

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Monday, October 18, 2021

7:00 PM

Village Hall

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 7:35 P.M.

In the absence of President Pekau, Trustee Katsenes served as Mayor Pro Tem.

Present: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan and Trustee Radaszewski

Absent: 1 - Village President Pekau

VILLAGE CLERK'S OFFICE

2021-0753 Approval of the October 4, 2021, Regular Meeting Minutes

The Minutes of the Regular Meeting of October 18, 2021, 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 4, 2021.

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

ACCOUNTS PAYABLE

2021-0760 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, 2021 through October 17, 2021 in the amount of \$2,393,038.24.

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

CONSENT AGENDA

Trustee Milani requested that Item C. Board Room/Lobby and Civic Center Audio Visual Upgrades, be removed from the Consent Agenda for a separate vote.

Passed the Consent Agenda

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

2021-0759 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 October 1, 2021 in the amount of \$1,208,353.35.

This matter was APPROVED on the Consent Agenda.

2021-0739 Rental Housing Fee Changes - Village Code Section 5-8-2

Currently fees for rental housing are assessed at \$50.00 per year, per building (as defined by the Building Code). Additionally, rental units are inspected every three (3) years, and during the inspection year a landlord will pay the aforementioned \$50.00 registration fee plus a tri-annual inspection fee, based on the type of unit. A single family dwelling pays \$150.00. A two (2) dwelling unit building pays \$200. Finally, an apartment building with three (3) or more dwelling units pays \$200.00 plus \$50.00 per unit for every unit over two (2) units.

With additional townhome rental products being added to the market, it has become apparent that these three (3) unit types are insufficient to capture all rental housing unit types. The definitions are therefore being adjusted to clarify that regardless of housing type, a single fee structure is charged. That fee structure descends with the number of units at a single location in recognition of the efficiencies derived by coordinating with a single owner and inspecting multiple units in a single trip.

Furthermore, the current structure creates variable payments from year to year that create confusion where landlords have complained that their fee suddenly increased dramatically (the extra payment for the inspection year) and create inequity should a rental ownership transfer within the three (3) year cycle. In order to eliminate these issues and to simplify the collection of the fee, staff proposes a single annual registration and inspection fee formula leveled across the three (3) year cycle. The proposed formula was derived to closely match the equivalent of splitting the existing fees into equal annual payments.

The units will still be inspected on a tri-annual basis, but the fee will be spread evenly across all years so that there is not the aforementioned spike during the inspection year. This will also make the budget process easier due to the consistency of the revenue each year. This fee will be easier for staff to administer, thereby reducing overhead burden. Finally, the fee will be more consistent for landlords, and when ownership changes the new owner will pay the same as previous owners regardless of when the last inspection took place.

The new proposed fee structure would be \$100 per unit plus \$15 per additional unit. With this formula, all the fees are consistent annually, and remain within a few percent of the existing annualized fee; see attached spreadsheet.

This item was reviewed by the Committee of the Whole at the October 1, 2021 meeting. The Committee unanimously recommended approval of the proposed code changes.

I move to pass Ordinance 5648, entitled: "AN ORDINANCE AMENDING TITLE 5 (BUILDING) BY AMENDING CHAPTER 8 (RENTAL HOUSING) OF THE ORLAND PARK VILLAGE CODE.

This matter was APPROVED on the Consent Agenda.

2021-0603 Public Works Automatic Vehicle Locator System

The Public Works V&E Division had previously received Board approval and budgeted for the software support of Automatic Vehicle Locators (AVL) in fifty-six (56) of its snow fleet vehicles dating back to 2013. The installation of AVLs provided staff with vehicle status and vehicle history in fifteen (15) minute increments, including automated reports such as routes traveled, geofencing and zone reporting (vehicle exits user defined boundaries), position, speed, idle time, heading, distances traveled, and driver recognition utilizing a chip key encoded with the employee name. The use of the AVL system results in improved snow route management, which reduces miles driven, fuel consumption, and vehicle maintenance. To continue to improve and optimize the snow fleet routes, Public Works reached out to three (3) vendors for new strategies and solutions to improve its capabilities, including web-based visual display to the public, in-vehicle route guidance via cellphones, dash-cam capabilities, and real time route tracking capabilities.

These new capabilities will also improve communication between Public Works staff and Village of Orland Park leadership by providing a clear understanding of vehicle location for response to resident requests and emergencies. The web-based visual display to the public will provide real-time visibility of all snow fleet vehicles to anyone who goes onto the Village website. The in-vehicle route guidance will ensure all drivers maintain their specified route and do not miss any locations. The dash-cam feature will also be a huge improvement in regards to expediting insurance claim processing and detecting distracted driving. The system would allow management staff to flag and save incident data.

