



# VILLAGE OF ORLAND PARK

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

## Meeting Agenda

### Board of Trustees

*Village President Keith Pekau*

*Village Clerk John C. Mehalek*

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Daniel T. Calandriello,*

*William R. Healy, Cynthia Nelson Katsenes, and Michael R. Milani*

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Monday, July 6, 2020

7:00 PM

Village Hall

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#### **\*\* AMENDED AGENDA \*\***

**1. CALL TO ORDER/ROLL CALL**

**2. PLEDGE OF ALLEGIANCE**

**3. VILLAGE CLERK'S OFFICE**

[2020-0462](#) Approval of the June 15, 2020 Regular Meeting Minutes

Attachments: [Draft Minutes](#)

[2020-0463](#) In Search of a Cure - Raffle License

Attachments: [Raffle Application](#)

[2020-0473](#) Illinois Security Professionals Association - Raffle License

Attachments: [Raffle Application](#)

**4. PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**

[2020-0182](#) Proclamation Honoring Miroballi Shoes as Orland Park Business of the Month-July 2020

Attachments: [Proclamation](#)

**5. PRE-SCHEDULED CITIZENS & VISITORS**

**6. ACCOUNTS PAYABLE**

[2020-0446](#) Accounts Payable from June 16, 2020, - July 6, 2020 - Approval

Attachments: [07.06.20 AP Listing](#)

**7. CONSENT AGENDA**

- A.     [2020-0445](#)     Payroll for June 26, 2020 - Approval  
*Attachments:*   [6.26.2020 Payroll](#)
- B.     [2020-0470](#)     Park Pavilion Installations - RFP 20-019 Award  
*Attachments:*   [Proposal](#)  
                          [RFP 20-019 Tabulation](#)
- C.     [2020-0458](#)     143rd Street at John Humphrey Drive Phase I Engineering Design Services, Patrick Engineering Contract Extension, Supplement #1  
*Attachments:*   [Proposal - Supplement 1](#)
- D.     [2020-0454](#)     Budget Adjustments 3rd Quarter 2020 (#1) - Approval  
*Attachments:*   [Budget Adjustments](#)
- E.     [2020-0472](#)     Resolution Amending the 401(a) Sick-Time Buy Back Program Adoption Agreement  
*Attachments:*   [Summary Plan Description](#)  
                          [Resolution](#)
- F.     [2020-0407](#)     On-Line and Interactive Voice Response (IVR) Credit Card Processing Fees for Development Services
- G.     [2020-0477](#)     ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5523  
*Attachments:*   [Appendix A & B - Amendment #5](#)  
                          [Ordinance](#)

**8. HEARINGS 7:00 P.M.****9. PUBLIC SAFETY****10. TECHNOLOGY, INNOVATION AND PERFORMANCE IMPROVEMENT****11. PUBLIC WORKS**

- [2020-0475](#)     Utility Service and Foundation Preparation for Facilities at Centennial Park and Centennial Park West - Proposal

**Attachments:** [Airys Proposal](#)  
[Lite Construction Proposal](#)

## 12. DEVELOPMENT SERVICES, PLANNING AND ENGINEERING

**2019-0282** Megan Nicole Ridge - Development Petition for Site Plan, Landscape Plan, Rezoning, Subdivision, Variance (subject to Annexation)

**Attachments:** [Rezoning Factors - Responses](#)  
[Variance Standards - Responses](#)  
[ALTA Survey](#)  
[Property PINs Map - CookViewer](#)  
[Proposed Plans - Plan Commission 11.5.2019](#)  
[Proposed Plans - Plan Commission 4.7.2020 & Committee 4.20.2020](#)  
[Preliminary Site Plan - BOT 7.6.2020](#)  
[Annexation Plat - BOT 7.6.2020](#)  
[Landscape Plan - BOT 7.6.2020](#)  
[Plat of Subdivision - BOT 7.6.2020](#)

**2020-0418** Objecting and Protesting the Rezoning of the Properties (11215 183rd Pl.) from E-1 to I-1 - Resolution

**Attachments:** [Resolution](#)

## 13. PARKS AND RECREATION

**2020-0457** Discontinuation of After School Pals Program

**Attachments:** [OSD135 STARS Presentation](#)  
[VOP After School Pals Details](#)

**2020-0456** John Humphrey Complex Renovations (Design-Build) - Phase II Change Order

**Attachments:** [JHC Renovations \(Design Build\) - Phase II Change Order](#)

**2020-0468** Resolution Regarding 2020 Summer Special Events

**Attachments:** [Resolution](#)

## 14. FINANCE

## 15. MAYOR'S REPORT

**2020-0465** Resolution Regarding Centennial Park West Concert Series Tickets for First Responders, Medical Healthcare Workers, and Military Members

Attachments: [Resolution](#)

[2020-0453](#) Amend Title 7 Chapter 18 - Increase Number of Video Gaming Licenses - Ordinance

Attachments: [Floor Plan](#)  
[Ordinance](#)

[2020-0480](#) Resolution Adopting the Village of Orland Park's Back to Normal Plan

Attachments: [Resolution](#)  
[Back To Normal Plan - Update](#)

**16. OFFICIALS**

**17. VILLAGE MANAGER'S REPORT**

[2020-0433](#) Updated Social Media Policy

Attachments: [Social Media Policy](#)

**18. NON-SCHEDULED CITIZENS & VISITORS**

**19. BOARD COMMENTS**

**20. EXECUTIVE SESSION**

**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**

**21. RECONVENE BOARD MEETING**

**Report on Executive Session and Action as a Result of, if any.**

**22. ADJOURNMENT**

DATE:

**REQUEST FOR ACTION REPORT**

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File Number: **2020-0462**  
Orig. Department: **Village Clerk**  
File Name: **Approval of the June 15, 2020 Regular Meeting Minutes**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to approve the minutes of the Board of Trustees Meeting of June 15, 2020.

# VILLAGE OF ORLAND PARK

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



## Meeting Minutes

Monday, June 15, 2020

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., Daniel T. Calandriello,  
William R. Healy, Cynthia Nelson Katsenes, and Michael R. Milani*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:02 P.M.

**Present:** 6 - Trustee Fenton, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani and Village President Pekau

**Absent:** 1 - Trustee Dodge

**VILLAGE CLERK'S OFFICE**

**2020-0425 Approval of the June 1, 2020 Regular Meeting Minutes**

The Minutes of the Regular Meeting of June 1, 2020 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 June 1, 2020.

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

**Aye:** 6 - Trustee Fenton, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

**Absent:** 1 - Trustee Dodge

**ROLL CALL**

Trustee Dodge joined the meeting at 7:04 P.M.

**Present:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani and Village President Pekau

**PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**

**2020-0383 Recreation Advisory Board - Appointment**

President Pekau appointed Tom Dubelbeis as Chairman to the Recreation Advisory Board.

President Pekau had comments. (refer to audio file)

I move to confirm the appointment of Tom Dubelbeis to the Recreation Advisory Board.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

Nay: 0

## PRE-SCHEDULED CITIZENS & VISITORS

## ACCOUNTS PAYABLE

### 2020-0408 Accounts Payable from June 2, 2020 - June 15, 2020 - 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 June 2, 2020, - June 15, 2020, in the amount of \$3,380,617.95

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

## CONSENT AGENDA

Trustee Milani requested that Item B. Harris ERP Annual Licensing and Support Renewal Extension and Item F. Performance Management Software be removed from the Consent Agenda for a separate vote.

### Passed the Consent Agenda

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

### 2020-0409 Payroll for June 12, 2020 - 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 June 12, 2020, in the amount of \$1,219,110.65

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



**2020-0410 Disposal of Village Equipment (Online Auction) - Public Works Department - Ordinance**

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

One (1) 2006 Ford F250, VIN 1FTSW20556EC60789, with 91,660 miles

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 5522, entitled: AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS.

