

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orlandpark.org](http://www.orlandpark.org)



## Meeting Minutes

Monday, October 17, 2022

7:00 PM

Police Department - Training Room

## Board of Trustees

*Village President Keith Pekau  
Village Clerk Patrick R. O'Sullivan  
Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,  
Sean Kampas, Brian Riordan and Joni Radaszewski*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:00 P.M.

Deputy Clerk Alexandra Snodsmith served as acting clerk for the meeting.

**Present:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski and Village President Pekau

**VILLAGE CLERK'S OFFICE****2022-0810 Approval of the October 3, 2022, Regular Meeting Minutes**

The Minutes of the Regular Meeting of October 3, 2022, were previously distributed to the members of the Board of Trustees. President Pekau 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 October 3, 2022.

**A motion was made by Trustee Nelson Katsenes, seconded by Trustee Radaszewski, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**ACCOUNTS PAYABLE****2022-0811 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 October 4, 2022 through October 17, 2022 in the amount of \$7,598,224.43.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

## CONSENT AGENDA

### Passed the Consent Agenda

**A motion was made by Trustee Kampas, seconded by Trustee Riordan, 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 Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

### **2022-0812 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 September 30, 2022 in the amount of \$1,337,514.17.

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

### **2022-0783 Donation of Public Works Vehicle to Orland Fire Protection District**

Orland Park Public Works Vehicle (Unit #6002) is no longer useful for the Village of Orland Park as personal property. This vehicle is a 2003 Workhorse Stepvan, VIN 5B4KP42Y833358177 with an indeterminable mileage. The vehicle has outlived its usefulness, and its only value is scrap.

Orland Fire Protection District has need for this vehicle to train and practice various vehicle occupant extrication, stabilization, and patient care techniques.

I move to adopt Ordinance 5748, entitled: AN ORDINANCE AUTHORIZING DONATION OF PERSONAL PROPERTY (POLICE VEHICLE) OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS, TO THE ORLAND FIRE PROTECTION DISTRICT.

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

### **2022-0804 Village-wide Sign Replacement Purchase - Goods Only**

In 2021, a twelve (12) year Village-wide street sign replacement program was created to ensure that all traffic control signs meet retro reflectivity standards identified in the Manual of Uniform Traffic Control Devices (MUTCD). Signage must remain legible when viewed from a moving vehicle under normal day and night driving conditions by not excessively fading, discoloring, cracking, peeling, or blistering. 3M Diamond Grade Reflective Sheeting Series 4000 meets this

requirement, and has a twelve (12) year warranty. By staying within the manufacturer's warranty period, the Village can avoid the requirement to test for retro reflectivity.

Traffic Control & Protection, Inc. (TCP) of Bartlett, IL was the low bidder for the project in 2021, and manufactured the new street name signs utilizing the Orland Park Gem as part of the sign. To maintain uniformity, TCP is the preferred vendor to continue manufacturing the new street name signs. Along with the street name signs, TCP is also providing the needed regulatory signs on a yearly basis. The initial purchase order was in the amount of \$20,000.00. To complete year two (2) of the project, the original purchase order needs to be increased an additional \$15,000.00, which will increase it to the 2022 budget line item of \$35,000.00 for the program. This is a goods only purchase, but notification to the Board that the \$25,000.00 threshold is being exceeded is required.

I move to approve increasing purchase order 22000377 for Traffic Control & Protection, Inc. by \$15,000.00 for a total amount not to exceed \$35,000.00.

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

#### **2022-0784 Public Works Spoils Contract Amendment - Contract Change Order**

The Public Works Department annually contracts out spoils removal from the 108th Avenue Bulk Storage Facility. The spoils are generated throughout the course of the year from water main breaks, utility repairs, and concrete repair work. The spoils are divided up into three (3) categories: concrete, asphalt, and dirt which consists of clay and topsoil.

Earlier this year, proposals were sought to mobilize equipment onsite to load and haul out the various materials. Three (3) companies submitted proposals for this work: Matthuis Trucking, Inc. of Mokena, IL, Airy's, Inc. of Joliet, IL, and Utility Transport Service of Markham, IL. Matthuis Trucking, Inc. was the lowest proposer, and was originally awarded a contract in the amount of \$24,000.00. The contract number is 2022056.

Over the past few months, the spoils have increased as repair work has accelerated over the summer months along with an occasional water main break. In anticipation of water main breaks increasing over the winter months, taking a proactive approach to lessen the volume of materials at the yard is planned so that there is capacity until the spring. Staff sought proposals for a second round of spoils removal, and the same three (3) companies provided bids once again. Matthuis Trucking, Inc. of Joliet, IL was the lowest bidder at \$350.00/load. The amount budgeted for this round is \$24,000.00.