In order to capture the best pricing and an effective management system, the following vendors were contacted for proposals: PreCise Management, Magellan GPS, and Samsara. A summary of the proposals is provided below:

PreCise: \$24,300.00 annually currently but with some additional upgraded screen features, price would be \$31,800.00 annually (this price still does not include Wi-Fi, in-route guidance capability, dash-cam capability, dash-cam equipment, web-based visual display or real-time capability, as they do not have this functionality at this time).

Samsara: \$41,130.00 annually (including Wi-Fi, in-route guidance capability, dash-cam capability, dash-cam equipment, web-based visual display, and real-time capability).

Magellan GPS: No-bid after numerous attempts to attain the system mentioned above.

Samsara was selected due to superior performance that increases safety, efficiency, and sustainability of vehicle fleet operations. Samsara will increase our transparency to residents with real-time visibility of fleet assets through GPS data during snow plowing operations on the Village's website. The system will also improve maintenance operations with equipment monitoring and diagnostics, track salt usage that will reduce chlorides in our watersheds, provide drivers with in-route guidance, reward defensive driving operations, and capture high definition video of critical events.

I move to approve the proposal from Samsara Inc. dated September 9, 2021, for Wi-Fi, in-route guidance capability, dash-cam capability, dash-cam equipment, web-based visual display, and real-time capability for \$10,771.50 in 2021 (October-December) and \$41,130.00 annually thereafter;

And,

Authorize the Village Manager to execute an agreement with Samsara, Inc. for automatic vehicle locator system services, subject to Village attorney review.

This matter was APPROVED on the Consent Agenda.

2021-0713 Snow Services - Bid Award

Traditionally, the Natural Resources and Facilities (NRF) and Parks Departments have been responsible for snow removal and salting in municipal parking lots and on sidewalks and paths throughout the Village. In order to provide a higher level of snow clearing services for Orland Park residents, these CDL crews need to be reallocated to help Public Works focus on clearing primary and secondary roadways, by forming two (2) fully staffed teams working together. Contractor support will be responsible for maintaining the parking lots, sidewalks, and bike paths at a zero snow fall tolerance, meaning the contractor will have staff available from the start of a snow event until the snow event has ended and all facilities are completely cleared and salted.

Contractor support for snow removal and salting operations will be performed at the locations listed on Exhibit A.

Contractors will also be used in cul-de-sacs when snow fall is greater than two (2) inches. This contractor support has been consistently used the past twelve to fifteen (12-15) years, which allows Public Works to focus on the primary and secondary routes in heavier snow events.

A request for proposals (RFP) for the Snow & Ice Removal Services contract was published on BidNet Direct on May 24, 2021. BidNet data indicates sixteen (16) vendors downloaded all documents for the bid. On Friday, June 11, 2021 at 11:00am, five (5) sealed bids were opened by the Clerk's Office for this project. Bids were received from: Beverly Snow & Ice, Inc. of Markham, Illinois; Construction Concepts of Illinois of Tinley Park, Illinois; McGill Construction Co., Inc. of Frankfort, Illinois; Shamrock Hardscapes & Restoration of Elburn, Illinois; and Snow Systems of Highland Park, Illinois. Please reference the attached RFP 21-031 Bid Tabulation Sheet and Bid Responsiveness Sheet for pricing.

Staff interviewed representatives from Beverly, McGill, and Construction Concepts of Illinois. It was determined that Beverly Snow & Ice, Inc. has the prior experience and staffing to provide the necessary manpower, equipment, and salting capabilities to successfully handle the parking lots, sidewalks, and bike paths. Beverly provides similar services to neighboring communities, and currently handles all snow clearing operations for the University of Chicago Medical Center in Orland Park. Beverly will be compensated at the hourly equipment rates shown in Exhibit B.

McGill Construction Co., Inc. will provide snow clearing services in cul-de-sacs per the equipment rates shown in Exhibit C. McGill has been providing these services for the Village throughout the past decade.

Construction Concepts of Illinois will also be providing snow clearing services in cul-de-sacs per the rates shown in Exhibit D. Construction Concepts has not worked for the Village previously, but has performed similar work for neighboring municipalities.

Therefore, it is staff's recommendation that Beverly Snow & Ice, Inc., McGill Construction Co. Inc., and Construction Concepts of Illinois be awarded the Snow & Ice Removal Services Contracts.

I move to accept the proposals from Beverly Snow & Ice, Inc. of Markham, Illinois; McGill Construction Co., Inc. of Frankfort, Illinois; and Construction Concepts of Tinley Park, Illinois, for Snow & Ice Removal Services in an amount not to exceed \$498,750.00;

And,

Authorize the Village Manager to approve additional contractor support as needed not to exceed \$25,000.00 per contractor;

And,

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

This matter was APPROVED on the Consent Agenda.

