuring every resident is counted; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS, the information collected by the census is confidential and protected by law;

WHEREAS, the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to ensure a complete and accurate count; and

WHEREAS, Village of Tinley Park Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons in our community,

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, to establish the 2020 Census Complete Count Committee.

ADOPTED this ___ day of ____, 2019, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES:

NAYS:

ABSENT:

APPROVED this ____ day of _____, 2019, by the President of the Village of Tinley Park.

Village President

ATTEST:

Village Clerk

STATE OF ILLINOIS)
COUNTY OF COOK) SS
COUNTY OF WILL)

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. _____, **“A RESOLUTION APPROVING THE CREATION OF THE 2020 VILLAGE OF TINLEY PARK COMPLETE COUNT COMMITTEE FOR THE 2020 CENSUS,”** which was adopted by the President and Board of Trustees of the Village of Tinley Park on _____, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this ____ day of _____, 2019.

KRISTIN A. THIRION, VILLAGE CLERK



Interoffice Memo

Date: June 7, 2019

To: Administration & Legal Committee

From: Kristin A. Thirion, Village Clerk
Brad Bettenhausen, Village Treasurer

Subject: Transition of Duties – Clerk’s Office to Finance Department

In May 2017, the Village completed a Staffing Level Analysis of Administrative Departments. This assessment took a comprehensive look at the staffing requirements of certain Village Hall functions. This analysis noted that in other organizations surveyed, the responsibility for functions such as cashiering, balancing cash drawers, collecting bill payments, and licensing typically are commonly found within the Treasurer’s Office/Finance Department.

In Tinley Park, historically the Clerk had been designated the Collector, and accordingly, these “collection” related functions have traditionally been found within the Clerk’s Office organizationally. However, for better part of the last four decades, the Treasurer and the Finance Department have played a significant role in the cash handling and licensing functions due to the close connection to the accounting and treasury activities. There has been general concurrence with the Staffing Study that the “collection” functions are best suited to be re-aligned within the Finance Department.

There are currently four (4) staff positions within the Clerk’s Office that dedicate a significant portion of their time to the “collection” duties. As referenced above, these staff have the responsibility of cashiering, balancing cash drawers, collection of bills and licensing fees. On June 15, 2019, two (2) full-time clerks, one (1) part-time clerk, and one (1) part-time administrative assistant will be reclassified to the Finance Department from the Clerk’s Office.

The Deputy Clerk, FOIA Coordinator, a Clerk II, and a part-time Committee Secretary will remain under the direction of the Clerk in the Clerk’s Office. They will continue to be responsible for duties that fall under the Clerk including keeping the Village records, maintaining codes and official documents, elections, ethics management, solicitor permits, FOIA requests, census activity, voter registration, etc.

If you have any questions, please do not hesitate to contact us.

**PUBLIC
COMMENT**

ADJOURNMENT