I move to approve the proposal from Matthuis Trucking, Inc. dated September 20, 2022, for three-hundred-fifty (350) dollars per load for a cost not to exceed \$24,000.00;

AND

Authorize the Village Manager to execute a change order with Matthuis Trucking, Inc. for spoils removal from the 108th Avenue Bulk Storage Facility, subject to Village attorney review.

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

#### **2022-0814   Orland Park Health & Fitness Center Management Services**

In October 2016, the Village contracted with Power Wellness to operate the OPHFC for the period of January 1, 2017 through January 1, 2020. On September 20, 2019, the Village extended the Management Agreement for a three-year term from January 2, 2020 up to and including January 1, 2023 with an option to extend the Agreement for a two-year period up to and including January 1, 2025.

In 2022, the Village chose to explore the market for other medically oriented fitness center operators. RFP 22-046 was issued September 2, 2022 with a proposal due date of September 19, 2022 for this purpose. The Village received proposals (attached) from Healthplex Associates Inc. and Power Wellness.

Healthplex Associates, headquartered in Saint Marys, Georgia, operates 13 centers employing 423 staff. Centers managed are hospitals, universities and medical facilities. Managed facilities range in size from 16,000 sq. ft. to 50,000 sq. ft.

Power Wellness, headquartered in Lombard, Illinois, operates 30 centers employing 2,200 employees including 70 in a home office which supports managed centers. Centers managed are owned by hospitals, universities and municipalities. Managed facilities range in size from 5,000 sq. ft. to 140,000 sq. ft.

The evaluation committee conducted interviews with both firms providing each an opportunity to review the firm's qualifications, experience, staffing plan, 5-year pro forma, protocols for injuries, marketing plans, membership retention, proposed programming including group exercise and personal training, experience overseeing pools, facility maintenance expectations and financial reporting. These, and additional criteria (see attached) were graded by the committee. Out of a potential total of 180 points, Power Wellness earned 147, while Healthplex Associates earned 112.

Each firm's five-year pro forma, transition plan, and willingness to adhere to the Village's opening/closing protocols were evaluated independent of scoring.

Healthplex Associates (HPA)

\*Pro forma: HPA projects a net loss of \$152,932 in year one, growing to a total net gain of \$1,353,695 over a five-year period.

\*Transition Plan: HPA would conduct a series of open house type of events for

members and staff as an opportunity to meet HPA staff, learn of any changes, and become comfortable with an expected seamless transition. HPA expects to offer positions to current staff at the same hourly/salary, filling openings by being competitive in the market place. Additional details can be found on p.28 of HPA's proposal.

\*Opening/Closing Protocols: HPA opening/closing of the facility would be in full compliance with the Village's expectations.

#### Power Wellness (PW)

\*Pro forma: PW projects a net gain of \$6,001 in year one, growing to a total net gain of \$782,153 over a five-year period.

\*Transition Plan: No transition necessary (current operator)

\*Opening/Closing Protocols: PW opening/closing of the facility would be in full compliance with the Village's expectations.

HPA projects lower expenses by \$786,069 and higher revenues of \$571,542 over a five-year period in comparison to PW. However, the evaluation committee believe HPA's proposal underestimates expenses, while over-estimating revenues.

HPA expense projections do not include funds for service contracts, equipment replacement, miscellaneous or unforeseen expenses. Power Wellness includes \$81,689/yr. to service building systems (HVAC, boilers, pumps, alarms, pest control, etc.); \$72,500 for fitness equipment replacement and \$32,253/yr. for miscellaneous expenses.

During the interview with HPA, the candidate shared that all IT and telephone expenses would reside with the Village. This would result in a substantial start-up cost, as well year-round support from the Village's IT Department. Power Wellness is supported by a corporate IT division. IT expenses related to upgrades and replacement are within Power Wellness' operating budget averaging \$58,324 per year with little burden to the Village. HPA projects club operating software at \$13,000/year within the supplies and other budget line item within the HPA pro forma.

In evaluating staff salaries, wages, benefits and commissions, HPA projects a first year expense of \$1,852,073; Power Wellness projects salaries, burden and burden ancillary at \$1,791,699. Over a 5-year period, HPA projects total salaries, wages, benefits and commissions to be \$9,803,507; Power Wellness' projects total salaries and burden and burden ancillary at \$9,273,176. (Note: The Power Wellness total includes Janitorial Services which are broken out in the pro forma).

HPA's staffing plan (proposal p.9), appears to be a generic plan and does not address the specific operation of the OPHFC. This plan includes an event assistant at 48 hrs./wk., a basketball coach at 6 hrs./wk., a full-time youth sports program coordinator at 40 hrs./wk., a full-time aquatics program lead at 40

hrs./wk. and swim instructors at 66 hrs./wk. Many of these positions duplicate efforts at the Sportsplex and could negatively impact participation in programs offered by the Recreation & Parks Department.

