



MINUTES
Committee of the Whole
Village of Arlington Heights

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
May 12, 2025
7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF MEMBERS

President Tinaglia and the following Trustees responded to roll: James Bertucci, Robin LaBedz, Tom Schwingbeck, Wendy Dunnington, Greg Zyck, Carina Santa Maria, and Bill Manganaro. Trustee Scott Shirley was absent.
Also present were: Randy Recklaus, Kelly Livingston, Emily Rodman, Lance Harris, Andrew Benkert and Becky Hume.

IV. APPROVAL OF MINUTES

A. 04/07/2025 Committee of the Whole Minutes

Trustee Bertucci moved to Approve. Trustee LaBedz Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee LaBedz, President Tinaglia, Trustee Schwingbeck, Trustee Dunnington

Nays: None

Abstain: Trustee Greg Zyck, Trustee Carina Santa Maria, Trustee Bill Manganaro

Absent: Trustee Shirley

B. 04/14/2025 Committee of the Whole Minutes

Trustee Schwingbeck moved to Approve. Trustee Dunnington Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee LaBedz, President Tinaglia, Trustee Schwingbeck, Trustee Dunnington

Nays: None

Abstain: Trustee Greg Zyck, Trustee Carina Santa Maria, Trustee Bill Manganaro

Absent: Trustee Shirley

V. NEW BUSINESS

A. Appointment of President Pro Tem

Trustee LaBedz moved to Concur in the Mayor's Appointment of Trustee Tom Schwingbeck as President Pro Tem. Trustee Bertucci Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee LaBedz, President Tinaglia, Trustee Schwingbeck, Trustee Dunnington, Trustee Zyck, Trustee Santa Maria, Trustee Manganaro

Nays: None

Absent: Trustee Shirley

B. Department Reports:

Introduction

Human Resources

Planning & Community Development

Fire Department

Mr. Recklaus said this meeting is the formal kickoff of the Village's strategic priority process. These department presentations help frame up the biennial strategic priority process which will occur this summer. The Board priorities are then reflected in the budget. Staff members will then put together a subsequent business/operations plan, with deadlines and task leaders for the projects. Resources are assessed on a year-to-year basis in order to support those functions so that the Board can budget for them appropriately.

The Village is also wrapping up our community survey, which is done every two years. This survey not only compares our results year over year, but also compares us to other communities nationally. This allows us to see where we're strong and where we're less strong. We can also see trends. This survey will get even more valuable over time as longer data sets are created. The results will be presented at the June 2nd Board meeting. We also put out a request to all of our advisory Boards and Commissions for their perspectives on things they think the Village ought to be thinking about in the next couple of years. Those results were included in last week's Friday packet.

Human Resources

Kelly Livingston reviewed the summary attached to the Board Agenda for this meeting. She explained HR is pivotal in aligning human capital strategies with the Village's strategic goals and priorities. HR endeavors to build a skilled, engaged and future-ready workforce addressing recruitment, training, development, performance management, and succession planning. They manage comprehensive employee services, compliance responsibilities, oversee employee benefits, while adhering to all mandated reporting. The department manages risk through workers' compensation administration, workplace programs, and loss prevention strategies. HR actively fosters a positive and engaging work environment by promoting employee well-being initiatives and enhanced organizational culture.

Ms. Livingston highlighted some key initiatives, including a Village-wide recognition program, amplification of the Village brand, welcoming new team members, and implementing a confidential platform for feedback. In addition, HR expanded on-site training offerings, created a supplemental self-assessment, and hosted multiple in-person

benefits fairs. She said they are enhancing public awareness by leveraging social media to educate the public on a variety of career pathways available in local government and making Village employment more visible and appealing to a broader audience. They have expanded their presence at local recruiting events such as job fairs and high school career expos to connect directly with future candidates and share information about meaningful careers in public service.

In partnership with the communications team, HR featured stories that spotlighted employee and team accomplishments and showcased the value of working with the Village. Participation in the District 214 skilled trades fair reflects the commitment to growing the public sector workforce. The goal, through apprenticeships and internships, is to cultivate early interest and build hands-on experience for the next generation of public service professionals. A revision related to the selection and hiring process for police officers was completed in 2024.

The Village is entering a significant period of workforce transition. By the end of 2025, 26% of current employees will be eligible to retire, increasing to 30% in 2026. This anticipated shift presents a risk of losing a great deal of institutional knowledge. Ms. Livingston highlighted the retention programs and strategies employed.

