

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, January 18, 2016

7:00 PM

Village Hall

Board of Trustees

Village President Daniel J. McLaughlin

Village Clerk John C. Mehalek

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Patricia Gira,
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:32 PM.

Present: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll and President McLaughlin

Absent: 1 - Trustee Griffin Ruzich

VILLAGE CLERK'S OFFICE**2016-0024 Approval of the January 4, 2016 Regular Meeting Minutes**

The Minutes of the Regular Meeting of January 4, 2016, were previously distributed to the members of the Board of Trustees. President McLaughlin asked if there were any corrections or additions to be made to said Minutes. There being no corrections or additions,

I move to approve the minutes of the Board of Trustees Meeting of January 4, 2016.

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**2016-0034 Museum Development and Advisory Board - Appointment**

Presidents McLaughlin appointed Chuck Pelini to the Museum Development and Advisory Board.

I move to advise and consent to the appointment by President McLaughlin of Chuck Pelini to the Museum Development and Advisory Board.

A motion was made by Trustee Gira, seconded by Trustee Dodge, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

2016-0033 Community Pride Award - Home Depot

President McLaughlin presented a Community Pride Award to Home Depot manager, Ernesto Galvan, in appreciation for the Home Depot grant awarded to the Orland Park History Museum. Home Depot employees and contractor furnished and installed window treatments, carpeting, vinyl baseboards, tile, paint and new vent covers.

This was a presentation, NO ACTION was required.

2016-0035 Community Pride Awards - Orland Knights Pee Wee Football Team

President McLaughlin presented Community Pride Awards to the Orland Knights Pee Wee Football Team in recognition of their winning the 2015 Metro Youth Football League Championship.

This was a presentation, NO ACTION was required.

CONSENT AGENDA**Passed the Consent Agenda**

A motion was made by Trustee Gira, seconded by Trustee Dodge, to PASS THE CONSENT AGENDA, including all the following items marked as having been adopted on the Consent Agenda. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

2016-0022 Payroll - Approval

The lists of Payroll having been submitted to the Board of Trustees for approval and the lists having been determined by the Board of Trustees to be in order and having been approved by the various Department Heads,

I move to approve the Bi-Weekly Payroll for December 30, 2015 in the amount of \$997,124.15.

This matter was APPROVED on the Consent Agenda.

2016-0023 Accounts Payable - Approval

The lists of Accounts Payable having been submitted to the Board of Trustees for approval and the lists having been determined by the Board of Trustees to be in order and having been approved by the various Department Heads,

I move to approve the Accounts Payable from January 5, 2016 through January

18, 2016 in the amount of \$3,513,692.89.

This matter was APPROVED on the Consent Agenda.

2015-0826 Peak Democracy - Town Hall Meeting

Founded in 2007, Peak Democracy, Inc. is the most widely used online public engagement platform for government entities, with 2,500 open town hall forums, reaching over 300,000 constituents. The California-based company has worked with over 100 government agencies in the United States, Canada and Australia, accommodating municipalities ranging in sizes of under 2,000 to 8 million residents.

On August 26, 2015, staff previewed the Peak Democracy virtual town hall website. The village is seeking this online format to further strengthen civic engagement on pertinent topics affecting all residents. This format allows the village to maintain control of public engagement, by focusing on feedback from constituents while ensuring the dialogue is civil and legal. Potential topics include IDOT's LaGrange Road widening, the mayor's Open Lands Commission, water rates and upcoming village developments - including the 2016 ribbon cutting of U of C Center for Advanced Care. Topics will be chosen with the input from the Board of Trustees and the Community Engagement Committee.

Peak Democracy will provide the village with one Town Hall Portal and grant administrative access to an unlimited amount of designated employees. This cloud-based government online forum can be implemented through the village's website or through a dedicated website domain established by the village. Peak Democracy provides network bandwidth and will host the village's service on our server.

The Public Information Office will receive training via web conferencing, and Peak Democracy will provide the village with best practices for government online forums. In addition, the PIO will receive support in crafting topic content, as well as help marketing topics via press release, social media, email blasts and mailers.