2021-0768 Gasoline and Diesel Fuel - Bid Award

The contract for gasoline and diesel fuel with the current vendor expires at the end of FY2021. The estimated gasoline and diesel fuel usage for Fiscal Year 2022 is approximately 165,000 gallons of gasoline, 56,000 gallons of diesel fuel, and 1,500 gallons of generator fuel. In order to ensure the Village continues to receive competitive fuel pricing, staff issued Request for Proposal (RFP) 21-023 via BidNet Direct on September 20, 2021.

Firms were asked to provide prices for delivery of gasoline and diesel fuel to the fuel island at the Public Works Facility, as well as delivery of fuel to remote facilities including Utility Division lift station and pumping station generators and other Village facility generators. Firms also were to be evaluated for past performance with the Village or other communities.

Ten (10) vendors either download all or partial bid packages. Bids were received and opened from three (3) bidders at Village Hall on October 7, 2021. The three (3) bid packages, the bid tab, and the evaluation of bid submittals are attached for reference. Bids were received from Al Warren Oil Company Inc. of Summit, Illinois; Avalon Petroleum Company of Kankakee, Illinois; and Petroleum Traders

Corporation of Fort Wayne, Indiana.

Due to variability of price for fuel, the vendors priced the fuel based on Chicago area average index published in the Oil Price Information Service (OPIS). Each vendor's markup includes federal tax, overhead costs, delivery costs, tank bottom sampling, water removal lab analysis of the fuel, and 24/7 service staff. This markup is added to the cost of fuel in the delivery. Petroleum Traders was the lowest bid for gasoline. Avalon Petroleum was lowest for diesel and mix grade diesel, and Al Warren Oil Company Inc. was lowest for generator fuel (see attached Bid Evaluation spreadsheet). Along with proposed price, the Village evaluated past performance of similar deliveries and quantities, as well as references.

Based on projected yearly usage of 165,000 gallons of gasoline and projected yearly usage of 40,000 gallons of diesel, the low bid unit price for gasoline by Petroleum Traders had a greater impact to bottom line cost to the Village than Avalon's low bid unit price for diesel. Therefore, Staff is recommending the fuel bid be awarded to Petroleum Traders Corporation of Fort Wayne, Indiana for a two (2) year period commencing on January 1, 2022 through December 31, 2023.

I move to accept the bid for gasoline and diesel fuel and related services to Petroleum Traders Corporation of Fort Wayne, Indiana for two (2) years per the terms and pricing provided within their October 7, 2021, sealed bid for an amount not to exceed the Board approved budgeted amount;

And,

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

This matter was APPROVED on the Consent Agenda.

2021-0770 2021 Fernway Road and Ditch Reconstruction Phase 6 - Bid Award

The roads and drainage ditches in the Fernway Subdivision were originally constructed in the early 1960's. At that time, the rural type unincorporated roadways were constructed to a poor standard. The Village has spent considerable resources maintaining these roadways and has contended with problematic ditch drainage since annexing the area over forty (40) years ago. The roads and ditches continue to be a challenge for the Village and the local residents.

The Village's pavement management consultant, Applied Research Associates (ARA), has recommended full depth pavement reconstruction, with the addition of concrete shoulders to support the pavement edge. Given that many areas of the roadside ditches function poorly, wholesale ditch reconstruction is necessary to complement the road construction and leverage economies of scale. Since the

project inception, due to the large scale of work and expected total construction cost, the road and ditch reconstruction work for the entire Fernway subdivision has been projected to span nine (9) years, subject to annual availability of funding. Since 2016, the first five (5) phases have been successfully completed. The work planned for 2021 phase six (6) includes:

- 164th Street from 88th Avenue to Sherwood Drive;
- Sherwood Drive from 164th Place to 163rd Street; and
- 163rd Street from 88th Avenue to 8650 163rd Street (eastern limit of Orland Park village boundary).

The construction strategy is to perform the ditch reconstruction and install the new street crossing culverts and the new driveway culverts in the Fall season of 2021 with 2021 funding. The project would be paused until Spring 2022, at which time the road would be rebuilt and ditches landscaped with 2022 budget funds.

In June 2021, the Village Board accepted the proposal from Christopher B. Burke Engineering Ltd. ("CBBEL") for the Phase 6 design engineering for this project. The CBBEL-designed plans and specifications were published in an ITB (Invitation to Bid) on the BidNet Direct website on September 28, 2021.