Overall, HPA projects a monthly FTE of 35.23 while PW projects a monthly FTE of 33.08.

Additionally, some of HPA's hourly wages appear to be inconsistent with the local market. Massage therapists are budgeted at \$15/hr. as compared the Center's current rate of \$32.44/hr. Additional discrepancies include group exercise instructors at \$75/hr. as compared to current rate of \$28.65/hr.,

Evaluating revenue projections, HPA's proposal is heavily dependent upon enrollment fees averaging \$111,110/yr. as compared to Power Wellness's \$16,234/yr. While this may seem encouraging, the trend in the fitness industry is to offer reduced, or no enrollment fees with month-to-month memberships. This reliance on high enrollment fees could be met with resistance, affecting overall membership enrollment and peripheral revenues.

HPA projects personal massage revenues at \$107,514/yr. and personal training revenues at an average of \$364,624/yr. In 2021, the OPHFC earned \$38,809 in massage revenue and \$99,914 in personal training revenue. While the projected numbers are attractive, these seem unrealistic. Comparatively, Power Wellness projects \$59/456 per/yr. in massage revenue and \$135,283 in personal training revenue/yr.

Programmatically, HPA's proposal includes a total of 50 group exercise classes per week, four of which are water based. The current OPHFC October schedule offers 76 classes, 30 which are water based. Power Wellness' proposal includes 75 per week with 26 water based classes. HPA's proposal also assesses fees for classes typically included free with the membership. A reduction in classes, and assessing a fee for classes which are currently included in the membership may impact retention, as well as sales.

The OPHFC maintains a certification, led by Power Wellness employees with the Medical Fitness Association (MFA). In 2019, the OPHFC was named the MFA Facility of the Year out of 47 MFA certified facilities around the country. There are currently 44 MFA certified facilities including the OPHFC. This certification recognizes the OPHFC's operations, staff, programming and emergency protocols as possessing the medical expertise to serve clientele safely and effectively. Serving a membership which is 40.93% senior based, many of whom experience medical challenges, this is an imperative qualification and skill. Power Wellness engages in a well-rehearsed emergency response protocols which are proven to effectively serve the OPHFC's membership.

HPA commented that while they could earn an MFA certification, many owners are

reluctant due to the initial cost, and therefore HPA self-certifies staff in emergency protocols. HPA creates a facility operating manual customized for each facility.

Evaluating the quality of each firm's proposal, Power Wellness has submitted well-detailed and superior plans for member retention and engagement. Power Wellness conducts random daily surveys, and utilizes digital comment cards to engage members. In addition to a yearly survey, PW takes an extra step by measuring its Net Promoter Score (NPS). The NPS measures on a scale of 1 - 10 how likely a member would recommend a friend or colleague to the Center. In 2021, the OPHFC earned a score of 71, representing a category of excellent. In 2018, 2019 and 2020, the OPHFC earned scores of 73%, 76% and 70%. The NPS score is benchmarked against all industries. PW's score consistently ranks among NPS leaders.

HPA conducts two types of surveys. One is an annual member survey which is compared to previous surveys of the center and benchmarked against other HPA managed centers. The second is an ad hoc survey of a select group of members to gain immediate feedback which can be quickly utilized for improvements.

References for both HPA and PW provided positive affirmations related to each's qualifications.

HPA references noted memberships of 3000 - 3200 with one noting that "all are not paying members". Another noted that due to lagging membership revenues the facility's focus was shifted to personal training. In relation to P & L, references commented that revenues were good, but less than expected. One shared the facilities' goal is to reduce losses from an initial \$500,000/yr. to \$200,000/yr. In one of the HPA managed facilities, only the general manager is an HPA employee. The rest of the staff are hospital employees. HPA's references included hospital administrators which oversee the financial performance of the hospital's HPA manages wellness center.

Power Wellness references noted memberships of just below 4,000 to over 7,500. Employees at each center are Power Wellness employees. References shared that PW revenues have met expectations, while working within the owner's expense constraints. A community college in Michigan noted that PW operates at a financially self-sustaining level outside of capital expenses, while another noted that PW was profitable before the pandemic and is working towards achieving this again. Each commented on PW's corporate resources and support. PW's references include one hospital, one university and one community college.

While both HPA and PW have a level of qualification needed to operate the OPHFC, staff believe PW is the more capable operator of this important Village asset. PW is keenly aware of the Orland Park community, local economies and competition. Additionally, staff believe PW provides the most probable opportunity to achieve financial success based on realistic projections and direct experience



operating the Center for over 20 years. As such, staff recommends awarding a three-year contract to Power Wellness, with an optional two-year renewal commencing on January 2, 2023.

I move to approve awarding a three-year contract to Power Wellness, commencing January 2, 2023, with a 2-year renewal option;

AND

To authorize the Village Manager to enter into a contract with Power Wellness subject to Village attorney review.

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

**2022-0807 143rd Street (Will-Cook Road to Wolf Road) Land Acquisition Services Contract Amendment**

Christopher B. Burke Engineering, Ltd. (CBBEL) is the Phase II design engineer for the 143rd Street, Will-Cook Road to Wolf Road, Road Widening project. The roadway design plans are currently at 90% complete and the project is awaiting funding for construction. In order to keep the project moving forward, the land acquisition process needs to begin. Three quotes were received from land acquisition consultants. The proposals are as follows:

1. Hampton, Lenzini and Renwick, Inc. - \$36,250.00
2. Santacruz Land Acquisitions - \$42,000.00
3. Mathewson Land Services, Inc. - \$79,300.00

The Engineering Programs and Services Department is requesting to amend the existing Phase II Design Engineering contract with CBBEL to include land acquisition services from Hampton, Lenzini, and Renwick, Inc., for an amount not-to-exceed amount of \$36,250. The federal process for land acquisition is a very complicated process and requires consultants who have extensive experience and expertise in order to complete the land acquisition per the federal requirements.

Furthermore, since the project has been federally funded through the Surface Transportation Program (STP), the completion of the land acquisition will complete the Village's obligation for the project per federal requirements and will secure \$1,000,000 in STP funding for construction of the project.

I move to approve amending the existing Christopher B. Burke, Ltd., Phase II Design Engineering contract for the 143rd Street, Will-Cook Road to Wolf Road, Road Widening project to add an amount not to exceed \$36,250 for land acquisition services.

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

**Aye:** 6 - Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**Abstain:** 1 - Trustee Healy

## **TECHNOLOGY, INNOVATION AND PERFORMANCE IMPROVEMENT**

### **2022-0767 HP Large Format Scanner/Printer Purchase**

The Village's three (3) existing large format scanner/plotter devices are beyond their useful life, breakdown frequently, and no longer meet the requirements of departments that utilize them. Staff determined that these devices needed to be replaced and included their request in the FY2022 proposed budget. Subject matter experts from Development Services, Engineering, Programs and Services, Information Technology, Public Works, and Recreation and Parks developed requirements and attended a show room demonstration of wide format scanner/plotter devices using sample Village large format files and drawings. They determined that two (2) HP DesignJet T2600DR 36-inch scanner/plotter devices would meet the requirements of staff located at Public Works and Village Hall. They also determined that one (1) HP DesignJet Z6DR 44-inch large format graphics printer would meet the requirements of the primary users located at Recreation Administration, as well as Communication and Marketing staff located at Village Hall.

Staff requested both lease and purchase quotes from Konica Minolta using the Sourcwell cooperative purchase contract pricing. A five-year lease for these devices would cost the Village \$60,016.80. Purchasing these devices would cost the Village \$36,753.36. The leasing option is appropriate when the useful life of the equipment is four to five years, frequent maintenance is required, and if the lease includes maintenance, toner, and supplies. The proposed lease of these large format scanner/plotter devices does not include those items. Therefore, staff recommends purchasing these devices resulting in a \$23,263.44 in cost savings. The purchase price includes setup, installation, training, and removal and disposal of the existing equipment as itemized in Exhibit A-Order Package Acceptance Agreement. If properly used and maintained, the new large format HP devices should have a useful life of six to eight years. Maintenance will be contracted on a time and materials basis as needed rather than purchasing a maintenance agreement.

I move to approve the purchase of three HP large format scanner/plotter devices from Konica Minolta using Sourcwell Contract #030321-KON for an amount not to exceed \$36,753.36.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

## **PUBLIC WORKS**

### **2022-0786 A/E Services for Village Hall Security Upgrade Project**

On May 16, 2022, the Village Board approved the proposal from Williams Architects for A/E Services for the Village Center Soffits, Windows, Caulking, and Emergency Ladders project. The scope of work for this project included the creation of bid drawings and specifications for 1) the replacement of soffits at Village Hall, FLC, and Civic Center; 2) the exteriors re-caulking of Village Hall, FLC, and Civic Center; 3) the replacement of damaged/broken exterior windows at Village Hall; and 4) the installation of new escape ladders and windows at Village Hall.

