

VILLAGE OF ORLAND PARK

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



Meeting Minutes

Monday, October 7, 2019

6:00 PM

Village Hall

Parks and Recreation Committee

*Chairman James V. Dodge
Trustees Kathleen M. Fenton and Cynthia Nelson Katsenes
Village Clerk John C. Mehalek*

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:11 P.M.

Present: 3 - Chairman Dodge; Trustee Fenton and Trustee Nelson Katsenes

APPROVAL OF MINUTES**2019-0673 Approval of the September 3, 2019 Parks and Recreation Minutes**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of September 3, 2019.

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

Aye: 3 - Chairman Dodge, Trustee Fenton, and Trustee Nelson Katsenes

Nay: 0

ITEMS FOR SEPARATE ACTION**2019-0684 2019 Taste of Orland Park Tents and Supplies**

Recreation Division Director Nancy Flores reported that the Recreation Department is requesting an increase of \$56.40 to P.O.19-001225 to cover final costs for the rental of tents, tables, chairs, lights and additional equipment provided by Marquee Events during the production of the 2019 Taste of Orland Park. Additional expenses are a result of utilizing concrete blocks to weigh down tents in the newly paved area of the Village Hall parking lot. This expense was \$685.44 bringing the total to \$21,056.40.

I move to recommend to the Village Board to approve increasing P.O. 19-001225 by \$56.40.

A motion was made by Trustee Nelson Katsenes, seconded by Trustee Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Fenton, and Trustee Nelson Katsenes

Nay: 0

2019-0716 Village of Orland Park Periodical Printing RFP - Reissue

Recreation Division Director Nancy Flores reported that on September 9, 2019, the Village of Orland Park issued a Request for Proposal for printing, binding (saddle stitch and/or perfect binding), and delivery of 3 Recreation Program guides yearly for 3 years beginning with the Summer 2020 program guide. On September 23, 2019, four proposals were received. All four proposals were over

budget. An option to lower the cost is to change the paper weight from 50lb to 40lb weight. The change in paper will be similar to the type of paper used in newspapers. By making this change we have been advised by printing companies that this will help reduce the paper cost which will bring us closer to budget.

Staff is seeking approval to reject the proposal due to excessive pricing and to re-issue the request for proposal. Staff will work alongside our normal request for proposal notification process to ensure local and regional print companies have an opportunity to submit their proposals.

Chairman Dodge and Trustee Fenton had comments and questions regarding this matter. (refer to audio file)

Director Flores responded to their comments and questions. (refer to audio file)

I move to recommend to the Village Board to approve rejecting the proposal for the printing of the Village of Orland Park program guide and re-issuing the request for proposal.

A motion was made by Trustee Fenton, seconded by Trustee Nelson Katsenes, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Fenton, and Trustee Nelson Katsenes

Nay: 0

2019-0717 2019 Theatre - Cinderella

Recreation Division Director Nancy Flores reported that the Summer Theatre produced the "Cinderella" hosted at the Cultural Arts Center. There were over 90 participants' ages 7-18 that came to audition which was more than expected. Dee Hamilton, Tina Cucci Fisher and Jean Petrow brainstormed a way to do two casts and add extra days to the schedule in order to take advantage of the exceptional turnout of interested participants.

Discussion only

This item was for discussion only. NO ACTION was required.

2019-0728 Plant Replacements/Improvements for Median and ROW Landscaping Beds

Park's Division Director Gary Couch reported that following routine site inspections (see spreadsheet attached to the committee packet) it has been determined that several locations are in need of plant replacements and/or plant additions. Staff requested a proposal from our current contracted vendor Christy Webber Landscapes for the additional work in the landscaping beds. Christy Webber maintains the medians and right of ways for the Village. The total cost for the medians and the ROW will be \$15,246.00. Christy Webber has provided

exceptional service with astatically pleasing end results in our landscaping beds. Work includes clean- up of each site to remove dead plantings, pruning to ensure proper form, and installation of specified services (i.e. specific plants, pulverized topsoil, sod, materials) at each site.

Chairman Dodge and Trustee Katsenes had questions and comments regarding this matter. (refer to audio file)

Director Couch responded to their questions and comments. (refer to audio file)

I move to recommend to the Village Board to approve the plant/improvements in the specified locations in the Medians and ROW locations to our current landscaping vendor Christy Webber Landscapes in an amount not exceed \$15,246.00.

A motion was made by Trustee Nelson Katsenes, seconded by Trustee Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:

Aye: 3 - Chairman Dodge, Trustee Fenton, and Trustee Nelson Katsenes

Nay: 0

ADJOURNMENT: 6:22 P.M.

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

Aye: 3 - Chairman Dodge, Trustee Fenton, and Trustee Nelson Katsenes

Nay: 0

2019-0739 Audio Recording for the October 7, 2019 Committee Meetings - Public Works, Public Safety & Parks & Recreation

NO ACTION

/AB

APPROVED: November 4, 2019

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk