

# VILLAGE OF ORLAND PARK

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



## Meeting Minutes

Monday, October 16, 2017

7:00 PM

Village Hall

## Board of Trustees

*Village President Keith Pekau  
Village Clerk John C. Mehalek*

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

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:02 PM.

**Present:** 5 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello and Village President Pekau

**Absent:** 2 - Trustee Gira and Trustee Carroll

**VILLAGE CLERK'S OFFICE****2017-0740 Approval of the October 2, 2017 Regular Meeting Minutes**

The Minutes of the Regular Meeting of October 2, 2017, 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.

President Pekau stated that he did have a change in the minutes. He requested that under the moment of silence to remove the last sentences "when gunfire rained into a crowd of outdoor concertgoers in La Vegas. This is the deadliest mass shooting in modern U.S. History".

I move to approve the minutes of the Board of Trustees Meeting of October 2, 2017.

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

**Aye:** 5 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, and Village President Pekau

**Nay:** 0

**Absent:** 2 - Trustee Gira and Trustee Carroll

**CONSENT AGENDA**

Trustee Ruzich requested that Item D. Village Manager's Contracting Authority and Minimum Requirement for Competitive Bids - Ordinance be removed from the Consent Agenda for a separate vote.

**Passed the Consent Agenda**

**A motion was made by Trustee Calandriello, seconded by Trustee Fenton, 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:** 5 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, and Village President Pekau

**Nay:** 0

**Absent:** 2 - Trustee Gira and Trustee Carroll

**2017-0745 Payroll for October 6, 2017 - 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 6, 2017 in the amount of \$1,047,279.08.

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

**2017-0746 Accounts Payable from October 3, 2017 through October 16, 2017 - 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 3, 2017 through October 16, 2017 in the amount of \$3,440,829.82.

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

**2017-0720 FY2017 Property Insurance Addendum - Orland Park Health and Fitness Center - Approval**

The Horton Group recently received notification from Chubb, the Village's property insurance provider, that an additional premium is due for coverage of the Orland Park Health and Fitness Center. The total premium due for the period of January 3, 2017 - December 31, 2017 is \$23,519.

I move to approve the addendum to the Chubb property insurance premium to cover the Orland Park Health and Fitness Center, in the amount of \$23,519.

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

**2017-0719 Village Hall Security and Access Control Additions for BIS and Development Services Departments**

The 2017 Business Information Systems budget includes funds to remodel the northeast portion of the lower level Village Hall. This area will serve as a common place to locate staff and operations for the BIS Department. As part of this initiative, a secure entrance into the area will be needed. Staff is proposing the addition of an electronic ID card based access system integrated into the existing Village wide security system.

In addition, the Development Services Department is requesting ID card security access be added to both the north and south doors of their department.

To integrate these requests, staff is recommending the purchase of three (3) new

electronic readers, panels, power supplies and installation services from Sound Incorporated. The Village has used Sound Incorporated of Naperville Illinois for assistance with many security projects throughout the Village and Sound Inc. is familiar with our village security systems.

I move to approve the purchase and installation of security and access control devices for the Village Hall from Sound Incorporated of Naperville Illinois in an amount not to exceed \$5,928.

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

**2017-0718 Police Department Training Room - Audio/Video Projector Replacement and Equipment Upgrades**

The Police Training Room audio/video interface system and equipment is over 10 years old and was purchased when the Police Department was built. After an electrical power spike on June 27, 2017, during the Village's HPO training class in the Police Training Room, the video projector sustained unrepairable damage.

Due to the fact that Orland Joint Emergency Telephone System Board will be conducting extensive training in the Training Room in 2018 during the upgrade of the Dispatch CAD system, the OJETS Board has voted to upgrade the audio/video equipment to enhance the interface with a new projector.

Currently, the Training Room is primarily used for Police Department and other Village related training. The OJETS Board believes an equitable share of the replacement and enhancement costs would be split among OJETS, BIS, and the Insurance fund to replace the projector and enhance the equipment.

Police IT staff is recommending the purchase and installation of the projector with equipment enhancements from AVTechSource, Inc. of Green Oaks, Illinois in the amount of \$15,529 and Crestron Equipment from Tierney Brothers, Inc. of St. Paul, MN in the amount of \$3,664. The total cost for the Police Department Training Room upgrades and replacement of the projector would be \$19,193.

I move to approve the purchase of Police Training Room projector and equipment from AVTechSource, Inc. in an amount not to exceed \$15,529;

And

Approve the purchase of additional Police training room enhancements from Tierney Brothers, Inc. in an amount not to exceed \$3,664.

