

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Monday, April 21, 2014

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., Edward G. Schussler,  
Patricia Gira, Carole Griffin Ruzich, and Daniel T. Calandriello*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:22 PM.

**Present:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello and President McLaughlin

**VILLAGE CLERK'S OFFICE****2014-0229 Approval of the April 7, 2014 Regular Meeting Minutes**

The Minutes of the Regular Meeting of April 7, 2014, 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 April 7, 2014.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**2014-0243 Orland Park Chamber of Commerce - Raffle License**

The Orland Park Chamber of Commerce is requesting a license to conduct a raffle at their Fine Art Fair that will take place on July 19th & 20th, 2014 at Orland Park Crossing at 143rd and LaGrange Road. All funds raised will go to cover the expense of the Art Fair.

I move to approve issuing a raffle license to the Orland Park Chamber of Commerce to conduct a raffle at their Fine Art Fair event on Saturday, July 19th and Sunday, July 20th at The Orland Park Crossings.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS****2014-0179 Earth Day - April 22, 2014 and Arbor Day - April 25, 2014**

President McLaughlin proclaimed April 22, 2014, as Earth Day and April 25, 2014, as Arbor Day in the Village of Orland Park.

**This is a proclamation, NO ACTION is required.**

## **PRE-SCHEDULED CITIZENS & VISITORS**

### **2014-0224 Archaeological Collection Donation**

Lester Marszalek is an archaeology research specialist and president of Greater Oak Lawn Diggers, "GOLD." Mr. Marszalek has made some significant archaeological discoveries in the Orland Park area over the years, including a Clovis Point dating back to the prehistoric period.

Mr. Marszalek presented to President McLaughlin artifacts he discovered in the Orland Park area which he is generously donating from his collection to the Village of Orland Park.

**NO ACTION was required.**

### **2014-0231 Grasslands - Presentation**

Pat Hayes gave a brief overview of the type of volunteer work being done at the Grasslands.

**NO ACTION was required.**

## **CONSENT AGENDA**

### **Passed the Consent Agenda**

**A motion was made by Trustee Schussler, seconded by Trustee Gira, 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:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

### **2014-0203 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 March 28, 2014 in the amount of \$955,262.58.

**This matter was APPROVED on the Consent Agenda.**

### **2014-0248 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 April 8, 2014 through April 21, 2014 in the amount of \$1,963,508.63.

**This matter was APPROVED on the Consent Agenda.**

#### **2014-0188 Village Internet Service Contract Approval**

The Village Internet services contract with AT&T is coming up for renewal this April. The Village has used AT&T's Internet services for over 10 years with nearly 100% up time. In 2011, AT&T installed a fiber optic line into the Police Station for this service.

Other Internet service options were reviewed this year, including cable based and broadband wireless solutions. In addition, AT&T has proposed a new, higher bandwidth 50MB (up/down) solution at a cost close to the existing rate that the Village is paying for a 10MB connection.

Staff recommends entering into a three year agreement with AT&T for their 50MB Managed Internet Service and rate structure of \$21,816 (\$1,881 monthly). Included with this rate are managed router and full on-line DNS services. AT&T also provides the Village Tier1 direct Internet services.

I move to approve the purchase of a Managed Internet Services contract with AT&T Corporation in the amount of \$21, 816 annually.

**This matter was APPROVED on the Consent Agenda.**

#### **2014-0187 Internet Content Filtering and Proxy Appliance - Approve Purchase**

The Village uses a proxy based appliance for managing and securing Internet traffic. The existing device has reached end of life, and its 2008 vintage hardware and software lacks the features needed to secure the Internet traffic used in today's networks. This device screens and manages Internet traffic for all Village departments.

IT Staff has budgeted funds in 2014 to replace this unit. IT staff is proposing a Barracuda brand Model 410 Web Filter and proxy device. This device accomplishes three basic tasks:

- Provides Internet content filtering. Protects staff from loading malicious or offensive web-sites.
- Provides protection from malware, viruses and other Internet security threats.
- Provides a cache of recently used or popular web pages for more efficient use of Village Internet bandwidth.

Barracuda Network's area partner is CDWG of Vernon Hills, Illinois. A Government

pricing quote for the appliance, maintenance and updates was obtained from CDW Government.

I move to approve the purchase of a Barracuda Web Filter and services from CDW-G of Vernon Hills, Illinois, in an amount not to exceed \$8,410.

**This matter was APPROVED on the Consent Agenda.**

#### **2014-0181 Wide-Format Plotter - Approval**

The Development Services Department has an existing Wide-Format color plotter & scanner that needs replacement. The color plotter is an all-in-one scanner, copier, and printer for large-format (up to 42" wide) document printing. This device was purchased in 2007 and is used extensively by Development Services on a daily basis, as well as, the Recreation Department and the Clerk's office.

This equipment is at end of life, meaning parts and service are no longer available. Also, the computerized display has an unsecure, out-of-date operating system (Windows NT) that is no longer supported on the Village's network.