Per the BidNet audit report, two-hundred twenty-two (222) vendors were notified via their BidNet subscription, twenty-six (26) vendors downloaded documents, and four (4) submitted formal bids. On Tuesday October 12, 2021, at 11:00am, the four (4) sealed bids were opened by the Clerk's Office. Bids were received from: Trine Construction Corporation of St Charles, Illinois; Austin Tyler Construction, Inc. of Elwood, Illinois; PT Ferro Construction Company of Joliet, Illinois; and D Construction, Inc. of Coal City, Illinois. See attached ITB 21-054 Bid Tabulation- All Bidders, and ITB 21-054 Bid Totals and Responsiveness Check documents for reference.

Austin Tyler Construction, Inc. of Elwood, Illinois is identified as the lowest responsible bidder for the project with a submitted project cost of \$1,038,822.77. This cost is below CBBEL's adjusted opinion of cost of \$1,193,513.00. The Village has past working experience with Austin Tyler Construction, Inc. via the 2014, 2015, 2017, and 2019-2021 Road Improvement Program projects; the 2019 Village Hall Parking Lot Reconstruction project; and the 2019 Fernway Road and Ditch Phase 4 project.

Therefore, it is both staff's and CBBEL's recommendation that Austin Tyler Construction Inc. of Elwood, Illinois be awarded the contract for the 2021 Fernway Road and Ditch Reconstruction Phase 6 project. The project is traditionally split-funded due to the roadway reconstruction and ditch reconstruction components. The attached summation of road-related costs versus the summation of stormwater costs indicates the cost split to be 60% road work and 40% stormwater work.

I move to accept the bid from Austin Tyler Construction, Inc. Elwood, Illinois for the 2021 Fernway Road and Ditch Reconstruction Phase 6 an amount not to exceed \$1,038,822.76 (\$619,782.75 road cost and \$419,040.01 stormwater cost);

And,

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

This matter was APPROVED on the Consent Agenda.

2021-0761 Orland Park Health and Fitness Center Membership Fees

Membership fees to the Orland Park Health and Fitness Center (OPHFC) have not increased since January 2015. The Village purchased the OPHFC in January 2017, at that time, the Village established enrollment fees, along with membership rates for residents, non-residents, Village employees and businesses.

Power Wellness operates the Center on behalf of the Village. This includes administering and managing expenses and revenues directly related to the operation of the Center. The Village supports the Center financially by providing the operational budget. Capital expenses (i.e. HVAC, structural repairs) are funded by the Village, in addition to the operational budget.

In 2021, the Center is projected to spend \$2,537,150, while earning \$2,264,975 resulting in a loss of \$272,175.

To offset expenses and improve the financial performance of the facility, staff recommends a \$2 membership dues increase for each billable member effective January 1, 2022. Attached, please find a summary of the existing and proposed membership fees, along with a break-down of memberships by type. Power Wellness projects membership growth from a year-end total of 3,159 in 2021 to a projected total of 3,784 by the end of 2022.

Raising monthly dues is expected to increase membership revenue by 4%, yielding an additional \$78,698 in membership dues. This, combined with an increase in total members paying dues, is expected to result in overall revenues of \$3,020,962 in 2022. Expenses are projected to total \$2,998,449, yielding net earnings of \$22,513.

The proposed fee increases were discussed and unanimously approved by the Recreation Advisor Board, at October 5, 2021 meeting.

This agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

I move to approve increasing the membership fees to the Orland Park Health and Fitness Center, effective January 1, 2022, as outlined in the attached.

This matter was APPROVED on the Consent Agenda.

2021-0773 FY2021 Budget Amendment #6 - Approval

A detailed spreadsheet (by fund) reflecting budget adjustments is attached. This is the fourth budget amendment for FY2021.

General Fund

Property Maintenance

Staff is proposing to restructure the Code Enforcement Division by a) moving it to the Police Department on or before January 1, 2022, b) modifying the (now vacant) Property Maintenance Inspector to a Code Enforcement Supervisor, c) combining two vacant part-time positions (1 part-time Property Maintenance Inspector and 1 part-time clerical position in the Police Department) into one full-time Code Enforcement Officer, and d) changing the one existing part-time Property Maintenance Inspector to a part-time Code Enforcement Officer.

Presently, staff is operating with only one part-time Property Maintenance Inspector, and the ability to utilize the services under the existing SafeBuilt contract provides temporary code enforcement personnel as needed before the new personnel are in place.

AVL System

Public Works is purchasing an AVL System to monitor the Village fleet, which will improve service provision. This budget amendment will provide for the purchase of software that will show real time vehicle tracking.

General Fund, Water & Sewer Fund, and Recreation & Parks Fund

Mowing

The season has been warmer this year so normally the grass stops growing sooner so the number of weeks is less. With the warm weather and rain recently, grass is continuing to grow later and needs to be cut again. This amendment will cover mowing services through the end of October. Mowing is charged to the General Fund, Water & Sewer Fund, and Recreation & Parks Fund.