Once the community forum is launched and topics posted, Peak Democracy monitors user registrations and posted content. All users on the village's site will be authenticated through a registration that confirms an individual's email address, geocoding each user's street address and monitoring each user's name, IP address and browser cookies. Should a registrant's activity or content violate the village's guidelines, Peak Democracy staff will work with the village to reconcile the issue. Users are limited to one comment per topic, to avoid arguments or attacks.

Once a topic has closed, records are retained with Peak Democracy and the village will have access to downloadable PDFs. Topics will stay open to resident feedback for one month, with three to four topics staying open at one time.

I move to approve the proposal from Peak Democracy, Inc. to set-up a virtual town hall site on the Village's website;

And

Approve the Village Manager to execute an agreement with Peak Democracy, Inc. to set-up the virtual town hall site in an amount not to exceed \$7,000.

This matter was APPROVED on the Consent Agenda.

2016-0002 Avaya Telephone System Maintenance - Expenditure Approval

The Village phone system is a hybrid of voice over IP (VoIP) and digital phone circuits. The main server is located in the Police station with a backup unit located in the Recreation Administration building. Public Works and the Sportsplex have smaller servers to handle calls.

Staff is recommending purchasing Avaya maintenance for 2016. Billing for Avaya maintenance is performed on a monthly basis.

I move to approve the purchase of the Avaya Telephone System Maintenance from Avaya Inc., in an amount not to exceed \$27,143.

This matter was APPROVED on the Consent Agenda.

2016-0004 GIS Software Annual Maintenance - Expenditure Approval

The Village uses ESRI ArcGIS Desktop Advanced and Basic, ArcGIS 3D Analyst, ArcGIS Network Analyst, ESRI Developer Network (EDN), and ArcPad for development and maintenance of the geographical information system, and ArcGIS Server to deploy GIS data and maps over the Internet.

The MIS Division has included funds in FY 2016 budget for the ESRI GIS software maintenance and support. Maintenance includes technical support and software updates.

The MIS Division will fund \$14,790.12 of this maintenance, covering core ESRI GIS services. Public Works Water & Sewer Administration will be funding maintenance for licenses used exclusively by them in the amount of \$3,400. These include one ArcGIS Desktop Advanced, three ArcGIS Basic, ArcGIS Network Analyst, and ArcPad.

I move to approve the purchase of the GIS software annual maintenance in an amount not to exceed \$18,191.

This matter was APPROVED on the Consent Agenda.

2016-0019 Large Water Meter Testing - Proposal

There are currently 729 large water meters ranging in size from 1-1/2" to 8" within

the Village-maintained water system. To minimize unaccounted-for-water loss, the American Water Works Association recommends testing large water meters at a minimum of every four years. The highest quantity users are tested more frequently to ensure their accountability of water. The Utility Division of the Public Works Department conducted large meter testing between 2004 and 2007 and recently from 2013 through 2015.

From a bid process in 2013, the Village Board awarded M.E. Simpson Co., Inc. of Valparaiso, Indiana a three year contract (2013, 2014, 2015) for the testing of large meters. The costs for both daytime and after-hours testing were: \$195 for 1-1/2", \$225 for 2"- 3" and \$245 for 4" to 6" for fiscal years 2013 and 2014, respectively. Meter testing costs were \$200 (1-1/2"), \$230 (2"- 3") and \$250 (4" to 6") during fiscal year 2015.

The Village has been pleased with M.E. Simpson Co., Inc and recommends extending their contract for an additional 3 years. M.E. Simpson agreed to hold their 2015 meter testing pricing through 2016 and 2017. The three (3) year contract extension would cover testing services in 2016, 2017 and 2018. The 2018 large meter testing costs would see an across the board increase of 4.5%. Continuing from this contract, if a meter fails a test due to mechanical error, M.E. Simpson Co. will repair the meter and charge the Village the manufacturer's list price of the replacement parts, plus 5%.