Staff is recommending replacement of this device with a two plotter system that will prove to be more economical. The reasoning for the two unit system is because the majority of printouts are done in monochrome, but the option for a color plotter is still needed. The two unit system has consumables (print heads and ink supply) that are more economical than one single unit over the long term.

The Oce Plotwave 340 Wide-Format Digital System, which prints in black and white, but scans in color, would be used on a daily basis by Development Services for most of their printing and scanning needs.

The Canon iPF 765 36" Color Plotter would provide printing service whenever color is the only option.

Bids were received and opened on March 26, 2014 at 11:00 A.M. for the Oce Plotwave 340 Wide-Format Digital System and the Canon iPF 765 36" Color Plotter. Four bids were opened and B & H Technical Services, Inc. of Merrillville, Indiana was the lowest complete bidder at a purchase price of \$14,945. B & H also provided a leasing option at a cost of \$332.44 per month for 60 months for a total cost of \$19,946.40.

HP Financing Services also provided us with the option to roll the lease of this equipment in with the Managed Print Services lease at a cost of \$268.71 per month for 60 months for a total cost of \$16,122.60, which is considerably lower than the lease payments that B&H offered.

I move to approve the purchase of two wide-format plotters from B & H Technical Services, Inc., of Merrillville, Indiana in an amount not to exceed \$14,945.

**This matter was APPROVED on the Consent Agenda.**

**2014-0169 2014 First Quarter Budget Adjustments - Approval**

A detailed spreadsheet (by fund) of budget adjustments was attached to the Board packet showing an increase in revenues of \$141,450 and an increase in expenditures of \$592,223.

The increase in revenues is due to the following:

- An operating transfer, in the amount of \$141,450 to the Open Lands Fund from the General Fund.

The increase in expenditures is due to the following:

- Stellwagen Farm and the Pebble Creek Nature Center project expenditures funded by the operating transfer from the General Fund.
- Purchase of the Dignan property budgeted in FY2013, funds disbursed in FY2014.

I move to approve increasing the FY2014 revenue budget by \$141,450 and increasing the FY2014 expenditure budget by \$592,223.

**This matter was APPROVED on the Consent Agenda.**

**2014-0195 Aquatic Weed Control - Bid Award**

There are a total of seventy-six (76) wet ponds totaling 128 acres of water that are the responsibility of the Village to maintain. Included in this maintenance is the management of aquatic weeds that naturally occur in the ponds.

A request for bids for Aquatic Weed Control services was advertised in the SouthtownStar Newspaper on Friday, March 14, 2014. Bids were requested to provide services for a three (3) year period - Calendar years 2014, 2015 and 2016.

The bid specification was separated into two categories. Twenty-five (25) "Schedule A" ponds (32.36 acres) were proposed and quoted to receive regularly scheduled periodic treatments. Fifty-one (51) "Schedule B" ponds (97.11 acres) were cited in the bid specifications to receive treatments only upon request. The pricing for the "Schedule B" ponds are on a per-acre basis for algae control and per-acre basis for weed control. The treatment schedule for "B" ponds is strongly influenced by temperatures, rainfall and the effects of runoff from the surrounding landscape.

Five (5) bid packages were received and opened by the Village Clerk's Office on Friday, March 28, 2014, at 11:00 a.m. The following bids were recorded: McCloud Aquatic Services, Schaumburg, IL (2014-\$17,889) (2015-\$18,236) (2016-\$18,589); DeAngelo Brother, Inc. Decatur, IL (2014-\$71,720.39)

(2015-\$73,154.79) (2016-\$74,617.89); Rollins Aquatic Solutions Inc. Bloomingdale, IL (2014-\$30,940) (2015-\$30,940) (2016-\$32,488); Integrated Lakes Management, Waukegan, IL (2014-\$17,171.59) (2015-\$17,171.59) (2016-\$17,600.88); Clarke Aquatic Services, Inc. (2014-\$25,000) (2015-\$25,600) (2016-\$26,174)

Staff has reviewed the proposals and contacted references and recommend that the bid provided by the lowest bidder, Integrated Lakes Management of Waukegan, IL., be accepted and awarded a contract for the treatment of aquatic weeds for "Schedule A" and "Schedule B" services for a three-year period (2014, 2015, 2016).

I move to approve to award a three (3) year contract to Integrated Lakes Management of Waukegan, IL for aquatic weed control for a total amount not to exceed \$25,000 for fiscal year 2014; and an amount not to exceed Board approved funding for fiscal years 2015 and 2016.

**This matter was APPROVED on the Consent Agenda.**

#### **2014-0197 Police Vehicles - Purchase**

The 2014 Fiscal Year Budget has a Board approved line item in the amount of \$33,500.00 for the purchase of one (1) Four Wheel Drive Police Package Chevrolet Tahoe for the Police Department. The Board also approved a line item to purchase eight (8) marked Ford Police Interceptor sedans at a cost of \$26,000 per vehicle.