Recreation & Parks Fund

Ray Graham and Associates

The Recreation Department is contracting with Ray Graham and Associates to provide services for the Special Recreation program. The contract is slated to start later this year, which is being funded by savings from a vacant staff position.

I move to approve an increase in the General Fund expenditure budget in the amount of \$33,994, an increase in the Water & Sewer Fund in the amount of \$4,518, and a decrease in the Recreation & Parks Fund in the amount of \$1,998 as detailed on the FY2021 Amendment #6.

This matter was APPROVED on the Consent Agenda.

2021-0764 An Ordinance Amending Appendices A and B to Ordinance No. 5640 - Ordinance

The attached ordinance formally approves amended Appendix A and Appendix B that were approved by the Board on December 21, 2020 and amended on April 19, 2021, June 7, 2021, August 2, 2021, and September 7, 2021. These appendices reflect changes to positions as summarized below.

The Code Enforcement Division is responsible for evaluating, educating, and enforcing local codes. This can be in the form of answering questions, issuing warnings or giving actual citations for code violations. Even though a part of the job does result in violations, code enforcement officers' main objective is to ensure compliance, resulting in an attractive, lawful and safe community.

Currently, the Code Enforcement Division is part of the Development Services Department and is made up of one (1) Property Maintenance Inspector (currently vacant) and two (2) part-time Property Maintenance Inspectors (one part-time position is currently vacant). Traditionally, the connection to Development Services grew out of the portions of the role that cross over with the Building Code. However, that model is shifting as more communities have found that connection with rental housing regulations, crime-free housing, and other compliance based issues have more inter-relationships with Police Department type activities. These changes have been implemented in communities, including Arlington Heights (in part), Bolingbrook, Hanover Park and Romeoville. Each of these communities reported positive results from the change including increased compliance, the ability to cross link with other local violations, greater accountability, increased safety for the code enforcement officers, and the ability to flex staff up and down to meet demand using other positions, including Community Service Officers.

Staff is therefore proposing to restructure the Code Enforcement Division by a) moving it to the Police Department on or about January 1, 2022, b) modifying the (now vacant) Property Maintenance Inspector to a Code Enforcement Supervisor, c) combining two (2) vacant part-time positions (1 part-time Property Maintenance Inspector and 1 part-time clerical position in the Police Department) into one full-time Code Enforcement Officer, and d) maintaining the one (1) existing part-time Inspector as a part-time Code Enforcement Officer. Research shows that comparable community Code Enforcement staffing varies widely, from one (1) full-time equivalent (FTE) per 6,300 of population to one (1) FTE per 28,000 of population; with the average being one per 20,000 of population. At the Village's current staffing level, Orland Park has only one (1) FTE per 39,000 of population (double the average). The aforementioned change would decrease the Village's ratio to one FTE per 25,000; near the maximum population coverage identified amongst communities in the Chicagoland region.

Presently staff is operating with only one (1) part-time Property Maintenance Inspector, and the ability to utilize the services under the existing SafeBuilt contract provides temporary code enforcement personnel as needed until the new personnel are in place.

The Ordinance to Amend the Appendices A & B of the most recently adopted Salary Ordinance will implement the following changes:

Part Time Positions

Development Services

Change to Plumbing / Property Maintenance Inspector to Plumbing Inspector (Grade 900)

Delete Seasonal Property Maintenance Inspector (Grade 350)

Police Department

Add the position of part-time Code Enforcement Officer (Grade 900)

Recreation Department

Delete unused Sportsplex Attendant position (Grade 200) (no change in current staffing)

Full Time Positions

Police Department

Add the position of Code Enforcement Officer (Grade 7)

Add the position of Code Enforcement Supervisor (Grade 8)

I move to approve Ordinance 5649, entitled: An Ordinance Amending Appendices A and B to Ordinance No. 5640.

This matter was APPROVED on the Consent Agenda.

2021-0775 Ratification of Collective Bargaining Agreement between the Village of Orland Park and AFSCME

A tentative agreement was recently reached with AFSCME, AFL-CIO COUNCIL 31 on behalf of Affiliated Local 368, and ratified by the union membership. This new agreement is for seven (7) years and the term of the agreement is May 1, 2019 to April 30, 2026. AFSCME represents approximately 70 employees in the Public Works, Recreation and Parks Departments, as well as the Police Department TCOs (dispatchers).

Some important components of the tentative agreement that modify the previous agreement:

Wages and Insurance:

AFSCME unit members will move to the same level of insurance contributions as

non-bargaining unit members by the end of the contract. The increase in contributions occurs incrementally. In addition, the unit has moved to percentage-based contributions rather than set dollar amount contributions.

For the first year of the contract (5/1/2019), bargaining unit members will receive a 2.25% increase retroactively, for 2020 and 2021 bargaining unit members will receive a 2.5% increase retroactively.