The total number of meters tested and repaired annually will be based on the Board-approved budgeted amount. There is currently \$70,000 budgeted for large water meter testing in FY 2016.

I move to approve to the Village Board to accept and approve a three (3) year contract extension of the Large Water Meter Testing program from M.E. Simpson Co., Inc. of Valparaiso, Indiana, for meter size testing costs of \$200 for 1-1/2" meters, \$230 for 2"- 3"meters and \$250 for 4" to 6" meters during fiscal years 2016 and 2017; with a 4.5% increase for the testing of the respective sizes in fiscal year 2018.

and

Approve the repair of large water meters at a cost of the manufacturer's list price of replacement parts, plus 5%.

This matter was APPROVED on the Consent Agenda.

2016-0018 Maycliff Subdivision Storm Water Improvement Easements - Ordinance

As part of the Maycliff Subdivision Storm Water Improvement Project, numerous easements are needed for the installation of the proposed piping to address backyard drainage issues. Due to the use of directional boring pipe installation techniques, no temporary easements are required. Two (2) additional permanent

easements have been finalized with the property owners listed below. Acquisition of the easements requires an ordinance to be enacted. The total combined costs for the two easements are \$11,220.00.

- a) 8541 W. 145th Street, Orland Park, IL (Van Auken)
- b) 8625 W. 143rd Place, Orland Park, IL (Curran)

In December, 2015, twenty (20) easements were approved at a total cost of \$79,200.00. Four (4) easements are still pending.

I move to pass Ordinance Number 5060, entitled: AN ORDINANCE AUTHORIZING ACCEPTANCE AND EXECUTION OF PUBLIC UTILITY AND DRAINAGE EASEMENTS AND PAYMENT OF COMPENSATION THEREFOR (MAYCLIFF STAGE 1 STORMWATER PROJECT)

This matter was PASSED on the Consent Agenda.

2016-0020 Annual Liquid Deicing Purchase for 2015-2016 Winter Season - Purchase

To improve the effectiveness of snowfighting salting operations, the Village uses a 100% organic liquid de-icing agent commonly referred to as beet juice and/or sugar beet molasses. This beet juice based product is mixed with salt brine by Public Works staff and used as a pretreatment that's sprayed on certain roads and bridges. It is also applied directly to the salt as it is dispersed from the truck to increase the melting effectiveness of salt in extreme temperatures.

The Village purchases liquid de-icing liquid through the Suburban Purchasing Cooperative (SPC). SPC is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC) South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together the SPC represents 156 municipalities and townships in northeastern Illinois.

SPC advertises for bids and selects the lowest bidder and makes the product available to participating municipalities at the lowest bid price. The Village is not privy to submitted bids outside of the lowest successful bidder. SPC awarded Road Solutions Inc. the previous 3-year contract for de-icing liquid (2013, 2014, 2015). The Village purchased the de-icing product called IceBite, manufactured by Road Solutions, Inc. of Indianapolis, Indiana. Road Solutions, Inc. was not the successful bidder for this year's de-icing bid through the cooperative. SPC awarded this year's de-icing bid award to SNI Solutions, Inc., Geneseo, Illinois.

SNI Solutions manufactures a product similar to IceBite called GEOMELT 55. GEOMELT 55 is a 100% organic sugar beet product and mixes as an 80% salt brine to 20% de-icing liquid identical to the IceBite product. SNI Solutions were the low bidders for liquid de-icing product through SPC (Suburban Purchasing Cooperative).

I move to approve to the Village Board to approve the purchase of de-icing liquid from SNI Solutions, Inc., Geneseo, Illinois for a cost not to exceed \$15,000 during Fiscal Year 2016.

This matter was APPROVED on the Consent Agenda.

2015-0516 Townhomes at Colette Highlands - Plat of Subdivision

On January 4, 2016, the Board of Trustees approved the site plan, elevations and special use permit with modifications for a planned unit development for Townhomes at Colette Highlands at 15608-15624 Park Station Boulevard as recommended at the November 24, 2015 Plan Commission meeting and as recommended at the December 21, 2015 Development Services Planning and Engineering Committee meeting.