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

**2020-0416 Ordinance Amending Appendices A and B to Salary Ordinance No. 5516**

This Ordinance amends the previous Salary Ordinance presented to the Board at the June 1, 2020, Board meeting. These changes are being made for consistency. Those changes include:

Full Time

Title Changes

- Foreman (Building Maintenance) position renamed Natural Resources & Facilities Supervisor (remains at Grade 8)
- Foreman (Streets) position remained Streets Supervisor (remains at Grade 8)
- Utility Supervisor position renamed Utilities Supervisor (remains at Grade 8)

I move to pass Ordinance Number 5523, entitled: ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5516.

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

**2020-0428 Amendment to the Customer Agreement between the Village of Orland Park and Sensys Gatso USA, Inc. for red-light cameras**

This is a renewal of our original agreement dated 7/7/14 with Gatso USA, Inc. for one additional year for our red light cameras at 151st Street/Harlem Avenue and 159th Street/Harlem Avenue.

In 2019, the service fee was increased to \$38.00 per violation and the agreement was renewed for one year to July 7, 2020, along with the addition of a camera at 159th Street and 94th Avenue. The construction plans were prepared and IDOT approval was recently received on the additional camera at 159th & 94th Ave. Since it has not been installed as of yet, staff is recommending that a) we extend the term of the Agreement for one (1) year to July 7, 2021 provided that Sensys Gatso USA, Inc. does not install any additional cameras; and b) extend the term of the Agreement for three (3) years to July 7, 2023, should Sensys Gatso USA, Inc. install one (1) or more additional cameras during the first year of renewal.

I move to approve amending the customer agreement with Sensys GATSO USA, Inc. as outlined in the background information to extend the term of the Customer Agreement;

And,

Authorize the Village Manager to execute the amendment.

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

#### **2020-0429 On-Line Compliance Training**

As of January 1, 2020, a plurality of states, including the State of Illinois, invoked required annual Sexual Harassment Training that must be administered by all employers to their employees. Training must also be provided to all new hires within 90 days of their start date. As the mandate states, training must be interactive and include specific material. Also, every employee of the organization must be trained in 2020, and failure to do so will result in financial penalties. These penalties include \$1,000 for the first offense; \$3,000 for the second; and \$5,000 for the third or other subsequent offenses per reported case. In order to comply with sexual harassment training laws and to meet other annual training objectives Human Resource staff has researched a number of online training resources. The attached spreadsheet provides a list of the vendors reviewed and the associated pricing. Staff selected Impact Compliance based on capabilities, the number of training programs included, and price. Impact Compliance offers a six (6) training program bundle which includes engaging video-based content: Illinois compliant sexual harassment, diversity, active shooter, interviewing, performance evaluations, ethics, and code of conduct. Also included is the ability to provide courses to employees without computer or email by utilizing a number code that can be entered on any device for access, and the ability to add additional Village specific content to their LMS system. In addition, Impact Compliance is automated and includes automated course deployment, a dedicated customer service representative to assist in setting up and training deployment; direct one-on-one support by phone or email; reassignment and reminders; tracking and reporting; notification and certificate; automatic course updates as implemented laws change; and the ability to administer Village sponsored training through the platform.

I move to approve the Village Manager to enter into a one (1) year agreement with the option to renew for three (3) additional terms with Impact Compliance for online training.

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

**2020-0431 7648 159th Street - Class 7c Resolution (Voda Carwash)**

The applicant, Jeffrey B. Engstrom, is petitioning on behalf of Voda Wash, LLC, and requesting a resolution supporting and consenting to a Class 7c tax incentive from Cook County pursuant to the new construction currently underway at 7648 159th Street and fulfillment of all other criteria associated with Class 7c Ordinance.

The site was home to the former Every Bloomin' Thing, nursery, and garden center. The previous garden center closed in 2014. The property has fallen into disrepair thus the property required complete demolition of existing improvements in order to construct the new Voda Car Wash. According to the application, submitted by the petitioner, the total redevelopment cost will be \$4,250,000. When complete, the site will be home to 4,983 square foot car wash and fully improved site plan.