Bargaining unit members that have already moved off steps or reach the top step as of May 1, 2022 will transition to the merit-based performance plan. Bargaining unit members hired after October 18, 2021 will be placed within the applicable salary range and will be on the merit-based performance plan. The plan minimum is a 1% increase and the plan maximum is a 3% increase. Minimum and maximum salary ranges for job positions have been established with the minimum range increasing by at least 1% and the maximum increasing by 3% or the CPI-U, whichever is less. Employees at the top of the range who earn an increase which results in them exceeding the top of the range will be awarded a lump sum bonus for the amount over the top of their pay range.

Bargaining unit members that are currently in step plan as of October 18, 2021, will continue to progress through the step plan until they reach the top step or are promoted. Once a member reaches the top step or is promoted, they will transition to the merit-based performance plan described above.

For 2022, 2023, 2024, and 2025, the wages on the step plan will increase in the same way that the top of range for merit pay increases - a maximum of 3% or in accordance with the CPI-U, whichever is less.

Straight 8's:

Bargaining unit members in the Public Works Department will continue to utilize the "Straight 8" work schedule that was previously introduced as a pilot program. With the "Straight 8" program, employees work a full eight-hour duration with a 30-minute paid lunch period, but forego their paid morning and afternoon paid break period to reduce their overall day length. The "Straight" 8 schedule is not applicable to the Police Department Telecommunicators in the AFSCME bargaining unit.

Short-term Disability:

Short-term disability is decreased to 26 weeks for all employees (employees were previously eligible for 52 weeks of short-term disability).

Electronic Recognition Systems:

Management can install electronic recognition systems, including dual facing dash

cameras in Village vehicles, for operational and programmatic purposes, including improving health, safety, and efficiency.

I move to approve ratification of the collective bargaining agreement for the period May 1, 2019 to April 30, 2026 between the Village of Orland Park and AFSCME, AFL-CIO COUNCIL 31 on behalf of Affiliated Local 368;

And,

To authorize execution of said agreement by the Village Manager.

This matter was APPROVED on the Consent Agenda.

2021-0772 Board Room/Lobby and Civic Center Audio Visual Upgrades

The existing audio visual systems located in the Village Hall Board Room and Lobby, and the Civic Center are unreliable, antiquated, and no longer provide the functionality required by meeting participants. The Village contracted with AVI-SPL in 2020 to develop an audio visual design for these facilities. It was selected as a result of going through a Request For Proposals (RFP) process. The Board of Trustees approved funding in the FY 2021 Capital Improvement Program Budget to replace and upgrade these audio visual systems. The Village had also planned to renovate the Board Room and included these audio visual upgrades as part of the construction RFPs issued this last summer. The Village issued RFP 21-033 on June 21, 2021 and reissued RFP 21-041 July 12, 2021 and received only one response to each issuance from audio visual vendor AVI-SPL. Staff determined the best course of action was to defer the Board Room renovation construction and complete only the audio visual upgrades at Village Hall and the Civic Center. Therefore, staff pursued contracting with AVI-SPL to perform these services. The Village received a revised proposal from AVI-SPL that incorporated a revised scope for the Board Room, since the installation of audio visual equipment would take place without the services of a renovation construction vendor. The pricing in this proposal utilizes the OMNIA cooperative purchase contract and was consistent with the pricing submitted in its previous RFP responses.

Staff recommends the Village contract with AVI-SPL for the following reasons:

- 1) AVI-SPL is the largest audio visual firm in the world. It has experienced certified personnel and long established relationships with audio visual vendors that is critical for the delivery of equipment within a challenging supply chain environment.
- 2) AVI-SPL has extensive knowledge of the challenging architecture of Village facilities having completed the audio visual design for these facilities, which involved numerous facility walk-through's and meetings with Village staff.
- 3) AVI-SPL has demonstrated a commitment to the Village by investing significant time and effort in the developing the audio visual design and submitting

proposals in response to two (2) RFPs and another in response to a revised project scope.

4) AVI-SPL has the resources to maintain a long term partnership with the Village for supporting its audio visual systems.

AVI-SPL presented its proposal before the Technology Commission at the Tuesday, October 12 meeting. The Technology Commission voted unanimously to recommend to the Board of Trustees approval of staff's recommendation to contract with AVI-SPL for the services to complete this project.

This agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

Trustee Healy and Mayor Pro Tem Katsenes had comments. (refer to audio)

I move to approve the contract with AVI-SPL LLC through the OMNIA Partners cooperative purchase contract for Audio Visual Goods and Services #2019.001535 for a cost of \$500,191.98 plus a \$50,019.198 contingency for a total not to exceed amount of \$550,211.18;

And,

To authorize the Village Manager to approve change orders not to exceed the contingency amount;

And,

To authorize the Village Manager to execute all related contracts subject to Village Attorney review.