Trustee LaBedz asked if the anonymous feedback or exit interviews gave insight as to why people are leaving who are not retiring. Ms. Livingston said there are a variety of reasons. Some are bettering themselves, meaning they are leaving for basic career advancement. There does not seem to be any ill will toward the Village. If there are issues shared, this information is passed to Mr. Recklaus and the Department Director to see if changes are needed. The "Your Voice Matters" confidential tool has not been used much. The employee recognition tool has had many submissions and has been very successful. Other than the Police department, the Village has not had trouble filling vacancies. Police recruitment is a nationwide issue.

Trustee Bertucci asked if there were plans for hiring if a stadium was built. Ms. Livingston said there is an interdepartmental work group addressing that question. It is a big concern, but there is no map as yet.

Trustee Schwingbeck asked if people jump between the public and private sector. Ms. Livingston said most of the Village's hires come from the public sector, although applications are received from both.

Trustee Santa Maria asked if metrics or data were kept on DEI from a hiring standpoint. Ms. Livingston said that information is separated from the application; it's optional. It is an area she is looking to expand.

Trustee Manganaro asked if the job shadowing had been rolled out. The answer was no, it is being tossed around within HR, and they are hoping to launch it. Trustee Manganaro asked if there was much lateral movement between departments. Ms. Livingston said there is within Public Works teams, but not between departments. That is one of the goals in introducing the job shadowing program. It is unknown how many of the 26% of potential retirees will actually retire.

Trustee Zyck asked if employee safety measures could be enhanced. Ms. Livingston said the analytics are tracked closely. The Village brings in training to address specific trending injuries. We focus hard on Police, Fire, and Public Works, which have very physically demanding positions. Accidents are going to occur, so we have an Executive Safety

Committee to review all accidents on a monthly basis. This group looks to see if those accidents could have been prevented with additional training or what else could have been implemented to prevent future injuries.

Trustee Santa Maria asked if there was an industry benchmark. Ms. Livingston said the Village belongs to a risk pool, IRMA. We work with them to address any high risk numbers. Because of the size of our community, straight numbers are not always a direct comparison.

Trustee Schwingbeck asked if there was any light duty option. Ms. Livingston said yes, and it is used frequently. Typically, the person on light duty is assigned within their own department.

Mr. Recklaus summarized the stadium staffing issue. We don't yet know exactly what the development might be. On the public safety side, the teams usually pay for private ambulance services. They also recruit a team of off-duty police officers to cover the stadium. Most sites manage public safety through their overtime details, so you don't have a massive permanent staffing increase. We have a team that will go into high gear as we learn more about the plans and timing of the stadium.

In terms of Trustee Santa Maria's DEI questions, a spreadsheet will be shared with the Board that has tracked DEI metrics. It compares current employees who self-report to the demographics of the community. Then we have another stat that looks at the demographics of the employees who have been hired since 2019 compared to the demographics of the organization. These statistics match up pretty favorably. We've cast a wider net when recruiting and have been conscious of where we advertised. We have not had to change our standards in any way, shape or form.

Mr. Recklaus noted that IRMA, our Risk Management Association, is an intergovernmental risk management association. They have high standards, and look at loss numbers per employee. We will be notified if we are performing poorly, and could even get kicked out of the pool. So far, our overall numbers are a good risk. There are mandated policies which we adopted when we joined in 2019. Many of our policies, procedures and training were updated because of their standards.

President Tinaglia asked how many police officers we are short. Mr. Recklaus said 6. President Tingalia asked if it was a pay issue. Mr. Recklaus said we are competitive with other law enforcement agencies. We pay in the top 75%. In the last contract, the starting pay was increased substantially. When contract negotiations occur, we will reevaluate if we are losing qualified applicants because of pay. President Tinaglia said the Village needs to find new ways to encourage people to come here as opposed to any other community. Mr. Recklaus said a Police Staffing Group has been established, and we are very mindful that this is one of our top priorities. This is the reason we keep adjusting our recruitment strategies. The Police Department and HR developed a Police Apprentice Program, and we've had good luck with it. We are in the process of hiring one of those apprentices.

Mr. Recklaus praised the HR team as previously, in the replacement of Department Heads, the Village used outside search firms. Ms. Livingston's team has done that recruitment in-house, saving \$25,000 per replacement.