The car wash will employ 6 full-time and 4 part-time employees. The Cook County Board of Commissioners adopted the Class 7c Commercial Urban Relief Eligibility incentive in 2014, aiming to encourage real estate development in the region. The incentive is intended to encourage commercial projects which would not be economically feasible without assistance. Unlike the more familiar Class 6b and Class 8 incentives, the 7c incentive allows all commercial properties to apply instead of restricting the incentive to only those properties which currently have or are marketed towards industrial uses.

The five-year incentive applies to all newly constructed buildings or other structures, the utilization of vacant structures abandoned for at least 12 months or all buildings and other structures which are substantially rehabilitated (to the extent such rehabilitation has added to their value) including the land Upon any of the eligible buildings are situated.

Projects which qualify for the Class 7c incentive will receive a reduced assessment level of 10% of the fair market value for the first three years, 15% for the fourth year, and 20% for the fifth year. Without the incentive, the commercial property would normally be assessed at 25% of its market value.

The Class 7c incentive may be renewed during the last year in which a property is entitled to a 10% assessment level or when the incentive is still applied at the 15% or 20% assessment level. A renewal application must be filed, along with a certified copy of a resolution or ordinance adopted by the municipality in which the real estate is located. The number of renewal period requests is limited to one.

The owner of this property has provided the Village of Orland Park with an Economic Disclosure Statement containing: (i) a true and correct list of all the owner's real estate located in Cook County; (ii) as described in the Cook County's Code of Ethical Conduct, a list of all ownership interests in the Property; (iii) a statement that owner is not delinquent in the payment of any property taxes administered by Cook County or by a local municipality; and (iv) a representation that owner is in compliance with all applicable laws, as required by the Cook County Tax Incentive Ordinance, Classification System for Assessment as amended from time to time.

The petitioner has demonstrated that the subject property meets the following incentive evaluation criteria. This property has stagnant or declining assessments in three of the last six years and an analysis of the impact of the incentives demonstrates an overall increase in relevant taxes and a significant positive impact on the local community and Cook County. The Village of Orland Park has reviewed the Incentive Classification Initial Questionnaire (IC-IQ), and that the four eligibility factors which must be present to demonstrate that the area is in need of commercial development are satisfied, and the Village consents to and supports the application.

I move to pass Resolution Number 2027, entitled A RESOLUTION SUPPORTING AND CONSENTING TO A COOK COUNTY CLASS 7C REAL ESTATE TAX ASSESSMENT CLASSIFICATION FOR THE PROPERTY AT 7648 159TH STREET IN THE VILLAGE OF ORLAND PARK.

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

**2020-0390 Water Tower Lease Agreement at 13605 Cherry Lane.**

Sprint is currently co-locating on the water tower 7 located at 13605 Cherry Lane. The lease agreement between the two parties has expired. Sprint is requesting to extend their lease for an additional five (5) years. Sprint was asked to sign the standard agreement which the Village has used for the other lease agreements with other companies. However, they have asked for slight modifications to the agreement, and the Village attorney has reviewed and approved their requested language. This lease incorporates the Board's adopted General Policy for Co-Locating Wireless Communication Facilities on Village Property.

Annual Increase: Sprint has agreed to a \$3,914.32 per month rent with a 3% annual increase.

Term: An initial term of 5 years plus 2 additional 5-year renewal options.

I move to approve a tower lease agreement with Sprint for the use of the water tower at 13605 Cherry Lane in the amount of \$3,914.32 per month subject to 3% annual increases and to authorize the Village Manager to execute the agreement.

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

**2020-0412 Harris ERP Annual Licensing and Support Renewal Extension**

Staff requests approval in the amount of \$9,164.09 for a six-month extension of the Harris ERP/Innoprise permits and payroll module software licenses and support effective from August 2020 to January 2021. This six-month extension makes the expiration dates for these modules coterminous to January 2021 with the other Village licensed Harris ERP modules. On March 2, 2020, the Board approved the Harris ERP Annual Licensing and Support Renewal, but the permits and payroll modules were only licensed until July 2020. This was due to planned implementations for Ultimate Software UtlPro Human Capital Management and Tyler EnerGov software that were replacing the Harris ERP permits and payroll modules. However, since the FY2020 Budget was developed, staff encountered numerous interoperability issues with these software packages. These issues require the Village to fully evaluate the existing Harris ERP software and develop a central ERP strategy acquiring and implementing new peripheral software applications. A six-month extension to the existing maintenance contract facilitates this evaluation period while maintaining existing service levels.