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

**2017-0711 Main Pump Station Master Meter Replacement - Payment to the Village of Oak Lawn, Illinois**

The Village of Orland Park purchases and receives Lake Michigan water through

the Regional Water System Agreement with the Village of Oak Lawn. The water is pumped from Oak Lawn to the Main Pump Station located at 8800 Thistlewood Lane, Orland Park. The potable water from Oak Lawn passes through two sixteen inch (16") master meters, designated as North Meter and South Meter.

As per the Regional Water System Agreement, Section 9. A., Oak Lawn is responsible to furnish, install, operate, maintain, repair and replace the meters at each Municipal Customers respective sole cost and expense. As part of normal system maintenance Oak Lawn recently completed a master meter change out program at all customer communities. The work included the purchase of new meters, contracted replacement and SCADA integration. The cost for the work in the Orland Park Main Pump Station totaled \$35,330.00.

I move to approve payment for the Main Pump Station Master Meter Replacement - Payment to the Village of Oak Lawn, Illinois, in the amount of

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

**2017-0712 Tree Replacements on Lagrange Road Following Vehicle Accidents - Payment**

Over the past several months, the Orland Park Police Department has responded to several car accidents along the newly widened LaGrange Road from 159th Street to 167th Street. The medians and parkways in this area contain brick pavers, ornamental fencing, bushes, and trees. There were a total of six (6) car accidents reported from November 30, 2016, to April 19, 2017, in which eight (8) parkway and/or median trees along LaGrange Road were damaged beyond recovery. As is the standard process for accidental damages to Village infrastructure, the Village will seek reimbursement for the tree replacement costs from the driver's insurance companies.

Breezy Hills Nursery of Salem, Wisconsin, is the primary contractor for the landscaping project along LaGrange Road. As they are currently working to replace warrantied trees on this project and have the materials and equipment on hand, staff reached out to Breezy Hills Nursery and requested their help in removing and replacing the eight (8) damaged trees within the parkways and/or median. The total cost for replacement of the eight trees as invoiced by Breezy Hills Nursery is \$5,760.00.

I move to approve accepting the invoice from Breezy Hills Nursery of Salem, Wisconsin, for the removal and replacement of eight (8) parkway and median trees along LaGrange Road for the amount not to exceed \$5,760.00.

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

**2017-0714 Self-Propelled Field Painter Machine Replacement Equipment Purchase - Approval**

In order to maintain athletic fields throughout the Village, the Parks & Grounds Department utilizes self-propelled equipment for field line painting. Staff applies

anywhere from 1500-2000 gallons a year with the assistance of this equipment.

Due to the high cost of maintenance, staff is recommending replacing the existing machine. The 2017 budget has funds available in account #010-5006-470300, to replace the 2006 model year field painter machine.

Staff is requesting to waive the bid process for this purchase and utilize the GSA Cooperative Purchasing Program. The Cooperative Purchasing Program allows local governments to benefit from pre-vetted industry partners on a variety of products and services offered through specific GSA contracts.

The Village is eligible for contract pricing from Smithco, for one (1) new Smithco Super Liner Riding Line Marker (# 44-901), under the GSA Contract # GS-06F-0030K, which is sold through Burris Equipment of Joliet, Illinois. Staff has tested the Smithco brand Super Liner Riding Line Marker machine and is pleased with the performance. The machine is immediately available from Burris Equipment after receipt of a purchase order in the amount of \$12,382.04.

I move to approve accepting the GSA contract proposal from Burris Equipment of Joliet, Illinois for the purchase of one (1) Self-Propelled Field Painter Machine in an amount not to exceed \$12,382.04.

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

#### **2017-0715 Parkwood Lift Station Maintenance Lift Chain Replacement - Proposal**

In 1977, the Parkwood Lift Station was manufactured and installed by Smith & Loveless in the Village of Orland Park. The station is a two pump dry can station, with a depth of approximately 30 feet. The station has a maintenance lift for staff to descend and ascend from the pump chamber to perform maintenance and complete weekly route inspections. Due to the regular use and age of the station, the existing maintenance lift sprockets have worn considerably and the maintenance lift chains have deteriorated requiring replacement.

Smith & Loveless is the sole provider for parts for the maintenance lift, and will only warranty materials installed by Smith & Loveless personnel. Staff contacted the local Smith & Loveless representative, Gasvoda & Associates, Inc. (GAI), and requested a proposal for the replacement of the worn sprockets and deteriorated lift chains.

The total cost for the replacement of the maintenance lift chains and sprockets, including installation, as proposed by Gasvoda & Associates, Inc. of Calumet City, Illinois is \$26,550.00. This project is quoted by GAI but the actual installation and startup are required to be done by personnel from Smith & Loveless of Lenexa, Kansas in order to honor their standard warranty of 18 months from shipment of all parts and components. Only one other vendor was found to be able to perform the work, but the warranty on the parts would be voided.

I move to approve waiving the bid process;

And

Approve accepting the proposal from Gasvoda & Associates, Inc. of Calumet City, Illinois for the Parkwood Lift Station Maintenance Lift Chain Replacement for an amount not to exceed \$26,550.00.

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

**2017-0717 Water Main Break Emergency Repair at 11300 Poplar Creek Lane - Payment**

On August 23, 2017, staff responded to a water main break at 11300 Poplar Creek Lane. Village staff excavated the water main to make the repair and determined that the water main had extensive cracks and pitting. Staff hydro-excavated the main on each side of the break to determine the extent of the deterioration. The water main was found to be in good shape approximately 10 feet on either side of the break. Staff recommended removing the deteriorating 8 inch main and replacing it with new 8 inch ductile water main, including one service connection. Village staff made a temporary repair in order to resume water service until the main could be replaced.

Due to the depth and length of main in need of replacement, the decision was made to engage Airy's, Inc. of Tinley Park, Illinois to assist with this emergency repair. The Village has a contract with Airy's, Inc. to perform this type of emergency repair work. The total cost of the repair completed by Airy's for the emergency water main break is \$8,138.06.

I move to approve payment to Airy's, Inc. of Tinley Park, Illinois, for Water Main Break Emergency Repairs at 11300 Poplar Creek Lane in the amount of \$8,138.06.

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

**2017-0723 Disposal of Village Equipment (Online Auction) - Miscellaneous Items salvaged from the Cultural Art Center, Village Hall, Museum and Vehicle and Equipment Maintenance Repair Parts - Ordinance**

The Village's Public Works Department is requesting that the Village declare the following equipment as surplus property and to dispose of through Public Surplus.com (online auction). These items are no longer necessary or useful for the Village of Orland Park.

- One (1) lot of (3) used glass display cabinets, make/model/serial unknown
- One (1) used OCE' large format plain copier model TDS100, serial 111000739
- One (1) used OCE' wide format plain plotter printer model 705X, serial

705575658

- One (1) lot of used office chairs
- One (1) new/unused seat wire harness, GM part # 88899110
- One (1) new/unused turn signal switch, GM part # 88964581
- One (1) lot of two (2) new/unused electric cooling fans, part # TA11S3002,12V
- One (1) new/unused oil filter, Baldwin part # M4123
- One lot of new/unused Kubota oil filters, see below listing
  - o 2 of part #15521-32431
  - o 6 of part #15241-32090
  - o 1 of part #17321-32430
  - o 1 of part #15601-43170
  - o 1 of part #70000-74034
- One (1) lot of four (4) new/unused Goodyear Integrity tires, size P185/65R14
- One (1) used electric Paragon Kiln, model # SNF82, serial #276687

In order to legally dispose of municipal property, the Village must adopt an ordinance that describes the items to be sold.

In the event that two (2) attempts have been made to sell said property, and that no bids have been received equal to the minimum price, the property shall be either donated or scrapped as determined by the Village Manager.

I move to pass Ordinance Number 5228, entitled: ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS.

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

#### **2017-0716 Rotary Cutter Attachment Replacement Equipment Purchase - Approval**

The Village owns a 60" wide powered rotary cutter that attaches to the rear of a tractor for clearing brush/high grassy areas along pedestrian paths and lots. It is estimated to be over 25 years old and is at the end of its useful life.

Staff recommends replacing the equipment with a Brushcat, manufactured by Bobcat, part number 7234049, which has an oscillation mounting design. The replacement is an enhanced hydraulic powered design that attaches to the front of a skid steer loader. This type of attachment allows the equipment to follow the contours of the ground providing a better overall finished look. Several other models of brush cutters were evaluated, all costing more than the recommended Brushcat.

The Village is a member of the National Joint Powers Alliance (NJPA) purchasing cooperative that provides competitive pricing for equipment purchases. As a member of NJPA, the Village is eligible to purchase this piece of equipment at the cooperative pricing. Clark Equipment Company dba Bobcat Company of West Fargo, North Dakota has submitted a NJPA Contract price on the model we



tested at a cost of \$5,025.40.

I move to approve accepting the NJPA contract quote from Clark Equipment Company dba Bobcat Company of West Fargo, North Dakota for the purchase of a Rotary Cutter Attachment for an amount not to exceed \$5,025.40.

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

**2017-0725 Consulting Engineering Services for Water Distribution System Evaluation and Modeling - RFQ**

The Village was originally developed utilizing shallow and deep wells for its water distribution system. In 1985, the Village Board decided to turn to Lake Michigan as its source for potable water as the existing well system was incapable of supporting continued growth. At that time, the Village had an analysis made of the water distribution system to provide a plan for the expected growth at the time and determine improvements to switch from a system of distributed wells to a water supply from Lake Michigan. The plan and its recommendations have been effectively used for over 30 years to guide the village in expansion and development of the water distribution system.