To date, all work has been completed for items 1,2 and 3 listed above by Williams Architects (an Invitation to Bid (ITB) for those items was issued on October 4, 2022). However, during the investigation period for this project it was determined that the installation of escape ladders and windows (item #4 above) was not a viable option. Since that time, the Village Manager's Office, Public Works, and Police Departments have worked with Williams Architects on an alternative option to improve the overall safety at Village Hall, which is focused on enhancing security measures located in the interior of Village Hall.

As the original A/E scope of work was adjusted by removing the need for bid documents for the installation of new escape ladders and windows at Village Hall, Williams Architects has issued a \$10,700.00 deduction from their original proposal cost and will not bill those costs. See proposal summary below:

Soffits, Windows and Caulking Proposal Summary  
Williams Architects (Original Proposal) - \$143,810.00  
Williams Architects (Revised Proposal) - \$133,110.00 (\$143,810.00 - \$10,700.00)

Consequently, a new scope of work was developed for the Village Hall Security Upgrade Project. In lieu of requesting proposals from all seven (7) pre-approved A/E firms for this project, the Public Works Department requested a proposal directly from Williams Architects, as they were already involved and very familiar with the new scope of work. A summary of Williams' proposal for the new scope of work is provided below:

Village Hall Security Upgrade Project Proposal  
Williams Architects (Proposal) - \$57,622.00

Based on proposal pricing, staff recommends approving the proposal from Williams Architects for \$57,622.00. A 5% (\$2,881.10) contingency is requested to address change orders made necessary by circumstances not reasonably foreseeable at the time the proposal was signed, for a total project cost not to exceed \$60,503.10 (\$57,622.00 plus a 5% contingency of \$2,881.10).

I move to approve the proposal from Williams Architects for A/E Services for the Village Hall Security Upgrade project for a total amount not to exceed \$60,503.10 (\$57,622.00 plus a 5% contingency of \$2,881.10);

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review;

AND

Allow the Village Manager to approve change orders not to exceed the contingency amount.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

## **DEVELOPMENT SERVICES AND PLANNING**

### **2022-0822 Steinhafels, Inc. - Inducement Agreement**

Steinhafels, Inc., a fourth-generation furniture retailer, is looking to invest \$8 million in the former Bed Bath and Beyond and Steinmart locations (97,000 sq. ft.). Steinhafels currently has seventeen stores, fourteen in Wisconsin and three in Illinois. It is estimated that they will generate approximately \$21 million in sales in the first year, with 3% growth in subsequent years.

Steinhafels has requested a sales tax sharing Inducement Agreement with the Village of Orland Park through the Village's Strategic Backfill Incentive Program. Steinhafels would receive fifty (50%) of the sales tax generated at their store for a period of time which shall not exceed ten (10) years. Total shared sales tax shall not exceed 25% of the cost of the project.

Steinhafels approximate cost of the project \$8,000,000.

50% sharing of sales tax.

Ten-year term - this is consistent with previous Inducement Agreements.

Maximum 25% project costs or \$2,000,000, whichever comes first.

Commercial Impact program receiving 25% reduction on permit and related fees.

The signed Inducement Agreement is attached to the Board Packet.

President Pekau had comments regarding this matter. (refer to audio)

Village Manager George Koczvara introduces Steinhafels team members, Fred Schweinert, Chad Dern, John Hass, and Andrew Steinhafels. (refer to audio)

Fred Schweinert, Vice President of Stores for Steinhafels addressed the Board. (refer to audio)

Trustee Katsenes, Trustee Radaszewski, and President Pekau had comments. (refer to audio)

I move to approve a Strategic Backfill Incentive Program Inducement Agreement with Steinhafels, Inc. as outlined above and to be incorporated into their final Development Agreement, pending approval of the zoning, special use, and building permits.

**A motion was made by Trustee Radaszewski, seconded by Trustee Nelson Katsenes, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

### **2022-0107 Rainbow Cone with Drive-Thru - 15711 Harlem Avenue**

Rainbow Cone - Development Petition for a Special Use Permit for a Drive-Through with Modifications from the Land Development Code; Site Plan, Landscape Plan, and Elevations

Project:

Rainbow Cone - 15711 Harlem Avenue

2022-0107

Petitioner: Mike Buonavolanto

Project Representative: Luigi Randazzo, Architect

Purpose:

The petitioner seeks to repurpose the existing vacant restaurant building into an ice cream parlor with a drive-through located at 15711 Harlem Avenue.

Requested Actions:

A Special Use Permit for a Drive-Through with Modifications from the Land Development Code;

Site Plan, Landscape Plan, and Elevations.

Address: 15711 Harlem Avenue

P.I.N.: 28-18-300-018

Parcel Size: 0.87 acres

#### BACKGROUND

On September 18, 2000, the Village Board of Trustees approved the ordinance granting a Special Use Permit for a 4,500 square foot restaurant called Baker's Square seating up to 140 persons. The original approved plan proposed 47 parking spaces with a lot coverage of 76%. A subdivision of the larger area including the subject site and a signed parking agreement between the petitioner and adjacent property owners were also approved.