Trustee Milani had questions and comments regarding this matter. (refer to audio file)

Village Manager Koczwara responded to Trustee Milani. (refer to audio file)

I move to approve the Harris ERP annual licensing and support renewal extension at a cost not to exceed \$9,164.09.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

**2020-0307 Performance Management Software**

Consistent with the principles of continuous improvement, a technology solution is needed to automate and streamline the processes for performance management to align with the transition to annual pay increases based on an employee's overall job performance. In 2018, the Village hired GovHR to complete a Classification and Compensation Study and has since adopted many of the recommendations from the study memorialized in Ordinance 5466 Hourly Pay Rates and Pay Ranges and the Salary Administration Schedule for the Village of Orland Park Non-Represented Employees. Effective January 1, 2020, the Village transitioned to this new merit-based, open range compensation plan for applicable employees.

The Village's employee performance evaluation program needs to be modified to drive and assess performance-based objectives to align with the Village's compensation philosophy. Calendar year 2020 is a transitional year in modifying this process. Rather than annual evaluations completed once a year based upon an employee's anniversary date, all performance evaluations will be complete at the same time on an annual basis.

The transition of all employee reviews to be completed in the same period requires the implementation of a software solution that will relieve the administrative burden of the current process and capture the required employee performance metrics to allow for the fair and accurate administration of the Village's compensation philosophy. A complete redesign of this process in 2020 is required to change the annual evaluation period for all applicable employees.

The Village's current evaluation process is manual. To align performance-based measures, this process needs to be changed to allow for regular and ongoing feedback between employees and supervisors year-round throughout the new annual review cycle. A software solution is required to allow supervisors to provide for regular, ongoing communications and feedback with employees in an efficient, effective, and timely manner. Providing employee performance feedback throughout the calendar year will allow employees and supervisors to focus on the goals and objectives that make an impact on the Village. With these discussions and updates throughout the calendar year, the administrative burden on supervisors to complete reviews will be greatly reduced.

Merit based pay closely aligned with strategic objectives further drives performance-based objectives. Redesign of the performance management process will include direct alignment of both departmental and Village strategic initiatives. A software solution is required to administer this objective of the new performance management process.

Improved efficiencies offered by a performance management software solution is expected to decrease the amount of non-value-added time spent by supervisors on the current manual process, increase effective and timely employee performance communications, and eliminate the administrative burden of completing all employee evaluations at the same time each year.

Staff participated in demonstrations of three (3) performance management software solutions. The attached spreadsheet provides a list of the systems reviewed and the associated pricing.

The PRISM Performance Review System was selected as a solution that will meet our current and future needs for merit-based compensation administration. This software solution is user friendly, set-up is very customizable, and it allows for ease of setting goals and updating status of goals on a regular, ongoing basis.

The PRISM Performance Review System is offered through GovHR, in coordination with Engagedly software, as a customized government tailored solution. GovHR will assist with the implementation process, including government sector system customization, and provide training to supervisors on the use of the software.

Trustee Milani had comments and question regarding this matter. (refer to audio file)

Human Resource Director Stephana Przybylski responded to Trustee Milani. (refer to audio file)

I move to approve the Village Manager to enter into a one (1) year agreement with the option to renew for 3 additional terms with GovHR/Engagedly for implementation and annual subscription services for the PRISM Performance Review System.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

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

### **2020-0280 Village of Orland Park Complete Streets Policy - Resolution**

Complete streets are facilities designed, operated, and maintained for all modes of transportation to assure efficient and safe mobility for users of all ages and abilities, including pedestrians, cyclists, transit riders, and motorists. The Village currently follows a complete streets philosophy with all capital infrastructure projects and development projects within our corporate limits. Staff evaluates all projects on how they may improve upon our existing roadway, transit rider, pedestrian, and bicycle networks in the Village. For example, the Orland Ridge development at 171st Street and La Grange Road will have its own internal multi-use path that will connect to the Orland Grasslands multi-use path.