Although the old water distribution plan has been useful, the plan was based on a smaller anticipated service area and different development zoning uses. An update to the 30 year old plan of the water distribution system and the addition of current hydraulic model will be beneficial in planning for future development and improvements to the system in order to provide water to the village residents and customers in a cost-effective manner. With newer water distribution modeling software and techniques of collecting data, a consultant is needed to prepare and evaluate the current water system and assist Public Works in developing and implementing capital improvement projects to benefit the water quality in Orland Park.

To facilitate the consultant selection process, a Request for Qualifications (RFQ) was created to select a qualified and experienced engineering firm. The RFQ emphasized the need to create and calibrate a new water distribution model using the latest software and technologies, perform a needs assessment that evaluates the system for deficiencies and develop a phased implementation plan of improvements that the Village may use to prepare capital improvement plans. The scope of services also requested rate schedules for future regular use in evaluating capacity, redundancy, reliability and growth of the distribution system.

On August 9, 2017, the RFQ for Water Distribution System Model and Evaluation was advertised in the SouthtownStar Newspaper. On August 31, 2017 at 11:00 a.m. seven (7) submittals were received for consideration.

As part of the RFQ, an evaluation criteria was defined, including; qualifications, project approach and experience with water distribution hydraulic modeling (40%); qualifications and experience of the main point of contact, project managers,

design team and construction engineers (20%); experience and familiarity with the village's current water distribution system (10%); qualifications and experience with obtaining permits from various governmental agencies including the Illinois Environmental Protection Agency (10%); completeness of the proposal (10%); and cost schedule (10%).

To evaluate the responding firms, a group comprised of four staff members from Public Works was established. After ratings were submitted by each of the evaluators, a composite score was generated and the top three firms, Greeley & Hansen, Christopher B. Burke Engineering, Ltd. and Strand Associates were selected for interviews. Each of the three selected firms made a short presentation and answered questions with the evaluation group. Upon completion of the interview process, each group member ranked the firms. The firm receiving the highest ranking was Strand Associates, Inc. of Joliet, Illinois.

Strand Associates has extensive experience with water modeling and evaluation and has performed similar projects for numerous municipalities in the Chicago area. Strand Associates have well qualified staff available to complete the modeling and evaluation and provide future analysis for developments of the various programs. Strand Associates rate schedule was clear, comprehensive and appropriately geared to accommodate future requests of staff for analysis and recommendations to provide improvements to the water system or future development. Their proposal for completing the Water Distribution Model and Evaluation was submitted with an estimated baseline cost of \$45,920 and their rate schedule were determined to be of good value. Once the model is completed additional uses are expected, requiring flexibility in the funding allocated. Some of these additional evaluations might include new development, evaluation of various water main replacement options, etc. To accommodate this work an additional \$10,000, for a total of \$55,920, is requested through the end of 2018. Funding for model updates and evaluations will be requested through the budget process for years 2019 and 2020.

I move to approve awarding consulting engineering services for Water Distribution System Model & Evaluation to Strand Associates, Inc. of Joliet, Illinois in an amount not to exceed \$55,920 for fiscal year 2017/18 and an amount not to exceed the Board approved budget for FY 2019 and 2020.

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

**2017-0454 Eco-Site Wireless Lease Agreement - 15655 Ravinia Avenue - Ordinance**

To construct a 95- foot monopole (a total height of 100 feet with a five (5) foot lightning rod) tower with T-Mobile equipment within a 2,500 square foot (50 foot by 50 foot) fenced ground equipment enclosure on property located at the Village of Orland Park's Public Works Facility, 15655 Ravinia Avenue. The site is currently occupied by the Village of Orland Park's Public Works building.

Plan Commission approved the project September 18, 2017, Committee approved the project September 18, 2017, and the Board of Trustees approved the project October 2, 2017.

This is now before the Village Board for consideration and to authorize execution of the finalized agreement.

I move to pass Ordinance Number 5229, entitled: AN ORDINANCE AUTHORIZING OPTION AND TOWER LEASE (ECO-SITE, INC. - 15600 S. RAVINIA AVENUE)

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

**2017-0615 Village Manager's Contracting Authority and Minimum Requirement for Competitive Bids - Ordinance**

The Board requested clarification on the reasons why this change needs to be made.

Finance Director Mampe reported that based on Ordinance No. 2346, passed in February 1993, Village code requires that the Village Manager advertise for and receive sealed bids, and present said bids along with his recommendation, to the Village Board for approval for all purchases of goods and/or services (certain services are exempt from the bidding process) of \$10,000 or more.

Current Village code further restricts the Village Manager's purchasing authority by requiring the following:

--For amounts less than \$5,000 - the Village Manager may select a qualified vendor or service provider, or request price quotations from several vendors or providers and choose from among them, without getting Board approval.