In the Board's approval, the only motion that was missing from the recommended motions of the Plan Commission and Committee was the approval of the subdivision because revisions to the plat of subdivision were not ready.

This is a follow up to the Board approval that will approve the plat of subdivision to the Townhomes at Colette Highlands project.

This case is now before the Village Board of Trustees for consideration.

I move to approve the nine (9) lot subdivision for Townhomes at Colette Highlands titled "Preliminary Plat of Subdivision Park Boulevard Townhomes", prepared by Vantage Point Engineering, sheet 1 of 1, dated December 22, 2015.

This matter was APPROVED on the Consent Agenda.

2015-0520 Addition to Grasslands

The proposed Addition to Grasslands Subdivision is located on an approximately seven acre parcel adjacent to the existing Grasslands Subdivision that was constructed in the 1990's. This small residential infill project is typical of many small remaining parcels in Orland Park, in that it has multiple development constraints. Approximately 40% of the development area consists of Marley Creek and associated wetland, floodway, and floodplain, areas which are all to be mostly preserved in their current state under the current proposal.

The surrounding area is mostly residential; however the land to the north across 167th Street (currently utilized for agriculture) is shown in the Spring Creek agreement as future commercial and multi-family uses, the latter which is supported by the Comprehensive Plan.

The proposed subdivision includes 8 residential lots and buildings for a total 16 duplex units, all of which will be accessed by a publicly dedicated street. A detention pond out-lot is located at the south end of the site, and will also include

the Marley Creek and associated wetland, floodplain, and floodway, with the entire out-lot dedicated to the Village. The new detention area will be constructed as an extension of the existing Village-owned pond that abuts the project to the south.

The petitioner has requested that a small piece (.06 acres) of Village-owned land that is sandwiched between Steeplechase Parkway and proposed Lot 1 be vacated and transferred to the developer to complete consistent ownership to the parkway. Typically the Village is compensated at market rate for the land when surplus land is transferred to a private owner.

Overall, the project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area, with the exception of the listed variances. However the property is currently in unincorporated Cook County, so all approvals are subject to annexation.

I move to approve (upon annexation) the Rezoning, Site plan, Subdivision, Variances, and Elevations, all subject to Annexation into the Village of Orland Park, for the Addition to Grasslands project as recommended at the December 21, 2015, Development Services Committee meeting, and as fully referenced below:

THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)

I move to approve (upon annexation) the rezoning of the Addition to Grasslands property to R-4 Residential District.

And

I move to approve (upon annexation) the site plan titled "Site Plan/Preliminary Plat, Addition to Grasslands Orland Park", by Designtek Engineering, project 15-0018, dated 8/3/15 and revised 12/18/15, subject to the following conditions.

1) Provide cash in lieu for the 167th Street and Wolf Road Code-required sidewalks, these funds will be utilized in the future for sidewalk improvements when Wolf Road is widened.

2) Site Plan elements including lot dimensions, building envelopes and locations, setbacks, lot coverage, etc. are conceptual only and must meet all Land Development Code, Engineering, and Building Department/Code requirements at the time of permits.

3) Submit a Final Landscape Plan, meeting all Village Codes, for separate review and approval, within 60 days of final engineering approval including the following items:

a. Provide a tree survey for all trees exceeding 4" in trunk diameter per Land Development Code.

- b. Provide tree mitigation, per Code requirements, preferably on site if a healthy spacing can be achieved, otherwise a contribution must be paid per Code into the tree mitigation bank. Tree mitigation requirements will be finalized at the time of Final Landscape Plan and after final engineering of lots.
 - c. Landscape all portions of the expanded detention pond including the Village-owned portion of the expanded pond, and include a smooth transition from the old pond landscaping to the new pond landscaping, which is to include a natural style with a native edge.
 - d. Include evaluation of wetland plant material and the incorporation of recommended improvements.
 - e. Include parkway trees along all right of ways spaced 40' on center, including 167th Street, but excepting Wolf Road.
 - f. Provide 4'-5' height ornamental iron fence and Type C 15' landscape buffer along all lots abutting 167th Street and Steeplechase Parkway, arranging plant material to accommodate site drainage.
- 4) Provide cash in lieu to meet park land dedication Code requirements.
 - 5) Meet all final engineering and building division requirements and approvals.
 - 6) Provide additional road right of way to meet engineering requirements.
 - 7) Dedicate Lot 9 to Village. (Detention pond and Marley Creek area)
 - 8) Retaining walls cannot exceed 3' in height unless they are designed and tiered per Code requirements.
 - 9) Subdivision signage is not part of this petition and if desired should be submitted for separate review and approval by the Building Division.