By formalizing a complete streets policy, the Village will receive additional consideration for funding applications when applying for various grants. With the competitiveness of these grant applications, every point is crucial and adopting a complete streets policy would give credit to the Village for practices which are already in place.

Trustee Dodge had a question regarding this matter. (refer to audio file)

President Pekau responded to Trustee Dodge. (refer to audio file)

I move to approve Resolution Number 2028, entitled; RESOLUTION APPROVING AND ADOPTING "COMPLETE STREETS" POLICY.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

## FINANCE

### 2020-0406 Budget Adjustments 2nd Quarter 2020, Part 4 - Approval

A detailed spreadsheet (by fund) reflecting budget adjustments is attached showing an increase in revenues of \$247,549 and an increase in expenditures of \$859,193.

The increase in revenues in the General Fund is to record receipt of the Department of Justice Mental Health Grant of \$247,549 with an offsetting increase in expenditures to account for expenses related to the Grant.

The increase in expenditures in the Parks Development Fund is for the Sterling Ridge Park Development in the amount of \$53,875; \$24,725 is being transferred from the Recreation & Parks Fund and \$29,150 is being transferred from the Water & Sewer Fund to cover these costs.

An additional increase in expenditures in the General Fund is requested for expenses related to the administration of the Shop Orland Park incentive program in the amount of \$575,946, the addition of a Human Resources Summer Intern in the amount of \$5,598 and publication of the Senior newsletter in the amount of \$30,000. These Shop Orland Park funds are being transferred from the Village's Economic Development Loan Program.

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

Village Manager Koczwara responded to President Pekau. (refer to audio file)

An amendment to the motion was made to remove "an increase in FY2020 revenue budget of the General Fund in the amount of \$53,875". (refer to audio file)

I move to approve an increase to the FY2020 revenue budget of the General Fund in the amount \$247,549, a decrease to the FY2020 expenditure budget of the Recreation & Parks Fund in the amount of \$24,725, a decrease in FY2020 expenditure budget of the Water & Sewer Fund of \$29,150, and an increase in the



FY2020 expenditure budget in The General Fund in the amount of \$859,193.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

## MAYOR'S REPORT

### 2020-0432 A Resolution in Support of the Village of Orland Park Police Department

The President and Board of Trustees of the Village of Orland Park (the "Village") desire to show support to the Orland Park Police Department. The Orland Park Police Department has an exemplary record of engagement with Village community members, participating in numerous community policing activities like Cop in a Park, Beat Meetings, Alerts, Citizens Police Academy, National Night Out, Bike Patrol, Coffee with a Cop, Cones with a Cop, Senior Citizens Crime Prevention Luncheon, Teen Citizen Police Academy, and more. The Orland Park Police Department has an outstanding and recognized record of police service and being on the front lines of crime prevention, investigations, and arrests.

The Village President and Board of Trustees of the Village declares this month, June, 2020 as Police Recognition Month in the Village of Orland Park.

President Pekau and Trustees Dodge, Milani, Katsenes, Calandriello, Fenton and Healy had comments regarding this matter. (refer to audio file)

I move to approve Resolution Number 2029, entitled: A RESOLUTION IN SUPPORT OF THE VILLAGE OF ORLAND PARK POLICE DEPARTMENT.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

### 2020-0439 Resolution Regarding 2020 Independence Day Celebration

Independence Day is a federal holiday occurring on the fourth of July each year in the United States commemorating the Declaration of Independence of the United States, on July 4, 1776. In late 2019, an outbreak of novel corona virus ("COVID-19") occurred in China and quickly spread across the globe. Beginning with Executive Order 2020-03 on March 12, 2020, the Governor of Illinois has issued a series of Executive Orders in response to the COVID-19 pandemic which have severely restricted the movements of Illinois residents and closed

many businesses and public facilities, including all schools. These stay-at-home orders have caused not only economic hardship to the residents of the Village, but also mental and physical consequences from stress, isolation, and inability to access normally available resources.