--For amounts exceeding \$5,000 but less than \$10,000, the Village Manager has the authority to select a qualified vendor or service provider, or request price quotations from several vendors or providers and choose from among them, but must get Board approval prior to making the purchase or hiring the service provider.

The Village Manager has granted authority to Department Directors to make purchases of goods and/or services of less than \$3,500 without getting Village Manager approval.

Per Public Act 93-0157, passed in 2005, the State of Illinois' statutory limit for requiring sealed bids was increased to \$20,000. Staff is recommending a modification to the Village code increasing the sealed bid threshold from \$10,000 to \$20,000 to align with State Statute. In addition, staff is recommending a modification to the Village code increasing the Village Manager's authority level to \$20,000 and an increase in Department Director's authority level to \$4,999. For

purchases between \$5,000 and \$9,999, the Village Manager has authority to grant approval authority to the Finance Director. The Board of Trustees would have to approve any purchase of \$20,000 or more. Contract signature authority will align with the above purchasing authority. Additionally, the Village Manager may sign contracts \$20,000 or more upon Board of Trustee approval. Staff recommends that purchase orders, which will include terms and conditions, serve as a contract for goods and services <\$10,000, and contracts with required attachments obtained for anything >\$10,000. Formal contracts are currently and will continue to be required for contracts where prevailing wage is required, regardless of the amount.

In Fiscal Year 2016 approximately 30 formal bids/RFPs were issued, of which all but seven were for amounts greater than \$20,000. If the Board chooses to change the threshold as noted above, 23 of the 30 would still require a formal bid and come before the Board for approval; the other seven would still require three written price quotes.

In Fiscal Year 2016, approximately 3,391 purchase orders totaling \$53,949,248 were approved and are broken down as follows:

- Less than \$3,500 - \$1,705,607; 2,943 purchase orders; 3.16% of total dollars
- Between \$3,500 and \$4,999 - \$514,593; 121 purchase orders; 0.95% of total dollars
- Between \$5,000 and \$9,999 - \$821,521; 114 purchase orders; 1.52% of total dollars
- Between \$10,000 and \$19,999 - \$1,130,949; 81 purchase orders; 2.10% of total dollars
- \$20,000 or more - \$49,776,579; 132 purchase orders; 92.27% of total dollars

Based on the above, approximately 96% of spending approved through the purchase order process was on purchase requisitions/orders exceeding \$5,000 and therefore requiring Board approval; approximately 92% of spending was on purchase requisitions/orders exceeding \$20,000.

Staff contacted twelve municipalities (of which two did not respond) to obtain purchasing authority levels. Below is a summary of the results:

Purchase Authorization:

Orland Park - \$5,000

\*Skokie - no response

Mokena and Frankfort - \$10,000

\*Downers Grove - \$15,000

New Lenox, Tinley Park, Lockport and Lemont - \$20,000

\*Schaumburg - \$50,000

\*Naperville - \$100,000

**BID/ RFP Limits:**

\*Downers Grove - \$7,000

Orland Park, Mokena and Frankfort - \$10,000

New Lenox, Tinley Park, Lockport, \*Skokie, Lemont and \*Schaumburg - \$20,000

\*Naperville - \$25,000

**Contract Requirements and Signature Authorization:**

Orland Park - \$5,000

Frankfort - \$10,000

\*Downers Grove - \$15,000

New Lenox, Mokena, Tinley Park, Lockport, \*Skokie and Lemont - \$20,000

\*Schaumburg - \$50,000

Naperville - \$100,000

\*Note: municipalities with an \* are all comparable in size to the Village of Orland Park

The Village has several internal controls regarding the purchasing process currently in place. With the implementation of the Innoprise Financial System in 2012, the Village has a fully electronic purchase requisition/order process making it necessary to create a purchase requisition/order for all purchases made by the Village. System defaults are set so that all purchase requisitions are properly routed to the appropriate staff for approval based on their purchasing authority. Invoices are also routed through Innoprise to the appropriate staff for approval prior to payment. Additionally, all payments made are presented to the Board of Trustees for approval bi-monthly via the accounts payable listing. All contracts regardless of form are currently and will continue to be submitted to the Purchasing & Contract Administrator for review and signature authorization.

An increase in the sealed bid and purchasing thresholds would result in the following:

--The Board would continue to approve approximately 93-95% of the amount spent through the purchase order process.

--Board approval would be required on the largest projects with the greatest impact to the Village. Approvals for smaller projects would rely on the expertise of department heads and managers.

--Village purchasing policy would be aligned with state statutes, and be comparable to surrounding Villages of similar size.

--Current internal controls would remain in place.

The Board and President Pekau commented.