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

Aye: 5 - Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 1 - Trustee Healy

Absent: 1 - Village President Pekau

TECHNOLOGY, INNOVATION AND PERFORMANCE IMPROVEMENT

2021-0758 Data Backup, Ransomware Protection and Disaster Recovery Managed Services

A new report from consumer tech information site Comparitech shows that cyber attacks cost American government organizations about \$18.88 billion in recovery costs and downtime in 2020. IT staff researched and attended various vendor demonstrations for solutions to enhance protection against ransomware.

ThinkGard uniquely offers a single vendor solution that includes ransomware protection, as well as services that regularly monitor and test these backups, develop and maintain a technology disaster recovery plan and the capability to spin up Village servers in its cloud data centers, enabling the Village to recover quickly from disasters that disable the Village's on premise data centers. ThinkGard's platform and services relieves DoIT staff from the daily management of backups, so these resources can be allocated to work on other Village priorities. Other vendors who provide ransomware protection require the Village to separately contract, procure, install, manage and support the software, backup appliances, and cloud storage services.

Staff pursued pricing through ThinkGard's reseller Insight Public Sector using the OMNIA cooperative purchase contract. After extensive negotiations, ThinkGard's final proposal included an annual cost of \$56,400, two-12TB backup appliances priced at \$7,950 each, and installation services priced at \$2,200 at no cost to the Village. Staff is therefore recommending approval of a three-year contract with ThinkGard to provide data backup and managed disaster recovery services.

ThinkGard presented its proposal before the Technology Commission at the Tuesday, October 12 meeting (Vendor Presentation Attached). The Technology Commission voted unanimously to recommend to the Board of Trustees approval of staff's recommendation.

I move to approve a three-year contract with Insight Public Sector, Inc. through the OMNIA Partners cooperative purchase contract for IT Products & Services #4400006644 with software, hardware, and services provided by ThinkGard, for a not to exceed cost of \$169,200;

And,

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

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

PUBLIC WORKS

2021-0744 Vehicle Maintenance and Repair Services Contract Extension with Joe Rizza Ford of Orland Park

Due to a Village-wide Early Retirement Incentive (ERI), and an assessment of the Village's fleet management operations by Mercury Associates in 2020/2021, which provided recommendations regarding the overall size, condition, maintenance and replacement of its publicly-owned vehicles and equipment, the Vehicle Maintenance shop reevaluated staffing in more cost effective ways to conduct the Village's core business.

Originally, the Village's Fleet Division included a Vehicle and Equipment Operations Manager, three (3) full-time mechanics, an inventory specialist, and a maintenance worker, all under the oversight of a Fleet Manager. The Division was reduced to two (2) full-time mechanics and one (1) maintenance worker; all under the oversight of the Assistant Director of Public Works while the assessment was conducted. The inventory specialist position was replaced with a contracted services agreement through NAPA Integrated Business Solutions (IBS).

The work from the elimination of the mechanic position was outsourced via a contract with Joe Rizza Ford of Orland Park for general vehicle maintenance responsibilities in October 2020 for a one (1) year term. Most of the Village's sedans and light duty trucks are Ford products. Fortunately, the Village has a Ford dealership in town, which provides a convenient and cost effective resource for maintaining the Village's Ford vehicles.

Presently, the Village's fleet is comprised of approximately 191 vehicles and associated pieces of equipment as follows:

- Light Duty Automobile - non police use (13)
- Light Duty Truck/SUV/F150/250 (28)
- Medium Duty Truck, Bus, F350/450/550 (28)
- Heavy Duty Plow Truck (single axle) (21)
- Heavy Duty Plow Truck (tandem axle) (5)
- Police/ESDA Interceptor - Sedan, Utility, Tahoe (70)
- Backhoe (3)
- Wheel Loader (3)
- Sewer Jet Trucks (1)
- 55"- 65" Aerial Trucks (2)
- Vans-Cargo & Passenger (17)

In negotiations with Joe Rizza Ford staff, vehicle maintenance priority will be provided to Village-owned vehicles, and a discounted service rate of twenty (20) percent will be provided to the Village. In September 2021, Union negotiations occurred with mechanics that raised the wage rate from \$135 per hour to \$141 per hour. In addition, the labor for brake jobs increased to \$20 per axle. All other

rates remain the same.

Staff is recommending renewing the agreement with Joe Rizza Ford of Orland Park for vehicle maintenance services for the Ford sedans and light duty trucks, which will permit the Village's two (2) remaining full-time mechanics to concentrate on maintaining heavy duty vehicles and equipment.