On August 16, 2011, Staff administratively approved an Appearance Review to allow building façade improvements, including repainting of the exterior and application of faux stone veneer.

#### PLAN COMMISSION DISCUSSION

At the Plan Commission meeting on September 7, 2022, there was no significant discussion from the Commissioners regarding this project.

There was no public comment on this case.

#### PLAN COMMISSION RECOMMENDED ACTION

The Plan Commission voted and approved the following motion, with a unanimous vote of 6 ayes, with 1 Commissioner absent: Regarding Case Number 2022-0107, also known as Rainbow Cone, Staff recommends to accept and make findings of fact as discussed at this Plan Commission meeting and within the Staff Report dated August 31, 2022;

And

The Plan Commission recommended that the Village Board approve a Special Use Permit for Drive-Through, subject to the following conditions:

1. The development will be in substantial conformance with the Preliminary Site Plan for Rainbow Cone, last revised October 12, 2022, the Preliminary Landscape Plan for Rainbow Cone, last revised July 20, 2022 and October 12, 2022, and the Building Elevations last revised August 11, 2022.
2. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
3. Screen all mechanical equipment either at grade or at rooftop with landscaping or parapets respectively.
4. Submit a sign permit application to the Development Services Department for separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.

5. Provide in tree mitigation cash-in-lieu that will be determined upon final review.

The Plan Commission further recommended approval of the Modifications to the Land Development Code to:

1. Increase the maximum parking requirements from 30 parking stalls to 39 parking stalls. (Section 6-305.B)
2. Allow drive-through lanes between the building and street. (Section 6-207.F)
3. Increase the maximum allowed drive-through lanes from 1 to 2 lanes. (Section 6-207.F)

#### BOARD OF TRUSTEES RECOMMENDED ACTION

Regarding Case Number 2022-0107, also known as Rainbow Cone, the petitioner updated the site plan and landscaping plans since the Plan Commission meeting. Therefore, the conditions and modification for this case are as follows:

1. The development will be in substantial conformance with the Site Plan for Rainbow Cone, last revised October 12, 2022, the Landscape Plan for Rainbow Cone, last revised July 20, 2022 and July 20, 2022, and the Building Elevations last revised August 11, 2022.
2. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
3. Screen all mechanical equipment either at grade or at rooftop with landscaping or parapets respectively.
4. Submit a sign permit application to the Development Services Department for separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.
5. Provide in tree mitigation cash-in-lieu that will be determined upon final review.

The Plan Commission further recommended approval of the Modifications to the Land Development Code to:

1. Increase the maximum parking requirements from 30 parking stalls to 39 parking stalls. (Section 6-305.B)
2. Allow drive-through lanes between the building and street. (Section 6-207.F)
3. Increase the maximum allowed drive-through lanes from 1 to 2 lanes. (Section 6-207.F)

And

I move to adopt an Ordinance entitled: ORDINANCE GRANTING A SPECIAL USE FOR A RESTAURANT WITH OUTDOOR SEATING AND A DRIVE-IN SERVICE WINDOW WITH MODIFICATIONS - RAINBOW CONE (15711 S. HARLEM AVENUE)

President Pekau entertained a motion change the Preliminary Landscape Plan's last revised date from July 29, 2022 to July 20, 2022 and October 12, 2022. It was moved by Trustee Riordan and seconded by Trustee Kampas. All were in favor. (refer to audio)

Erik Peterson Vice President of Pre-Development of Keystone Planning and Design presented information regarding this matter. (refer to audio)

Trustees Katsenes and Riordan and President Pekau had questions and comments. (refer to audio)

Mr. Peterson responded to their questions and comments. (refer to audio)

I move to approve a Special Use Permit for a Restaurant with a Drive-Through (Rainbow Cone - 15711 Harlem Avenue), subject conditions in the Board of Trustees Recommended Action for case 2022-0107;

AND

I move to adopt Ordinance 5749 entitled: ORDINANCE GRANTING A SPECIAL USE FOR A RESTAURANT WITH OUTDOOR SEATING AND A DRIVE-IN SERVICE WINDOW WITH MODIFICATIONS - RAINBOW CONE (15711 S. HARLEM AVENUE).

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**2022-0826 ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE FOR PLANNED DEVELOPMENT - ORLAND RIDGE - (16727-16801 S. LAGRANGE ROAD)**

I move to adopt Ordinance 5750, entitled: ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE FOR PLANNED DEVELOPMENT - ORLAND RIDGE - (16727-16801 S. LAGRANGE ROAD).