I move to approve the change to the BID/RFP threshold to \$20,000;

And

To approve the change to the purchasing authority as follows:

Director authorization - <\$5,000

Village Manager authorization - \$5,000 to < \$20,000

Board of Trustees authorization - \$20,000 +

And

I move to pass Ordinance Number 5231, entitled: ORDINANCE AMENDING TITLE 1, CHAPTERS 7 AND 10 OF THE ORLAND PARK VILLAGE CODE (VILLAGE MANAGER'S CONTRACTING AUTHORITY AND MINIMUM REQUIREMENT FOR COMPETITIVE BIDS)

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

**Aye:** 4 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, and Trustee Calandriello

**Nay:** 1 - Village President Pekau

**Absent:** 2 - Trustee Gira and Trustee Carroll

## **CALL THE ROLL**

Trustee Carroll arrived at the meeting at 7:20 PM.

**Present:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll and Village President Pekau

**Absent:** 1 - Trustee Gira

## **DEVELOPMENT SERVICES, PLANNING AND ENGINEERING**

### **2017-0762 Holiday Installation and Storage**

Assistant Village Manager/Development Services Director Karie Friling reported that on July 3, 2017, the Village Board approved the purchase of the second phase of holiday décor for LaGrange Road and the Civic Corridors. Within the next few weeks, the decorations will arrive and be delivered to Orland Park. In previous years, older décor was stored and installed by the Village's previous vendor. Additionally, the tree wrapping was also done by contractors. With the recent purchases of newer 3D décor and 256 custom street pole décor, the labor, installation and necessary storage of the items has dramatically increased. In order to complete the installation of the items in a timely and efficient manner, staff recommends the following approach:

1. Public Works Department - Installation of custom pole décor throughout the Village (255 poles), including the purchase of brackets, powder coating and installation is proposed to be done in-house. The cost associated with this, not including labor, is approximately \$10,000. This cost includes the required banding, black powder coating of brackets for black street light poles, extension cords for light poles and other miscellaneous supplies. At the end of the holiday season, Public Works will need to purchase two 40' storage containers for the pole décor and vintage centennial park decorations. The cost for the two containers is \$5,060.00. TOTAL COST OF \$15,060.00.

2. Holiday Creations, Inc. - Installation of existing and new 3D décor. Holiday Creations is already contracted to wrap trees throughout the Village (682 trees). Given the amount of time and number of 3D décor (over 122 pieces), it is now recommended the installation, including set-up, take down, repair damaged pieces caused during set-up, removal, and annual storage be done by Holiday Creations. TOTAL COST OF \$60,773.33.

It has been estimated that if this was done in-house, the cost for our Parks Department would be \$64,765.60. Additionally, storage of the items would be another \$19,425.00 and would include containers and six 40' Containers. The Village is also currently stretched for storage capacity and it will be at least another year before Public Works will have additional storage space at their facility, via the land donation from LFI. The total cost of this being absorbed in-house is estimated to be \$84,190, not including any repairs to possibly damaged items during installation or storage. This is \$23,416.67 more than Holiday Creations.

3. Parks Department - Installation, maintenance and storage of the vintage 2D décor at Centennial Park is proposed to be done in-house. Previously this was done by an outside contractor. Approximately \$4,000 is needed to repair or replace parts/bulbs for the vintage 2D items. Last year, due to the poor condition of some of the items, Artistic Holiday loaned the Village (free of charge) some 3D décor to fill in the gaps. Artistic Holiday is now offering these same items at a reduced cost of \$11,468.80 (regular price of \$16,384 plus shipping). Staff is recommending purchasing these for continued use. TOTAL COST OF \$15,468.80.

4. Banner Program - The Village has 37 holiday banners that are in good condition that are being relocated to the Old Orland area. These banners were originally installed in the downtown area, around the Crescent Park. With the new street light pole décor, these can be repurposed to Old Orland. There are other areas of the Village that do not have electrified poles for lighted décor. In these areas, staff is proposing to install new banners. These areas may include 159th Street, 94th Avenue, 151st Street, and Harlem Avenue. The banners must be ordered within the next few weeks in order to get installed by the holiday season. The total cost of new banners, along with bracket hardware, is \$23,622.25. The

Village received quotes from three vendors for this program. The installation of the banners will occur after the pole décor is hung and as staff resources are available, depending on weather conditions. The area of priority for installation will be Harlem Avenue; 94th Avenue; 151st Street; and Centennial Park. If resources are available, then 159th Street will be added. TOTAL COST OF \$23,622.25.

The total cost to complete this project, including installation, maintenance, storage, purchase of banners and equipment is \$114,924.38. The installation of the pole décor and banners will still be completed by Public Works and the installation of the 2D décor will still be completed by the Parks Department.

Due to timing constraints, this item is being presented to both the Development Services Committee and Village Board meeting on the same night.