And

I move to approve (upon annexation) an eight lot residential duplex subdivision with 16 units plus a detention out lot and public street dedication, as shown on plan titled "Site Plan/Preliminary Plat, Addition to Grasslands Orland Park", by Designtek Engineering, project 15-0018, dated 8/3/15 and revised 12/18/15, subject to the same conditions as outlined in the site plan motion plus the following conditions:

- 1) The village agrees to deed to the developer, compensated at market cost or as determined at the time of Annexation Agreement, the approximately .06 Acre Village-owned land located between lot 1 and the Steeplechase Parkway right of way. The deeded land is to be consolidated into Lot 1, with the compensation amount detailed through the Annexation Agreement.

2) Preliminary plat is subject to engineering approvals.

3) Submit a Record Plat of Subdivision to the Village for final engineering approval and recording.

And

I move to recommend to the Village Board approval (upon annexation) of the Elevations titled 'Marth Construction Duplex Homes', by IJM Architects, page A-1.0 and page A-1.1, job # 2015-0138, dated 8.3.15, revision submitted 1.11.16; and also color elevations titled 'Marth Construction Duplex Homes', by IJM Architects, page A-1.0 Elevation 1, Elevation 2, and Elevation 3, dated 8.3.15, revision submitted 1.11.16, subject to the following conditions.

1) Meet all final engineering and building division requirements.

And

I move to approve (upon annexation) the following variances:

1) Reduce the required detention pond setback from 25' to as little as 15'.

2) Reduce the required flat maintenance strip from 15' to as little as 0'.

3) Reduce the required cul de sac diameter from 120' diameter to 110'.

4) Reduce the required 50' wetland setback.

5) Substitute cash in lieu for sidewalks along 167th Street and Wolf Road.

This matter was APPROVED on the Consent Agenda.

2015-0696 2015 Land Development Code Amendments III - Ordinance

On January 4, 2016 the Village Board approved Land Development Code amendments for Sections 2-102, 5-112, 6-204, 6-204.5, 6-205.1, 6-206, 6-207, 6-208, 6-210, 6-211, 6-212, 6-302, 6-305, 6-308, 6-311, 6-406 and 6-407.

This is now before the Village Board for consideration of the ordinance.

I move to pass Ordinance Number 5061, entitled; AN ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE VILLAGE OF ORLAND PARK, AS AMENDED (Sections 2-102, 5-112, 6-204, 6-204.5, 6-205.1, 6-206, 6-207, 6-208, 6-210, 6-211, 6-212, 6-302, 6-305, 6-308, 6-311, 6-406 and 6-407).

This matter was PASSED on the Consent Agenda.

2016-0053 Norman's Cleaners - Site Remediation Program

The Village has been working with Norman's Cleaners and Ed Cooney (environmental consultant) on the clean-up of the former Norman's Cleaners site. Last year, remediation work was completed and a report was submitted to the IEPA for review and approval. The Village also entered into a loan agreement with Norman's for the costs associated with the clean-up. Subsequently, the IEPA issued comments regarding the project and some additional work was required to be completed (see attached letter).

The scope of work included some additional excavation around the storm drains and haul off impacted soils to a landfill and then back-fill with clean soil. Additional sampling was also required to be collected and analyzed.

This work was completed late last year prior to the weather turning bad. The additional cost for this work was \$9,851.29. Additionally, some paperwork will still need to be completed and submitted to the IEPA and Dry Cleaner fund. This additional work is estimated to not \$4,000.