Planning

Ms. Rodman explained the makeup of the department, its responsibilities and goals as summarized in the report attached to the Agenda. Her department has an all-new supervisory team, so there has been a lot of training and updating to internal processes. She noted the significant impact the CDBG program has had in its 50 years. Ms. Rodman highlighted the Village's business recruitment and retention efforts. The Village's Inclusionary Housing Ordinance is also having an impact, adding 44 affordable units integrated across four developments. Ms. Rodman said there are five key development projects on which the department has been focused: Hickory-Kensington TIF, Arlington Downs, International Plaza, Arlington Gateway and the Eastman project. Her team is drafting a new sustainability plan, evaluating how to best use the Affordable Housing Trust Fund monies, and designing the South Arlington Heights Road Gateway.

Looking ahead, the Arlington Racetrack redevelopment will be a challenge for the department, but they also anticipate that development elsewhere in the community will come forward as a result of it. The Vail Street Promenade is moving to Phase II engineering, and there are three grant applications outstanding for that project. The fee structure has not been updated since 2006. Currently, the Village does not cover costs in staff fees for development review as other communities do. She is evaluating the option to pass on some of these costs and streamline the process at the same time. The South Arlington Heights Corridor Plan needs unified standards and a plan to implement enhancements there. Currently, there is a housing shortage in Chicago. The department would like to have a better understanding of our existing housing stock to help determine how to match the current housing needs with development. Recently, developers have been buying commercially zoned properties in the hopes of turning them into residential properties. Ms. Rodman said the Village's Downtown Master Plan is 17 years old and should be reviewed to ensure the area stays vibrant and thriving.

Trustee Bertucci asked about business recruitment and how the Village quantifies its impact. Ms. Rodman said the quarterly update given to the Board shows Mr. Mertes' contacts and conversations with regard to retention and new touchpoints. He is not credited with businesses who find us on their own. Mr. Mertes organizes the Village's reach to potential new business, including radio, industry trade shows, and regional community development organizations. In particular, he attends the CSC and ICSC National and Illinois trade shows, marketing the Village to developers, real estate brokers, and national retailers. Meetings are pre-arranged with developers and brokers.

Trustee Dunnington asked when the housing inventory would be completed as she is interested in addressing housing for the "missing middle." Ms. Rodman said the last inventory was completed in 2013. Staff will seek assistance via grants and budget monies for a survey. Her hope is that it could be completed in 2026. Trustee Dunnington said some communities limit their Downtown first floor space to restaurants and retail. Would this be a good idea for DTAH? Ms. Rodman said that idea came forward in the late 1990's. In our downtown, 21% of the spaces are restaurants, 31% are service, 20% are retail and 14% are office. From a square footage standpoint, 40% is retail and restaurant. If it is believed there is an imbalance, that is a tool we could look at. We do not have a high vacancy rate. Staff members informally guide potential businesses as to what would be appropriate in the downtown. Trustee Dunnington asked if it would be helpful to have an ordinance making it clear what we wanted? Ms. Rodman said she would have to balance that idea with the staff time required to create such an ordinance, versus working on other initiatives. However, staff always benefit from clarity.

Trustee LaBedz said she would support a revision of the Downtown Master Plan and highlighted the recent HANA rezoning as one of the reasons. She asked if there was a

worry that the CDBG funding would go away. Ms. Rodman said yes, there are concerns. The Housing Coordinator is working on the Annual Action Plan as if nothing will change. However, based on HUD's recent responsiveness, it appears that funding may be in jeopardy.

Trustee Manganarao asked about the potential process changes and if they could be further explained. Ms. Rodman said she is addressing the Conceptual Plan Review Committee's review of all Plan Commission submissions. This is not required by Code, but has been implemented in practice. She is considering convening the Committee only when it is Code required. This will cut down on the review time from two to four weeks for petitioners. She is also looking at the ZBA appeals applications to see if staff can administratively review some of these petitions (sheds, small additions) rather than have them go through the entire ZBA process.

Trustee Zyck asked about the Zero Interest Loan Program. Ms. Rodman said the Village has struggled to find applicants. Staff members are researching a different marketing approach, one that targets seniors, and perhaps partnering with outside agencies on the administration of the program.