I move to approve the budget adjustment in the amount of \$114,924.38 from the economic development fund to the general fund for these expenditures;

And

Approve the contract with Holiday Creations in the amount of \$60,773.33 for the installation, take-down, storage and maintenance of the 3D Holiday Décor, as outlined;

And

Move to approve the amount of \$11,468.80 for the purchase of 3D items from Artistic Holiday Designs, as outlined;

And

Approve the amount of \$19,060.00 for the related costs associated with installation materials and storage associated with the street light pole décor and 2D vintage holiday décor, as outlined;

And

Approve the amount of \$23,622.25 for the purchase of new holiday banners from Core Integrated Marketing, as outlined.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira



## PUBLIC WORKS

### 2017-0724 Alternative Fuel Pilot Program/Implementation - Contract

Trustee Carroll requested that this item be continued until the next Board of Trustees meeting on November 6, 2017.

I move to approve continue this item until the November 6, 2017 Board of Trustees meeting.

**A motion was made by Trustee Carroll, seconded by Trustee Dodge, that this matter be CONTINUED to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira

## PARKS AND RECREATION

### 2017-0758 Plant Replacements/Improvements for Median, ROW and Metra Landscaping Beds

Upon landscaping inspections the following sites have been determined to be in need of replacement plantings due to plant failures. Staff solicited proposals from our current contracted vendor J.G.S Landscape Associates for the additional work in the landscaping beds.

J.G.S. maintains the medians and right of ways for the Village. The cost for the Metra properties will total \$3,750.00. The total cost for the medians and the ROW will be \$37,345.00. The cost for the Triangle Pond will be \$2,850.00. They provide a beautiful end result with our plantings and landscaping.

The cost of each site will include removal of all debris, including weeds, dead plantings, and pruning to ensure proper form, and installation of specified services (i.e. specific plants, pulverized topsoil, sod, materials) at each site.

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

Trustee Ruzich asked if any of these plants were they under the one year warranty.

Assistant Village Manager/Development Service Director Friling stated that all these plants were past the one year warranty.

President Pekau commented that he believes this is going to be an ongoing issue

having a lot of plant replacements in the medians. This is something that the Village should be mindful of and to possibly seek other alternates.

I move to approve the replacement of dead plants and improvements in the specified locations in the Medians, ROW and Metra locations to our current landscaping vendor J.G.S Landscape Architects at an amount not to exceed \$43,945.00.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira

## FINANCE

### 2017-0753 Auto Liability Claim Settlement - Approval

On December 12, 2016, the Village was plowing in the area of Wolf and Brook Hill Drive when the plow truck and another vehicle collided with each other. The other vehicle, owned by Michael Foley of Orland Park, had \$10,671.68 in damages. Mr. Foley has requested the Village reimburse him for the repair costs. The Village's claims administrator, CCMSI, recommends offering a compromise settlement of 50%. If CCMSI were to defend this case, the costs would be approximately \$8,000.

I move to approve the settlement in the amount of \$5,335.84.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira

## MAYOR'S REPORT

### 2017-0763 Village Code Amendment - Committees - Ordinance

President Pekau is recommending the following committee changes.

For the first Monday of each month and next to the committee name is the chair:

Public Safety - Trustee Gira

Parks & Recreation - Trustee Calandriello  
Finance - Trustee Carroll

For the third Monday of each month and next to the committee name is the chair:

Technology, Innovation and Performance Improvement - Trustee Dodge  
Development Services, Planning and Engineering - Trustee Ruzich  
Public Works - Trustee Fenton

These changes will take effect as of December 1, 2017.

I move to pass Ordinance Number 5230, entitled: AN ORDINANCE AMENDING THE ORLAND PARK VILLAGE CODE (BOARD COMMITTEES) TITLE 1, CHAPTER 5, SECTION 7 (14) AND (14-1)

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira

## **VILLAGE MANAGER'S REPORT**

### **2017-0736 FY2018 Employee Insurance Renewal**

The Horton Group completed a market analysis on behalf of Village of Orland Park and has provided final recommendations for the January 1, 2018 renewal of the following benefit programs:

- Medical/RX
- Dental
- Vision
- Life and AD&D
- Short Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Virgin Health Miles (Wellness Initiative)
- CHC Biometric Screenings (Wellness Initiative)

Based on the final analysis provided by The Horton Group, the following carriers/vendors associated with each benefit offering are being recommended effective January 1, 2018:

- BlueCross BlueShield of Illinois (Medical/RX)
- Delta Dental of Illinois (Dental)

- EyeMed (Vision)
- Dearborn National (Life/AD&D, STD)
- Discovery Benefits (Flexible Spending Account Administration)
- Metropolitan Family Services (Employee Assistance Program)
- Virgin Pulse (Pedometer and Rewards Program - Wellness Initiative)
- CHC (Biometric Screenings - Wellness Initiative)
- The Horton Group (Benefit Consultant)

Actual budgeted amounts will be adjusted to reflect the number of participants per plan, including Village and library staff as well as retirees. This summary also includes Trinity Services, the current provider of 24/7 crisis response services, for the Police Department and Village employees.