Marked Ford Police Interceptor Sedan:

In 2013, the Village budgeted for and purchased eight (8) marked Ford Police Interceptor sedans from Joe Rizza Ford of Orland Park, Illinois. Of the three (3) companies that submitted bids, Joe Rizza Ford was selected as the lowest bidder. Rizza Ford has agreed to extend their 2013 price for eight (8) Ford Police Interceptor sedans budgeted to be purchased this year (2014). Joe Rizza Ford will also include hands-free Bluetooth functionality at an additional cost of \$558.00 per vehicle. Rizza Ford's total price for each 2014 Ford Police Interceptor sedan is \$25,602.68. Rizza Ford's 2014 price per vehicle is \$835.32 lower than the Suburban Purchasing Cooperatives current price per vehicle. Rizza Ford can deliver the cars in 16 weeks. Therefore, staff recommends the bid process be waived and approve the purchase of eight (8) marked 2014 Ford Police Interceptor sedans from Joe Rizza Ford of Orland Park, Illinois at a cost of \$25,602.68 each, for a total cost of \$204,821.44.

Chevy Tahoe Police Vehicle (4WD):

Quotes for a marked 2014 Four Wheel Drive (4WD) Chevrolet Tahoe were obtained from two purchase cooperatives. Currie Motors Fleet of Frankfort, Illinois, dealer for the Suburban Purchasing Cooperative, provided a vehicle cost of \$31,175.00. The price provided through the State's Purchase Program is

\$269.58 more than the Suburban Purchasing Cooperative cost. The unit is in stock and Currie Ford can deliver the vehicle in 3 weeks. Therefore, staff recommends the purchase of a marked, 2014 (4WD) Chevrolet Tahoe Police Vehicle, through the Suburban Purchasing Cooperative from Currie Motors Fleet of Frankfort, Illinois for a cost of \$31,175.00.

I move to approve the purchase of one (1) marked 2014 (4WD) Chevrolet Tahoe Police Vehicle from Currie Motors Fleet of Frankfort, Illinois, in an amount not to exceed \$31,175.00;

And

Approve waiving the bid process;

And

Approve the purchase of eight (8) marked 2014 Ford Police Interceptor Sedan Pursuit Vehicles from Joe Rizza Ford of Orland Park, Illinois in an amount not to exceed \$25,602.68 per vehicle.

**This matter was APPROVED on the Consent Agenda.**

#### **2014-0198 2014 Road Improvement Program - Proposal Award**

The 2014 Capital Improvement Roadway Maintenance Program Budget includes \$2,884,000 plus \$56,000 rolled over from FY2013 for a total of \$2,940,000 to fund the following ongoing programs: (1) road improvement program, (2) shotcrete curb and gutter repair program, (3) pavement marking program, (4) concrete slab raising/mud jacking program, (5) roadway crack filling program. The Capital Improvement Roadway Maintenance Program also includes funding for miscellaneous pavement patching and infrastructure repairs. Competitive pricing for the Road Improvement portion of the Capital Improvement Roadway Maintenance Program is bid annually. The four remaining programs are competitively bid on a multi-year basis and will encumber approximately \$317,000 of the annual Capital Improvement Roadway Maintenance Program funds.

As was the case in FY2013, in order to provide flexibility in procuring the highest quality professional services and to ensure a successful road improvement program, staff is requesting to waive the bid process and utilize a competitive request for proposal (RFP) process. A request for proposals for the Road Improvement program was advertised in the SouthtownStar Newspaper on Thursday, March 13, 2014. Six (6) sealed proposals were received for evaluation. Proposals were received from: Austin Tyler Construction of Elwood, Illinois; Central Blacktop Co. Inc. of LaGrange, Illinois; Crowley-Sheppard Asphalt, Inc. of Chicago Ridge, Illinois; D. Construction of Coal City, Illinois; K-Five Construction Corp. of Lemont, Illinois; and P.T. Ferro Construction Company of Joliet, Illinois. The sealed proposals were opened by the Clerk's Office at 11:00 a.m. on



Thursday, March 27, 2014.

Following an internal proposal review, including a proposed evaluation, Austin Tyler Construction of Elwood, Illinois, was identified as the best qualified company with a submitted project cost of \$2,391,748.00, which is below staffs estimate of \$2.5 million for the anticipated 2014 Road Improvement Program. Therefore, it is staff's recommendation that Austin Tyler Construction of Elwood, Illinois, be awarded the project for the 2014 Road Improvement Program in the amount of \$2,391,748.00, plus \$215,252.00 for additional pavement patching and infrastructure repairs for a total of \$2,607,000.00. The additional funding amount will allow the Village to take advantage of this year's unit pricing costs for miscellaneous patching and paving. The result will be the Village's ability to address additional road repairs identified during the construction season. In response to a request during the Public Works Committee meeting on April 7, 2014 an attachment is included in the Board packet detailing the scoring methodology utilized in the bid evaluation process.

I move to approve waiving the bid process;

And

Approve entering into a contract with Austin Tyler Construction of Elwood, Illinois, for the 2014 Road Improvement Program for an amount not to exceed \$2,607,000.00 based on results from the competitive RFP process.