Since this exceeds the original budget amount for the project, is it necessary to get Village Board approval. These additional amounts will also be added to the loan that is due from Norman's Cleaners.

I move to approve an increase in the budget for Norman's Cleaners in the amount of \$13,851.29 and to adjust the loan amount due from Norman's Cleaners for actual costs incurred and billed.

This matter was APPROVED on the Consent Agenda.

2015-0818 Intergovernmental Agreement with the Metropolitan Water Reclamation District for the Distribution of Rain Barrels

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) is a regional governmental agency with responsibility for general supervision of stormwater management in Cook County. MWRD has recently announced a rain barrel program and invited the Village of Orland Park to participate in the program to enable residents to obtain free rain barrels for the benefit of the whole community.

Rain barrels are used to collect and store rainwater from rooftops (via a home's disconnected downspout) and will provide a source of water for residents to water their gardens, shrubs and trees and will assist in the village's storm water management.

In order to participate in this program the Village is required to sign an intergovernmental agreement. Once completed, residents will be allowed to order free rain barrels, delivery included, with a limit of 4 per household. Without village

participation, residents residing within Cook County limits will have to pay \$58.00 plus tax for each rain barrel purchased.

I move to approve the Intergovernmental Agreement between the Village of Orland Park and the Metropolitan Water Reclamation District of Greater Chicago for the distribution of rain barrels.

This matter was APPROVED on the Consent Agenda.

2016-0054 Authorizing the Sale of a Portion of Real Estate at 14403 Irving Avenue - Ordinance

On January 4, 2016, the Village Board authorized the purchase of the property at 14403 Irving Avenue, after an extensive engineering review of storm water management alternatives in that area. The purchase price of \$170,000 was agreed to by the parties, and the closing of the Village's acquisition is pending. As part of that purchase, the Village Board also authorized staff to finalize a sale of a portion of the 14403 Irving Avenue property to the neighboring property to the immediate south, at 14409 Irving Ave, who wishes to purchase the portion of property to construct a future driveway and garage. The sale price of said portion of property at 14403 Irving Avenue is \$8.42/sqf, which is comparable to the per-square-foot price of a Village owned lot on Westwood Drive, for a total price of \$11,104.30.

I move to pass Ordinance Number 5062 entitled: ORDINANCE AUTHORIZING SALE OF REAL ESTATE (14403 IRVING AVENUE), subject to final closing of the Village's acquisition of the entire parcel, for a sale price of \$8.42psf, or a total of \$11,104.30;

And

To authorize the Village Manager to execute the purchase agreement and associated documents.

This matter was PASSED on the Consent Agenda.

PARKS AND RECREATION

2016-0057 Emergency Repair to the Chiller at Centennial Park - Payment

On December 9, 2015, one of the core air conditioning compressors that are part of the chiller that serves the ice rink at Centennial Park failed. An emergency repair was made by Zone Mechanical, Inc. the contractor that worked on this unit when the Village built the ice rink in 2003. Typically, Building Maintenance staff has maintained this unit, however in this instance; a new compressor was needed and was installed by the vendor. The rink chiller unit was back up and running immediately after the repair.

This agenda item is being considered by the Parks and Recreation Committee

and the Village Board of Trustees on the same night.

I move to approve a budget transfer between the General Fund and the Recreation and Parks Fund;

And

Move to approve payment to Zone Mechanical, Inc. in the amount of \$10,850.57.

A motion was made by Trustee Gira, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

VILLAGE MANAGER'S REPORT

2016-0046 Lean Six Sigma Training for Staff

Village Manager Grimes reported that last July, as part of the strategic planning review, the Village Board emphasized utilizing technology as a platform for delivering our services and organizational improvement toward improving performance. As such, the Board adopted "High Performing Organization" (HPO) as a fourth pillar in its strategic plan. The key objectives related to HPO are: increased automation of village services (job applications, permits, etc.) and improvement of "internal/external-facing" functions as well as using technology and business process improvement as the platform for achieving this goal. It also entails embracing a culture of learning, respect, leadership at all levels, and continuous improvement. This commitment ensures that we can invest in the human knowledge, skills, and abilities as well as the technology tools to transform how we approach our work.