Trustee Milani and Trustee Kampas had comments. (refer to audio)

I move to approve authorizing the Village Manager to execute an agreement for vehicle maintenance and repair services with Joe Rizza Ford of Orland Park, subject to Village attorney review.

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

2021-0762 Supervisory Control and Data Acquisition (SCADA) Support Services Contract Renewal

The Utility Division of Public Works has used the Supervisory Control and Data Acquisition (SCADA) system since 1985. The system provides twenty-four (24) hour monitoring, and controls for the Village water and sanitary system. Last upgraded in 2019 with the addition of new desktop computers and a software upgrade, SCADA technology has evolved utilizing modern computers and software.

The Utility Division's SCADA consultant and integrator, Concentric Integration of Crystal Lake, Illinois, has proposed a support services agreement in order to ensure the reliability and security of the SCADA system. The service agreement would consist of the items identified in Exhibit A.

Third-party support renewals are included as part of this support services agreement, renewals are as listed: Fortinet Forticare for 60D Rugged Firewall, Win-911 Maintenance Plan, and Cisco SmartNet Routers.

Concentric was previously selected in 2012 as the Village's vendor for SCADA. Due to the complexity of the current SCADA system and the historical relationship Concentric has had with the Village, a proposal for equipment and software upgrades was requested from Concentric Integration of Crystal Lake, Illinois. It has an overall understanding of the project, with the ability to provide continued support. Its proposal (Exhibit B) details the cost of overall support services for the

remainder of 2021 and 2022 at \$2,354.00 per month, for a total of \$35,310.00.

I move to approve waiving the bid process;

And,

Recommend accepting the proposal from Concentric Integration, of Crystal Lake, Illinois, in the amount of \$35,310.00 for the Support Services Agreement;

And,

Authorize the Village Manager to execute said agreement, subject to Village attorney review.

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

2021-0771 2021 Fernway Subdivision Road and Ditch Reconstruction Phase 6 Construction Management

The roads and drainage ditches in the Fernway Subdivision were originally constructed in the early 1960's. At that time, the rural type unincorporated roadways were constructed to a poor standard. The Village has spent considerable resources maintaining these roadways, and has contended with problematic ditch drainage since annexing the area over 40 years ago. The roads and ditches continue to be a challenge for the Village and the local residents.

In June 2021, the Village Board awarded the Phase 6 design engineering to Christopher B. Burke Engineering Ltd. ("CBBEL") for stormwater and road work. The CBBEL-designed plans and specifications were then published in an ITB (Invitation to Bid) on the BidNet Direct website on September 28, 2021.

To facilitate the construction management of the Phase 6 project, staff requested a proposal for construction oversight services from Baxter & Woodman, V3 Companies, and CBBEL. Baxter & Woodman has past involvement in the regional project from 2015 to 2018, doing both design engineering and construction oversight. CBBEL has been involved in the Fernway design engineering work every year since 2015, and has also performed construction oversight in 2019 and 2020. V3 Companies was awarded the Phase 7, 8, and 9 design engineering for the final stages of the project in September 2021. The firms' proposal costs are listed below:

CBBEL	\$87,860.00
Baxter & Woodman	\$98,220.00
V3 Companies	\$120,590.00

CBBEL has demonstrated a highly proficient ability to design and manage several years of the Fernway project. Therefore, staff recommends accepting the proposal from CBBEL in an amount not to exceed \$87,860.00 (proposal attached). The project is a combination of road and stormwater construction that is traditionally 60% road work and 40% stormwater work. Therefore, \$35,144.00 will be from Underground Water and Sewer account in FY2021, and \$52,716.00 of the construction observation services will be from the Road Improvement Program account in FY2022.

Trustee Milani had comments. (refer to audio)

I move to accept the proposal from Christopher B. Burke Engineering Ltd. of Rosemont, Illinois, for 2021 Fernway Subdivision Road and Ditch Reconstruction Phase 6 Construction Management in an amount not to exceed \$87,860.00;

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 Radaszewski, that this matter be APPROVED. The motion carried by the following vote:

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

BOARD COMMENTS

Trustees Radaszewski, Milani, Healy, Riordan, Kampas and Mayor Pro Tem Katsenes 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) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent; c) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees.

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

RECONVENE BOARD MEETING

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

Purpose of the Executive Session was for the discussion of a) approval of minutes; b) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent; c) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees.

ADJOURNMENT 9:26

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

Aye: 6 - Trustee Healy, Mayor Pro Tem Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, and Trustee Radaszewski

Nay: 0

Absent: 1 - Village President Pekau

2021-0779 Audio Recording for October 18, 2021, Board of Trustees Meeting

NO ACTION

/AS

Approved: November 1, 2021

Respectfully Submitted,

/s/ Patrick R. O'Sullivan

Patrick R. O'Sullivan, Village Clerk