**This matter was APPROVED on the Consent Agenda.**

**2014-0199 14101 Wolf Road Watermain Repair - Approval**

On Friday, February 21, 2014, Public Works Staff identified a severe leak off the watermain at 14101 Wolf Road adjacent to a fire hydrant. The repair was beyond our abilities due to its location and depth in addition to the equipment and shoring requirements needed to safely complete the dig. As a result, Airy's Inc. of Tinley Park, Illinois was contacted to excavate and complete the repair while Public Works Staff focused on isolating the leak, traffic control, spoils hauling and providing the necessary materials. Airy's completed the repair for a total cost of \$7,221.58. A contract is in place between the Village and Airy's Inc. to perform this type of work on an emergency basis.

I move to approve payment to Airy's. Inc. of Tinley Park, Illinois, for the February 21, 2014, repair at 14101 Wolf Road in an amount not to exceed \$7,221.58.

**This matter was APPROVED on the Consent Agenda.**

**2014-0208 159th Street & LaGrange Road Street Light and Traffic Signal Improvement Engineering - Proposal Award**

As part of the LaGrange Road Corridor Improvement Project, the existing street lights and traffic signals will be upgraded and replaced with black poles. Lighted

street name signs will also be included at signalized intersections. These changes are consistent with the recently completed 143rd Street Intersection Improvement Project. A portion of LaGrange Road, including the intersections of 159th Street and 158th Street, was previously improved as part of a separate project but did not include the upgrade to black poles. These two intersections have typical aluminum and unpainted steel poles and standard street name signs.

To provide consistency throughout the corridor, 26 street lights need to be upgraded to black along with the traffic signal standards at the LaGrange Road intersections of 159th Street and 158th Street. Lighted street name signs also need to be retrofitted to the existing traffic signals. Because LaGrange Road is a state road, engineering must be approved and permitting obtained from the Illinois Department of Transportation (IDOT). To complete the engineering and permitting process, request for proposals (RFP) were solicited from five (5) engineering firms. The following three responses were received: V3 Companies of Woodridge, Illinois - \$9,316.21; URS Corporation of Chicago, Illinois - \$15,100.00; Globetrotters Engineering Corporation of Chicago, Illinois - \$25,655.00. The engineering proposals also assume responsibility for the preparation of construction documents, bid documents, specifications and permitting and coordination with IDOT.

After review of the submitted proposals, staff recommends accepting the proposal from V3 Companies of Woodridge, Illinois in an amount not to exceed \$9,316.21.

I move to approve to accept the proposal from V3 Companies of Woodridge, Illinois for engineering of the 159th Street & LaGrange Road -Street Light and Traffic Signal Improvement- project at a cost not to exceed \$9,316.21.

**This matter was APPROVED on the Consent Agenda.**

#### **2014-0209 Grasslands Watermain Easement - Ordinance**

On June 3, 2013, the Village Board approved the design-build watermain connection between Grasslands subdivision and Brook Hills subdivision.

The engineering for the watermain connection is completed and easement documents have been prepared.

The utility (watermain) easement has been reviewed and signed by Gallagher and Henry and is being presented to the Village for execution. The Village must adopt an ordinance authorizing the easement agreement.

The ordinance and easement are presented for approval.

I move to pass Ordinance Number 4895, entitled: ORDINANCE AUTHORIZING EXECUTION OF UTILITY (WATER MAIN) EASEMENT (GRASSLANDS)

**This matter was PASSED on the Consent Agenda.**

**2014-0212 Catalina Subdivision Drainage Improvement GMP - Proposal**

In 2012 Christopher B. Burke Engineering, Ltd. (CBBEL) began Phase II engineering to mitigate flooding issues within the Catalina Subdivision. The project includes the construction of relief storm sewers to convey runoff from each of the cul-de-sacs on Tulip Court, Sunflower Court, Primrose Court and Orchid Court to new detention basins. Phase II engineering is currently approximately 50% complete.

Typically, the Village hires a firm to design this type of project, which would then go out to bid for a contractor to construct. However, you may recall that the stormwater projects previously completed as a result of the flood study were handled through what is known as a "design/build" contract. In those projects, the Village retained Burke L.L.C., the design/build entity within the CBBEL group, to design the solution and manage the construction. Those projects were all completed earlier than anticipated and under the expected budget.

To expedite the project in the Catalina Subdivision, the design/build delivery method may be considered. If selected, the design/build delivery method would include a Guaranteed Maximum Price (GMP), the same method used for completion of the previous flood study projects completed by CBBEL.

Village staff requested that CBBEL provide a proposal to consider the design/build option. The proposal reflects a cost of \$1,743,750 for the delivery of the project and will include a shared savings with the Village if the project is completed under budget. If the project comes in over budget, CBBEL would be obligated to cover the additional cost, with one exception: if the soils are determined to be contaminated, a change order would be negotiated.