**POSTPONED. This item was not called at the meeting.**

**2022-0414 Special Use Permit for a Planned Development for Silver Cross Medical Office Building - 17047 LaGrange Road**

I move to approve a Special Use Permit for a Planned Development with Modifications to the Land Development Code (Silver Cross - 17074 LaGrange Road), subject to the conditions and modifications in the Board of Trustees Recommended Action;



AND

I move to adopt an Ordinance entitled: ORDINANCE GRANTING A SPECIAL USE FOR PLANNED DEVELOPMENT - SILVER CROSS MEDICAL OFFICE BUILDING (17047 S. LAGRANGE ROAD).

**POSTPONED. This item was not called at the meeting.**

## **RECREATION AND PARKS**

### **2022-0815 Hostert Cabin Repair**

The Hostert Cabins have a long history in Orland Park. The original Hostert cabin home (see attached) was a 2-story log cabin found in disrepair at 143rd St. and Wolf Rd. In 1977, the cabin was dismantled with the intent to reassemble the cabin on D135 property, however the logs were discarded.

The Orland Historical Society commissioned a replica cabin. The Village agreed to allow the park site along West Ave. where the cabins now reside to be used for the cabin. In 1987, the Village helped fund a second Hostert cabin, a replica of Bernard Hostert's cabin to be erected next to the Jacob Hostert cabin.

The cabins are reflective of homes of settlers in the 1840's - 1850's. Each has been utilized for tours and educational purposes. At one time, these served as a backdrop for Civil War reenactments at the park site.

As a part of the overall effort to restore and preserve Village historic sites, staff evaluated the exterior of both cabins for deterioration. Both are in need of repair to the chinking, replacement of rotted logs, cleaning and staining. The staining will include an application of borates to all wood surfaces, the application of a primer, the application of log end seal to each log end, stain to all surfaces, and finally, an application of stain with insecticide to all wood surfaces, all of which extends the functional life of the cabins well into the future, with proper preventative maintenance

Being unique structures, staff have struggled to find qualified, or responsive historic preservation contractor. Inquiries were made to a total of 10 contractors without a qualified quote including One Fine Turn, 888 Log Guys, M & M Log Home Care, American Log Restoration, Log Home Doctors, FS Builders, Doyle Log Home Services, and Midwest Log Home Services, to name a few.

In August, staff secured a quote (attached) from Anew Contractors. Anew has extensive experience in wood restoration projects and is experienced in striping, cleaning, staining, and sealing wood projects. The oldest being Fort Quiatenon in West Lafayette, IN. They also have experience in applying Perma-Chink, the premier log cabin chinking product.

As this project is unique, and no other contractors capable of this historic preservation have been located, staff seek to award a contract to Anew for a total not to \$29,767, plus a 7% contingency to restore the exterior of the Jacob Hostert Cabin. Staff is seeking funds in the amount of \$31,850 in 2023 to restore the exterior of the Bernard Hostert Cabin.

Trustee Kampas had questions. (refer to audio)

Director of Recreation and Parks Ray Piattoni responded to Trustee Kampas. (refer to audio)

Trustee Healy had comments. (refer to audio)

President Pekau had comments and questions. (refer to audio)

Director Piattoni responded to President Pekau. (refer to audio)

Trustee Kampas had comments. (refer to audio)

I move to waive the bidding requirements and approve awarding a contract to Anew Contractors per quote No.1286 to restore the exterior of the Jacob Hostert cabin in an amount not to exceed \$29,767, plus a 7% contingency for a total amount of \$31,850;

AND

to authorize the Village Manager to enter into a contract with Anew Contractors subject to Village Attorney review.

**A motion was made by Trustee Kampas, seconded by Trustee Nelson Katsenes, that this matter be TABLED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

## **MAYOR'S REPORT**

### **2022-0808 Amend Title 7 Chapter 4 - Number of Class A Liquor License - Ordinance**

Increase the number of Class A liquor licenses from Sixty-Five (65) to Sixty-Six (66).

I move to adopt Ordinance 5751, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS A LIQUOR LICENSES ISSUED BY THE

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VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**Mayor Pekau had additional comments under the Mayor's Report. (refer to audio)**

## **VILLAGE MANAGER'S REPORT**

### **2022-0823 Lean Office Training - Development Services**

At the June 20, 2022 Village Board meeting, the Village Board approved the Orland Park Leadership Development Program (OPLDP). The OPLDP is an acknowledgement that the continuous evolution and success of any organization is linked to the continuous growth and evolution of its leadership. Along with the approval of the OPLDP, the Village Board approved the incorporation of training resources. The following Lean Office Training resource will serve as base level training for Development Services staff.

Lean Enterprise Institute, Inc.