The Village Medical/Rx plan is self-funded and is administered by an insurance carrier to provide the appropriate medical networks and administrative services. Proposals for the FY2018 Medical/Rx insurance administrator renewal are based on the carriers' estimations of the Village's expected claims for the year, stop loss coverage, and run-in claims. To ensure the best possible pricing, The Horton Group works on behalf of the Village to negotiate with carriers to obtain best and final offers.

BlueCross BlueShield of Illinois (BCBS) presented the most competitive medical/RX proposal resulting in a slight decrease in expected plan exposure and a 2.5% increase to the premium equivalents. BCBS proposed options account for expected claims, stop loss coverage, Affordable Care Act (ACA) fees and a general health insurance reserve. The recommended option includes maintaining the current HDHP/HSA, Silver PPO, Gold PPO and HMO plans. Slight modifications may be made to the medical plan designs in accordance with the Affordable Care Act (ACA). In an effort to continue to control medical and claims exposure, the recommendation also includes adding the BlueCross BlueShield Benefits Value Advisor (BVA) and Virtual Visits programs to the PPO plans.

Effective January 1, 2018, the HDHP/HSA plan for all employee groups will include a \$3,500/\$7,000 deductible an increase from \$3,250/\$6,500. Non-union and IBEW employee premium contributions will continue to be based on a percentage of the overall premium cost and participation by the employee and their enrolled spouse in the biometric screenings. Non-union and IBEW employee contributions are as follows for each medical plan offering:

- HDHP/HSA 3%
- HMO 10%
- Silver Plan 10%
- Gold Plan - Employees will contribute the difference between the cost to the Village of the PPO (Silver) and the current PPO (Gold) which ranges from 20% for

single coverage to 30% for family coverage.

Employees in the AFSCME, Deputy Chief and Commanders, Metropolitan Alliance of Police (MAP), and Police Supervisors groups will make employee contributions based on flat rates which are outlined in the collective bargaining agreements effective, May 1, 2015 - April 30, 2019. These rates include a wellness incentive rate for those employees that participate in the biometric screening.

In addition, \$205,400 is included in the Insurance Fund for Village funding of the HSA accounts (40% of the deductible) for those employees enrolled in the HDHP/HSA Plan.

The Horton Group continues to provide best in class employee benefit consulting service to the Village of Orland Park including, strategic planning and market insight and analysis, financial and benefit analytics, human resource services and employee assistance, employee benefit communications, compliance oversight, and workplace wellness. While the Horton Group's services continue to expand, the service fee has remained flat since 2015 and is 13% less than the 2014 service fee. This long term relationship has been beneficial in stabilizing our medical plan trend through the development and implementation of consumerism, choice and wellness strategies. Staff recommends that the Village continue to retain the Horton Group's services in FY2018. However, staff will survey the employee benefit consulting market in 2018 through an RFP or RFQ for the FY2019 renewal and 2019 services.

Questions were asked by President Pekau.

Michael Wojcik from the Horton Group was present to explain the renewal process, results, and to answer any questions.

This agenda item is being sent directly to the Village Board of Trustees for approval.

Trustee Ruzich abstained as she has in the past on Horton matters.

I move to approve the agreements with the recommended carriers/vendors and associated expenses effective January 1, 2018;

And

Approve retaining the Horton Group's services at the recommended rate for FY2018.

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

**Aye:** 5 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Abstain:** 1 - Trustee Griffin Ruzich

**Absent:** 1 - Trustee Gira

## NON-SCHEDULED CITIZENS & VISITORS

Tom Larney - Spoke before the Board on his objections to changing the Village Manager's Contracting Authority and Minimum Requirement for Competitive Bids - Ordinance

President Pekau reviewed and commented.

## BOARD COMMENTS

Trustee Fenton, Trustee Calandriello, Trustee Ruzich, Trustee Carroll, Trustee Dodge, and President Pekau had Board Comments.

Comments were made on the 39th Annual Spelling Bee; the FY2018 budget process; commented on the gentlemen who spoke about the bid process; attendance of the Board and residence at the budget workshop; suggestions for the next budget process and the need for budget information early and often; splitting the budget workshop into several sessions and not to have one long session as was done this year; Amazon bid; Sugary Tax repeal; Committee changes.

## EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; and b) the purchase or lease of real property for the use of the village.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira

## RECONVENE BOARD MEETING

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

Purpose of the Executive Session was for the discussion of a) approval of minutes; and b) the purchase or lease of real property for the use of the village.

**ADJOURNMENT - 8:45 pm**

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Griffin Ruzich, Trustee Calandriello, Trustee Carroll, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Gira

**2017-0769 Audio Recording for October 16, 2017 Board of Trustee Meetings**

**NO ACTION**

/nm

APPROVED:

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**