If the Board wishes to advance a design/build contract with CBBEL, the current engineering service agreement will be terminated with a savings of approximately \$10,000 and a new design/build agreement would be executed. The construction completion timeframe would also be shortened from May 2015 to October 2014, more than seven months. The project gains several efficiencies as the work can begin as Phase II engineering is being completed. Phases of the project are also able to be awarded independently, saving time and potentially money. If a more traditional approach is desired, the project will be put out to bid following completion of the phase II engineering. The construction completion would be estimated at the original May 2015 timeline. After consideration, the Public Works Committee recommends pursuing the design bid option.

I move to approve accepting the proposal from Burke, L.L.C. of Rosemont, Illinois for a Guaranteed Maximum Price (GMP) \$1,743,750 for the Catalina Subdivision Drainage Improvements.

**This matter was APPROVED on the Consent Agenda.**

**2014-0166 MWRD Watershed Management Ordinance**

The Metropolitan Water Reclamation District of Greater Chicago ("MWRD") has developed and adopted a new county-wide Watershed Management Ordinance (WMO) that becomes effective May 1, 2014. All communities within Cook County will be subject to the requirements of the new ordinance that will continue to regulate stormwater management as MWRD has in the past, but it will also now regulate isolated wetland, riparian and buffer areas. The current Village Land Development Code is generally as restrictive as or more restrictive than the proposed WMO, so in actuality there should be little impact to development projects within the Village as a result of the proposed changes.

The Village must determine if it should apply to the MWRD to become an Authorized Municipality under the WMO, which requires an Intergovernmental Agreement ("IGA") between the Village and MWRD. Authorized Municipality status allows the Village to review civil engineering site development that normally would be regulated by the MWRD, except for the sanitary sewer system which shall continue to be reviewed by MWRD, in accordance with the new WMO. A Non-Authorized Municipality would force development applicants to submit all site development aspects to the MWRD for their independent review & approval, as is currently done. This current dual review process by both the Village and the MWRD adds considerable time & expense to development projects

To become an Authorized Municipality, the Village must submit the following to the MWRD:

1. A legal opinion from the Village Attorney indicating that the municipality has the legal authority to perform all obligations required by the WMO,
2. A verified statement of financial capacity to perform and adequately fund the municipality's obligations related to the administering of the WMO as set forth in Article 14 of that Ordinance.
3. An implementation plan, with an estimate of permit load and available review staff,
4. Schedule of permit fees,
5. An exhibit delineating the corporate limits of the municipality for the purposes of administering the WMO,
6. Contact information sheet.

All six items listed above are simple to provide. Staff recommends becoming an Authorized Municipality via the IGA, in order to expedite the development process

and to facilitate more control upon the development timeline. The Village Attorney has reviewed and approved the language in the proposed IGA, which is an exhibit to the ordinance, as well as the WMO being an exhibit to the ordinance.

Along with the above enumerated items, a list of "Existing Development Plans" must be submitted to the MWRD for approval by May 1, 2014. These are developments that have already received preliminary engineering approval and the WMO stipulates this list of Existing Development Plans will expire May 1, 2015. Staff has prepared this list of existing developments and is currently compiling the necessary information to submit the Existing Development Plans package to the MWRD.

I move to pass Ordinance Number 4896, entitled: INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN VILLAGE OF ORLAND PARK AND THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO ("MWRDGC"), ESTABLISHING THE VILLAGE AS AN AUTHORIZED MUNICIPALITY TO ADMINISTER THE WATERSHED MANAGEMENT ORDINANCE OF THE MWRDGC which shall allow the Village Manager to submit a letter of intent to the MWRD to accompany the executed IGA.

**This matter was PASSED on the Consent Agenda.**

#### **2014-0029 Krystal Ridge View - Ordinance**

On April 7, 2014, the Village Board approved a two lot subdivision and a rezoning for an existing E-1 Estate Residential District lot located at 14630 108th Avenue. The subdivision and rezoning allows for the creation of two lots under R-1 Residential District zoning standards and is subject to conditions as stated in the ordinance. This is now before the Village Board for consideration of the ordinance.

I move to pass Ordinance Number 4897, entitled: ORDINANCE REZONING CERTAIN REAL ESTATE FROM E-1 ESTATE RESIDENTIAL DISTRICT TO R-1 RESIDENTIAL DISTRICT AND APPROVING A SUBDIVISION - KRYSTAL RIDGE VIEW (14630 108TH AVENUE)

**This matter was PASSED on the Consent Agenda.**

### **PUBLIC WORKS**

#### **2014-0247 Reject Bid for 2014 Pavement Marking Program**

Village Manager Grimes stated that the Village prepares a multi-year bid for its pavement marking program as a separate line-item component of the Capital Improvement Road Improvement Program. Bids for the 2014 pavement marking program were received on April, 15, 2014 at 11:00 a.m. in the Village Clerk's Office. One (1) bid was received.

The 2014 bid included the standard Illinois Department of Transportation (IDOT)

paint pavement marking, thermoplastic pavement marking and pre-formed plastic pavement marking. After several years of evaluating a variety of pavement marking products, staff has concluded that the epoxy pavement marking material provides for the most durable and lasting pavement marking. The specification for epoxy pavement marking was inadvertently left out of the 2014 bid submission. Having only received the single bid, coupled with the omission of the epoxy pavement marking as a specification, staff is requesting that the bid be rejected and rebid to include the specifications for epoxy pavement marking material.

I move to approve rejecting the current bid and to re-bid the project with new specifications.

**A motion was made by Trustee Schussler, seconded by Trustee Griffin Ruzich, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

## **FINANCE & INFORMATION TECHNOLOGY**

### **2014-0122 Managed Print Services - Approval**

During the Fiscal Year 2014 budget process, the Village Manager's Office, Development Services, and Public Works departments submitted requests to include funds for the replacement of the Konica Minolta 7075 copiers in their departments (total of 4 machines) with new multi-function printers (MFP) with print, copy, scan and fax functions, at a minimum. The Konica Minolta 7075 has reached its end of life and parts and toner are in limited supply. The Village has owned these machines for over 10 years. Annual maintenance on these machines is provided by Gateway Business Systems under a hybrid Managed Print Services program. Although the Village purchased these machines outright, we pay for maintenance and support on a per click basis.

Rather than including funds for the purchase of these items in the Fiscal Year 2014 budget, staff was directed to analyze the option of obtaining replacement MFPs for these three pilot departments through a full Managed Print Services program, whereby the machines are leased as opposed to purchased and the lease payment, as well as all maintenance, support and supplies are paid on a per click basis. The goal was to reduce the Village's overall cost of ownership by obtaining state of the art equipment at the lowest cost, eliminating a number of desktop printers and redirecting print jobs to the MFP, which has a lower per click cost than a desktop device, utilizing the newest technologies available and eliminating the need to budget substantial amounts every five or so years to replace these machines. At the end of the program term, the Village would have the option to renew the lease (if the original lease was a FMV lease), refresh the equipment and enter a new lease term, or buy the equipment at either fair market value or for

a dollar buyout, depending on the original lease terms. A committee, with representatives from each of the departments, as well as from Finance and IT, was established to analyze our options.

Based on current relationships and vendor outreach, four vendors were invited to participate in this analysis - Exceed Group of Elmhurst, IL; Gateway Business Systems, Inc. of Munster, IN; Nextdaytoner of Orland Park, IL; and Proven Business Systems of Tinley Park, IL. The committee met with each of the vendors independently to review the print/copy/scan/fax environments in each of the pilot departments, as well as to discuss the full Managed Print Services vs. buy option analysis that we were performing. Tours of each department were offered to each vendor to help them assess the model and location of all copiers and desktop printers within each of the pilot departments. Although a formal bid/RFP was not issued, the process was competitive, providing multiple vendors the opportunity to submit proposals based on identical information provided to each vendor.

Once the vendors had an inventory of imaging devices in each department, they provided IT with data collection agent (DCA) software that was installed on the Village's network to count the number of printed images from network desktop printers for a specified time period within each department. The Village also provided each vendor with 2013 total image counts from the respective department copiers. This information would assist the vendors with determining the size and speed of the MFP that they would be proposing.

Each vendor had the opportunity to analyze the usage data collected and meet with the committee to present their initial proposal, making recommendations on how to streamline our printing needs by buying or leasing MFPs that could print, copy, scan and fax, as well as, managing our existing printers. Each vendor offered a different brand MFP, along with their own brand of management software that could help staff analyze printing behaviors in each department, determine which printer devices could be eliminated, and provide secure access to these new MFP's based on a user login.

Gateway, Proven and Nextdaytoner recommended one (1) full size machine for the Village Manager's Office, two (2) full size machines for Development Services and one (1) full size machine and two (2) smaller machines for V&E. Exceed Group proposed three (3) machines, one (1) for each department.

Vendor	Multi-function printer (MFP)
Software	
Gateway Business Systems, Inc.	4 - Konica Minolta Bizhub C454e
PaperCut	2 - Lexmark XM1145
Proven Business Systems	4 - Canon IR C5240

UniFLOW

2 - Canon IR 1025iF

Nextdaytoner  
Flow CM

4 - HP M880z

HP

2 - HP Laserjet ProM425dn

Exceed Group  
Fleet

3 - Xerox 7845/PTFX

Print

The communication software recommended by Gateway and Proven would run on our network and would require the purchase of in-house servers. The cost of the additional servers was not included in their proposals, but IT has estimated the cost to be an additional \$7,500. The Exceed Group did not provide what platform their communication software would run on.

Communication with the printers recommended by Nextdaytoner is provided by Web Jet Admin, a free utility provided by HP. There is no server needed. It provides superior mobile/wireless device printing, and HP FLOW CM, a cloud-based document management system for staff working in the field, allowing them to utilize a laptop, iPad or iPhone to upload/download documents and photos from the field onto/from the cloud, reducing or in some cases eliminating the need to transport paper copies back and forth.

The committee toured Gateway, Proven and Nextdaytoner's facilities, participating in demonstrations of each proposed machine. Based on the features of each proposed machine, the accompanying software, as well as the cost, the committee has selected HP machines proposed by Nextdaytoner as the desired brand of MFP.