One successful methodology that will help us get there is Lean Six Sigma. Lean Six Sigma helps staff learn the tools necessary to undertake continuous improvement projects aimed at reducing and eliminating waste or unnecessary steps, reducing project variations, improving customer satisfaction, and improving the organization's performance. A certificate in Lean Six Sigma also constitutes an excellent professional development opportunity for Orland Park staff.

Trustee Dodge reported that the Northern Illinois University College of Engineering & Engineering Technology offers three certificates in Lean Six Sigma: Yellow Belt and Green Belt and Black Belt. For Yellow Belt certification, staff will participate in a two-day course which will be held at Northern Illinois University campus in Naperville, Illinois in February. The content will cover Lean Principles and Quality

Management Systems, Continuous Improvement. I.S.O., Process Maps, etc. Green Belt certification entails an additional four-day course which will be covering Lean Define, Measure, Analyze, Improve, and Control (DMAIC) methodology and the tools that can be applied in each phase. Black Belt Certification entails a three-day course, after completing the Green Belt requirements, and covers DMAIC overview, Define, Measure, Analyze, Design, and Verify (DMADV), Voice of the Customer (VOC), Quality Function Deployment (QFD), Kano Analysis etc.

Yellow Belt training will be held in February, Green Belt and Black Belt training will be held in the coming months in 2016. All training sessions will be held at the NIU Naperville campus.

The total estimated cost for Lean training for FY 2016 is \$28,000.

Trustee Dodge requested the Boards support with staff as they take this new journey in learning new techniques. There are three things that the Board will need to make sure are done and those are to set the expectations, deliver support to staff, and make sure the process is completed. If these three things are not done, as a Board, then this training will not be as successful as it could of.

I move to approve the expenditure with Northern Illinois University for Lean Six Sigma Training, in the amount of \$28,000.

A motion was made by Trustee Dodge, seconded by Trustee Carroll, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

BOARD COMMENTS

PRESIDENT MCLAUGHLIN – Stated that the Village was named a commemorative partner for the Vietnam War 50th Anniversary Commemoration planned during the period of 2015, 2016, and 2017 by the United States Department of Defense. As a commemorative partner, the Village of Orland Park will plan and carry out at least two events during each commemoration year.

He reviewed the events in 2015 beginning with the Village commemorated the Vietnam Veteran on the Village Stickers; there was a Vietnam Veterans float in the Orland Days Parade; the moving Vietnam Wall was displayed in the Village Center along with the Agent Orange quilts inside the Civic Center in October.

With the help from the Veterans Commission, events are being planned for 2016. Coming up on Thursday, January 28th is movie night at the Orland Park Civic Center and the movie "The Green Beret" will be featured. On Monday, February 29th "Good Morning, Vietnam" will be playing – Doors open for both movies at

6:30 PM with the movies beginning at 7 PM. This event is free and is open to all Veterans and their families. Light refreshments will be served. Other events to come in 2016 are reserving guest speakers to speak about their experiences in the Vietnam War; Arm Forces Day that will concentrate on Vietnam; and a Welcome Home Veterans Concert that will take place sometime in August. These are just a few events being planned.

EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; and b) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees.

A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECESS. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

RECONVENE BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Fenton, Dodge, Gira, Calandriello, Carroll and President McLaughlin were present. Trustee Ruzich was absent.

Purpose of the Executive Session was for the discussion of a) approval of minutes; and b) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees.

ADJOURNMENT - 7:55 PM

A motion was made by Trustee Fenton, seconded by Trustee Carroll, that this matter be ADJOURNED. The motion carried by the following vote:

Aye: 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

Nay: 0

Absent: 1 - Trustee Griffin Ruzich

/nm

APPROVED: February 1, 2016

Respectfully Submitted,

John C. Mehalek, Village Clerk