President Tinaglia encouraged Ms. Rodman to filter the tasks and continue to look for potential efficiencies and improvements. He agreed that a review of DTAH Master Plan was important, and said Phase II could lead to more growth. He would like more focus to occur on the east side. He thinks there could be more two-story development as well. Perhaps there could be incentives to encourage restaurants and retail in DTAH.

Trustee Bertucci said the Dunton-Evergreen area is a dead zone in the evenings, and he would like for the energy to continue from Alfresco to Evergreen.

Trustee Zyck asked about the immediate next steps of the Department. Ms. Rodman said she looks to improve the application process, take care of the downtown, lay the groundwork for internal staff development, work on future projects and gather data.

Trustee Schwingbeck asked if an overlay district might be applied to DTAH. Mr. Recklaus said it is more challenging as there are existing businesses there. Although they would be grandfathered, it's easier to do an overlay on an area that is vacant. Legally, the Village can do a lot, including changing the zoning, but there are implications. Incentives and other initiatives could encourage and discourage particular uses. Nothing in Downtown is easy.

Fire

Chief Harris reviewed the department's services and functions, highlighting their ISO Class 1 Public Protection rating. Not only did they receive the rating, they also received the highest score in the State. Only 31 other departments in Illinois are ISO Class 1's. The department's call volume continues to go up. Last year there were 11,484 calls out of the four stations. The new ambulance will be placed to help cover their districts 5 and 2. This is the area that supports the Lutheran Home.

Some of their key accomplishments include supporting the Village's underserved population, like the 6-8 block parties they sponsor with the Health and Police Departments. The Department's smoke alarm program installed over 1,000 smoke detectors in residences in our community. While there, firefighters also identify fall prevention opportunities to try and reduce calls. Last year, they started a Code 3

Neighborhood Fire Safety Program. Within two weeks of a neighborhood fire, staff members go out to the surrounding area and place fliers on doors. Within 10 days to two weeks of that fire, a representative of the division had the engine company that was first on the scene give a fire safety program while it was fresh in residents' minds. The most common questions come regarding the operation of fire extinguishers, so the firefighters provide demonstrations.

Chief Harris said recruitment has been going very well. The multi-platform recruitment efforts have been very successful. They moved to online orientation, which allowed candidates to apply from multiple states. Increased social media have also helped. Their recruitment team went to many different colleges and job fairs. He highlighted their popular training course, community engagement, CPR classes, Holiday Meals, and Coat Drives.

There are now 14 buildings in this community that have underground parking garages with EV charging stations. This is a huge concern for the Fire Department. They brought in a nationally recognized expert and did training for three consecutive days in October.

Chief Harris said he's really thankful for the support of the 5th ambulance. It's going to help the mental and physical well-being of the firefighters and support the call volume. There are so many State Fire and EMS training requirements they're finding it very hard to meet them. To do so, they have to take an ambulance out of service some mornings. Having a 5th one will allow the Village to have 4 ambulances in service at all times.

They are looking at a turnover of possibly 43% of their department due to retirement, so they have focused on succession planning. An outside physical trainer has been coming to the Department to suggest specific weight training and stretches to help alleviate pain and injury. Their Cancer Committee is recommending best practices, doing research and implementing new programs on how we wash our gear or transport it from a fire scene. They also have an outside therapist available to our members at all times.

Trustee Schwingbeck asked when EV's catch on fire. Chief Harris said while they are charging. The risks to homes and multifamily housing are enormous. Enclosed structures have very limited exhaust systems and the fumes that these vehicles give off are very hazardous. They are difficult to put out, and they sit next to normal combustion vehicles.

Mr. Recklaus said charging stations within parking garages is something that the Building Department Director and Chief Harris are discussing. Trustee Schwingbeck said many building requirements now have infrastructure for charging stations in them. Mr. Recklaus said the local government industry has to reconcile itself with a couple of competing interests. Obviously, there's a desire for sustainability in including electric vehicles and alternative fuels, and there's the safety issue. The International Building Code requires wiring every spot to provide the electrical infrastructure to allow for charging stations. On the flip side, there is growing concern about having charging stations in underground garages.

President Tinaglia asked how hot an EV fire burns. Chief Harris said 2000 degrees, double a normal car fire. President Tinaglia said there are no buildings that have ever been built that are prepared for 2000° fires in the basement. This is going to be a real problem. It's one thing for the code writers to say you'll put services to every stall and every parking garage for future use, and it's another thing to say it's safe.