Each vendor's cost proposal separated the overall cost of Managed Print Services into two components - the monthly cost of leasing the machines, as well as a per click cost for maintenance based upon historical usage. Each vendor also provided information on the cost of purchasing the machines as opposed to leasing them. Each vendor noted that if we chose to lease, we could lease through them or obtain a lease elsewhere in order to minimize the monthly lease payment. Finance began researching several equipment leasing options. Based upon prior contact and vendor recommendation, Finance contacted Fifth Third Bank, HP Financial Services, First American, and National Cooperative Leasing (through National Joint Powers Alliance). Staff requested quotes for 36-month and 60-month dollar buy-out and FMV type leases. At the end of an FMV lease, the Village has the option to renew the current lease, refresh the equipment and enter into a new lease, or buy the equipment at FMV. At the end of a dollar buy-out lease, the Village has the option to buy the equipment for \$1.00 and continue to use it, or refresh the equipment and enter into a new lease. Most leasing companies recommend the dollar buy-out for municipalities as the estimated life



of a copier is five (5) years, so either way, the residual value is minimal. Based upon our analysis, HPFinancial Services offers the lowest lease factor of approximately .01798, or an effective interest rate of 3.03%.

Total Cost of Ownership (TCO) lease versus buy analysis for the selected HP machines report is attached to the Board packet. The cost of the six (6) machines if we were to purchase them directly would be \$35,726. The lease option is slightly higher due to the cost of money, but allows us to purchase the machines at the end of the lease term for \$1 and continue to use them if they are operating efficiently or replace our current outdated machines at the end of the lease term without a large cash outlay. If we chose neither of these options, we can simply return the machines to the vendor and lease (or purchase) new machines that allow us to take advantage of the newest technologies at the lowest cost.

The new machines, along with the technology provided by the HP Flow CM software, will enable us to change printing behaviors as documents can be made more readily available electronically when out in the field or away from your desk. Our plan is to phase out the twenty (20) desk top printers from these departments over the next two years, as printing is redirected to the new MFPs. This will further reduce the cost of maintaining and providing supplies for additional printers that are more costly to operate than the MFPs. The toner/ink for the desktop printers is more expensive per click than the Managed Print Services per click charge. On average, the three departments in this study spend approximately \$9,800 per year combined on toner for these desktop printers. A portion of this will be saved each year as desktop printers are phased out; in addition, staff time spent maintaining and troubleshooting on the desktop printers will be reallocated and utilized more efficiently.

During the analysis process, staff was informed that the Konica Minolta 7022 located in the lobby of the Village Hall has also reached the end of its life and parts are difficult to obtain. Nextdaytoner recommended an HP M4555f as it is compatible with the Jamex Cashbox that the Village owns to accept payment from the public for use of the copier. The cost of this machine if we were to purchase it directly would be \$2,591.

Staff recommends the selection of the HP MFPs recommended by Nextdaytoner, as well as entering into a Managed Print Services Agreement with Nextdaytoner for the maintenance and support of the seven (7) MFPs. Nextdaytoner has been in business since 1998 and located in Orland Park since 2003. They have been providing excellent service to the Village since 2007. The HP MFPs provide the greatest functionality both with the machine and the HP FLOW CM software. The Village could either purchase the machines and enter into a five (5) year Managed Print Services Agreement paying a per click fee to Nextdaytoner, or enter into a Master Lease Agreement with HPFinancial Services to finance this and possible future purchases of equipment, as well as enter into a Managed Print Services agreement with Nextdaytoner for the maintenance and support of the seven (7)

MFPs, as well as any possible future purchases of like equipment.

Village Manager Grimes explained that this item is being brought before the Board because staff has identified an area where they believe there could be some savings and a smarter way for the Village to manage our copiers.

Historically, the Village has purchased their copiers and they are typically budgeted year after year. With technology changing so rapidly on the copiers the question was raised to staff why is the Village in the business of buying copiers, rather than leasing them.

Trustee Dodge stated that his objections specifically to this item are; he did not have many details from staff at the Committee level and the value of getting rid of the current printer solutions, there is residual value there. Trustee Dodge did hear a couple of justifications at the Committee level that made it sound like this had other technological benefits, but he did not see that connected to an overall IT approach or IT strategy.

Trustee Dodge stated that he is not comfortable with this item at this time.

Trustee Fenton asked if this had gone out for bid or is this the only company that has this type of service.

Finance Director Annmarie Mampe stated that a bid or Request for Proposal (RFP) document was not issued, but it was a very competitive process. This process was basically the same as it would have been had the Village received formal bids or RFP's and this is something that would have not gone for bid, but rather a RFP.

There were four (4) different companies; they all were able to take the same tour of the Village's facilities. Staff met with each company and explained what the Village was looking for, and they all submitted proposals together. Staff then meet again with these four (4) companies and reviewed their proposals with them.

The Company (Nextdaytoner) that staff is recommending is a company that has been providing services to the Village for a number of years. Gateway, also has provided services for many years, however, staff believed that Nextdaytoner could provide the Village with a better product as well as better service.