Toyota created the Lean 5S system, a method of organizing and maintaining facilities that encouraged productivity. Many office environments have also adopted Lean 5S, which is a systematic way of organizing workplaces by eliminating waste, improving flow, and reducing the number of processes where possible.

The Lean Enterprise Institute, Inc. (LEI) will assist Development Services staff to better understand the fundamentals of lean thinking & practice, and to help lead the organization toward building a sustainable culture of problem solving and continuous improvement to better serve its customers and employees.

LEI is a nonprofit organization founded by management expert James P. Womack, PhD., in order to incorporate lean practices. As research director of MIT's International Motor Vehicle Program, Womack led the research team that coined the term "lean production" to describe Toyota's business system.

Objectives:

LEI and Village of Orland Park will enter into a custom coaching and learning experience and together will focus on the purposes of:

\*Documenting and standardizing process workflows for permits.

\*Developing a Lean Transformation Framework for Development Services

through practice with all 5 dimensions.

\*Developing Village of Orland Park Administration Division & Building Division team member's capability to see, visualize, and improve the work and create standardized work.

Deliverables:

On September 8, 2022, Development Services staff participated in a Gemba visit with LEI. During the Gemba visit, key leaders and stakeholders discussed the current permitting and entitlement process, identifying strengths and areas of needed improvement. As a result, it is recommended that Development Services continue to work with LEI to standardize work and introduce process mapping for the permitting process. LEI and Development Services will work on the following:

\*Developing Permit Groupings/Families

\*Working Draft of a Lean Transformation Framework for Development Services

\*Process maps for 100% of permits

\*Standardize 50% of permits

Duration:

Services provided by LEI will be for a five-month term starting in October 2022 and ending in March 2023. Nine onsite visits will be spaced every other week, with a check in during the off week for coaching and to support staying within the specified timeline.

Trustees Kampas, Milani and Radaszewski had comments and questions. (refer to audio)

Village Manager Koczwaro responded to their comments and questions. (refer to audio)

President Pekau had comments. (refer to audio)

I move to recommend to the Village Board to approve the proposal from Lean Enterprise Institute, Inc. for Lean Office Training in an amount not to exceed \$33,000.00;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.

**A motion was made by Trustee Nelson Katsenes, seconded by Trustee Radaszewski, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**2022-0820 Amending Village Code/Commissions - Ordinance**

The Veterans Commission is recommending the following changes be made to reflect its current activities:

\*Residency requirement: voting members must be residents of the Village of Orland Park or members of the American Legion Post 111 or Orland/Palos VFW Post 2604.

\*Former Commission Members become non-voting Ex Officio Members.

Duties have been updated and include meeting expectations and volunteering at least four (4) hours per month.

I move to adopt Ordinance 5752, entitled: AN ORDINANCE AMENDING TITLE 2, CHAPTER 8, OF THE ORLAND PARK VILLAGE CODE REGARDING THE VETERANS COMMISSION.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**2022-0828 Village Hall Department Furniture**

As part of the Finance office renovations, office desks for the Director and Assistant Director are being replaced. In addition, as part of the Village's Office Furniture Standardized Program, office desks for the Human Resources Director, Executive Assistant to the Village Manager, Director of Development Services and Assistant Director of Development Services are being replaced.

Midwest Office Interior of Woodbridge, IL is a preferred seller/vendor of OMNIA Partners-Public Sector Co-Operative Contracts. The Village plans to take advantage of the cooperative bid for Finance, Development Services, Village Manager's Office, and Human Resources furniture for HON products through the OMINIA Partners-Public Sector (Contract #R191804).

President Pekau had questions. (refer to audio)

Village Manager George Koczwarra responded to President Pekau. (refer to audio)

Trustee Kampas had a comment. (refer to audio)

I move to approve the proposal from Midwest Office Interiors of Woodridge, IL

through OMNIA Contracts #R191804 for a total amount not to exceed \$27,137.23;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

## BOARD COMMENTS

Trustees Radaszewski, Riordan, Kampas, Katsenes, Milani, Healy and President Pekau had Board comments. (refer to audio)

## EXECUTIVE SESSION

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

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

## RECONVENE BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Healy, Katsenes, Milani, Kampas, Riordan, Radaszewski and President Pekau were present.

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

**Present:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski and Village President Pekau

**ADJOURNMENT: 10:46 P.M.**

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

**2022-0846 Audio Recording for October 17, 2022, Board of Trustees Meeting**

**NO ACTION**

**/AS**

APPROVED: November 7, 2022.

Respectfully Submitted,

/s/ Patrick R. O'Sullivan

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**Patrick R. O'Sullivan, Village Clerk**

/s/ Alexandra Snodsmith

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**Alexandra Snodsmith, Deputy Village Clerk**