Trustee Dunnington said in the report, there was a comparison of neighboring

communities with the firefighter to calls ratio. Ours in 2024 is the second highest. She thinks our call volume will still be high after the 5th ambulance is added. Will we need even more staff in addition to those six new firefighters? Chief Harris said it's too early to tell. He would like to get it running and collect the data for a couple of years.

Trustee Dunnington wondered if we collect data on when a call is for mental health. Chief Harris said we do, but the data set is quite varied. There's not one specific code for mental health calls. They can be altered mental status, anxiety disorder, dementia, behavioral disturbances, depression, mental disorder, suicide ideation, suicide attempt, or unspecified adult personality disorder. Also, there are all kinds of drug and alcohol-related codes. On average, there are somewhere between 500 and 700 calls in that category a year. Trustee Dunnington said she thought it might be helpful to share the information with the Village's social services, the hospital and maybe even the townships, so when they're looking at what services need to be offered, they would have this information.

Trustee Bertucci asked if an NFL stadium goes up, does the Village need to consider land for a physical Fire presence in the area? Chief Harris said the Village's services would need to be able to take care of everything from the front door out, meaning in the parking lots and beyond. Tailgaters and trip-and-falls will come to us. If we're going to have 80,000 people here, we will need the right equipment to get to those calls quickly, whether it's ATVs or actual bicycles. The area around Salt Creek Lane takes 6 minutes to get to. Currently, we use a Rolling Meadows ambulance for those calls, and then we send our squad from station 1. From a fire department's perspective, we have to provide the same service to that location that we provide to the rest of the community. Mr. Recklaus said it would not be uncommon to request a donation of land for that use. Staff have already even been talking about what we're going to do when construction is going on as well. We have to be able to respond to the workers out there.

Trustee LaBedz asked how to dispose of an old fire extinguisher. Chief Harris said the gauge on the side tells you how much charge is left. You may throw it away after all the pressure is off. They are not rechargeable. If you need to empty it, turn it upside down and spray it until it is empty.

Trustee Manganaro asked how accurate the expected retirement rates were. Chief Harris said typically after 30 years, firefighters move on. Trustee Manganaro asked how the dispatch decisions are made for Districts 5 and 2. Chief Harris explained that District 5 is basically west of Arlington Heights Road, covering the Lutheran Home and District 2 is east of Arlington Heights Road. The team which has been idle the longest gets dispatched. It rotates back and forth between the two ambulances.

Trustee Zyck noted that 60% of firefighters develop cancer. He supports efforts to mitigate this issue. Trustee Zyck asked how the sharing of ambulances and resources worked between municipalities. Chief Harris said there are multiple intergovernmental agreements. We monitor what we give versus what we receive and try and balance it out between the neighboring Chiefs. The deputy chiefs meet monthly and work out the details. Some of our neighboring towns charge \$3-4,000 for an ambulance bill. If they come to Arlington Heights, they charge our rate; if we go outside of Arlington Heights, we charge their rate. We lose every time we have a mutual aid ambulance come into the Village. Our team takes this personally and tries to respond to every call to avoid this situation.

Trustee Zyck asked how the ISO Class 1 Certification affects personal home insurance rates. Deputy Chief Benkert said the higher your rating is, the more your insurance costs. As you move down the scale, an A-1 will get a better homeowners and businesses rate on

their insurance than a 3. The ISO is made up of three categories; fire department, water department and dispatch. We are very strong in all three. The amount of savings was not known, but will be provided to the Board. Chief Harris noted that the Village was given 5 extra credit points because it looks out from the safety of the community. The Fire Prevention Division helped in receiving our rating.

President Tinaglia asked if the Board could participate in honoring the new members of the Fire Department. Chief Harris said when firefighters come off probation, that would be a good time to bring them forward at a Village Board Meeting.

VI. OTHER BUSINESS

VII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

Trustee LaBedz moved to Adjourn at 9:57. Trustee Schwingbeck Seconded the Motion.

The Motion: Passed

Ayes: Trustee Bertucci, Trustee LaBedz, President Tinaglia, Trustee Schwingbeck, Trustee Dunnington, Trustee Zyck, Trustee Santa Maria, Trustee Manganaro

Nays: None

Absent: Trustee Shirley