Nextdaytoner was also the lowest price for the printers, the actual lease and/or purchase of the machines.

Director Mampe also explained that in many departments there are still desk-top printers used to print their documents from. The new multi-use copies will now be replacing the desk-top printers as these break and will not be replaced. So there will be a savings on replacements and also service calls.

Trustee Schussler stated that he understands how quickly technology changes with copiers.

Trustee Schussler stated he is confused on what the additional benefits are perceived to be to lease rather than purchase. He requested Director Mampe to explain what "managed print services" means.

Director Mampe stated that a "full managed print services program" is leasing. Leasing of the equipment so the Village does not have to worry about the ownership.

President McLaughlin asked for Trustee comments regarding this item.

Trustee Fenton – Because of the rapid change in technology on the copiers she questioned why a five year lease instead of a three year lease.

Director Mampe explained originally when this process began it was for a three year lease. Then all four vendor's had explained that when they value the lease for three years they bring that book value at the end of the lease so close to zero that you would end up paying 80% of the cost for three years rather than 100% for five years. So much more would be paid over a three year period. Five years is usually the average lease term and they dollar value it.

Trustee Ruzich – Her understanding when this was discussed at the Committee level is there would be a way to attempt to change the behavior of employees so they would place a code to print. By doing this it would give the machine the ability to see how much individuals were printing. Currently, there is no tracking system to see how much employees are printing from their desks.

Director Mampe – Agreed that a code could be entered or employees can use their swipe card to do print jobs. This will possibly help by individuals saving electronic copies instead of printing everything and would begin to help change behaviors.

Trustee Dodge – The broader issue is still not settled. It is what is the appropriate level of technology (after five years or after three years) what level of technology does the Village want. That is a question for the Board to decision on what level of technology is appropriate for staff to have to do the job that they are here to do which is to provide services to the people of Orland Park. That has not been answer just yet.

In terms of the total cost, he believes staff has done a good job taking an approach of total cost of ownership, he still does not believe "total" has been addressed. There is nothing that says you can't minimize usage of these printers or these installs with other solutions.

He is not comfortable with this option, he believes if this is going to be done that the Village should purchase not lease. He prefers this item be delayed until all the questions have been answered.

I move to approve a 60 month dollar buyout lease agreement with HP Financing Services to lease four (4) HP M880z, one (1) HP M4555f, and two (2) HP M425dn machines from Nextdaytoner;

And

To approve entering into a Managed Print Services Agreement with Nextdaytoner for the maintenance and support of the four (4) HP M880z, one (1) HP M4555f, and two (2) HP M425dn machines, with the option to add machines to our agreement as existing copiers and printers are replaced.

**A motion was made by Trustee Griffin Ruzich, seconded by Trustee Schussler, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 6 - Trustee Fenton, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 1 - Trustee Dodge

## **VILLAGE MANAGER'S REPORT**

### **2014-0246 Non-Union Wages**

There are 64 full-time non-union Village employees. Since 2010, non-union cost-of-living increases have been: 0% (plus 5 furlough days), 1.5%, 1.5%, and 2%. In addition, since 2009, non-union employees began participating in the village's consumer driven health benefit strategy.

Staff proposes a 2.0% COLA increase effective May 1, 2014 for non-union staff (effective June 1, 2014 for Executive staff) as well as a \$1,500 healthcare equalizer payable at the same time as the COLA increase. Per the IBEW collective bargaining agreement, the six (6) employees in this group are eligible for the same healthcare equalizer provided to non-union employees. Please note that the healthcare equalizer will not be added to the salary base.

I move to approve authorizing a 2.0% cost-of-living adjustment for all full-time non-union (non-executive) personnel effective May 1, 2014 and effective June 1, 2014 for executive staff;

And

Approve authorizing a health care adjustment incentive of \$1,500 per employee for the non-union and IBEW groups to be paid on or about May 10, 2014.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

## BOARD COMMENTS

TRUSTEE SCHUSSLER – Commented that he has been one of the Orland Grassland volunteers and this area is a real gem that is right in the Village's backyard.

PRESIDENT McLAUGHLIN – Commented that the Village applied recently to the United States Department of Defense requesting to become a commemorative partner honoring the 50th anniversary of the Vietnam War and was selected.

The Village has set up an email address [mayorsvietnamvet@orlandpark.org](mailto:mayorsvietnamvet@orlandpark.org) and is asking area Vietnam Veterans, families and friends to send in their email address to this address, so that the Village can let them know about the commemorative events that are being planned within the Village beginning in 2015, 2016, and 2017 as part of this commemorative period.

## EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees; b) setting a price for sale or lease of village property; and c) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

## RECONVENE BOARD MEETING

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

Purpose of the Executive Session was for the discussion of a) the appointment, employment, compensation, discipline, performances or dismissal of specific

village employees; b) setting a price for sale or lease of village property; and c) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent.

### **ADJOURNMENT - 11:05 PM**

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

/nm

APPROVED:

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**