The Village of Orland Park recognizes that public health adjustments such as social distancing and capacity limits must be implemented in order to keep the residents of the Village safe and healthy during these unprecedented times. The Village desires to act for the benefit of the health, safety and welfare of the residents of the Village, by restoring access to Village resources in a safe and measured way, balancing the public health situation of the Village with the other health needs of Village residents.

The Village President and Board of Trustees of the Village hereby declares that the July 4th Celebration will be held on July 4th and the Liberty Fun Run will be held on July 3rd with the following modifications.

- Reduced Capacity
- Social Distancing
- Reduced Access to shared areas
- Increased sanitation and hygiene measures
- No access to water fountains

Specific guidelines will be set forth by the Recreation Department of the Village.

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

Village Attorney Walsh responded to Trustee Fenton. (refer to audio file)

Trustees Healy, Calandriello, Milani, Dodge had comments. (refer to audio file)

Trustee Fenton had additional comments. (refer to audio file)

Trustee Milani had questions. (refer to audio file)

Recreation Director Ray Piatonni responded to Trustee Milani.

President Pekau had comments. (refer to audio file)

I move to approve Resolution Number 2030, entitled: RESOLUTION REGARDING 2020 INDEPENDENCE DAY CELEBRATION

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

**Aye:** 5 - Trustee Dodge, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 2 - Trustee Fenton, and Trustee Calandriello

## **2020-0442 Resolution Regarding Village Facility Access**

Independence Day is a federal holiday occurring on the fourth of July each year in the United States commemorating the Declaration of Independence of the United States, on July 4, 1776. In late 2019, an outbreak of novel corona virus ("COVID-19") occurred in China and quickly spread across the globe. Beginning with Executive Order 2020-03 on March 12, 2020, the Governor of Illinois has issued a series of Executive Orders in response to the COVID-19 pandemic which have severely restricted the movements of Illinois residents and closed many businesses and public facilities, including all schools. These stay-at-home orders have caused not only economic hardship to the residents of the Village, but also mental and physical consequences from stress, isolation, and inability to access normally available resources.

The Village of Orland Park recognizes that public health adjustments such as social distancing and capacity limits must be implemented in order to keep the residents of the Village safe and healthy during these unprecedented times. The Village desires to act for the benefit of the health, safety and welfare of the residents of the Village, by restoring access to Village resources in a safe and measured way, balancing the public health situation of the Village with the other health needs of Village residents.

The Village President and Board of Trustees of the Village hereby declares that the July 4th Celebration will be held on July 4th and the Liberty Fun Run will be held on July 3rd with the following modifications.

- Reduced Capacity
- Social Distancing
- Reduced Access to shared areas
- Increased sanitation and hygiene measures
- No access to water fountains

Specific guidelines will be set forth by the Recreation Department of the Village.

Trustee Dodge had questions. (refer to audio file)

Village Manager Koczwara responded to Trustee Dodge. (refer to audio file)

Trustee Fenton had comments and questions. (refer to audio file)

Village Attorney Walsh responded to Trustee Fenton. (refer to audio file)

Trustee Dodge had additional questions. (refer to audio file)

Village Manager Koczwara responded to Trustee Dodge. (refer to audio file)

Trustee Calandriello had comments regarding this matter and proposed amending Section 2 of the Resolution, to include "G. Waiver" for all members entering the Sportsplex and Orland Health and Fitness. (refer to audio file)

Trustee Katesnes made a motion to amend Section 2 of the Resolution to include "G. Waiver" which was seconded by Trustee Fenton. (refer to audio file)

Trustee Milani had a question. (refer to audio file)

President Pekau and Village Attorney Walsh responded to Trustee Milani. (refer to audio file)

The amendment to the Resolution was approved. (refer to audio file)

Trustee Milani had comments. (refer to audio file)

Trustee Katsenes had a question. (refer to audio file)

Village Attorney Walsh responded to Trustee Katsenes. (refer to audio file)

President Pekau had comments. (refer to audio file)

I move to approve Resolution Number 2031, entitled: RESOLUTION REGARDING VILLAGE FACILITY ACCESS.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

## VILLAGE MANAGER'S REPORT

### 2020-0430 Shop Orland Park Economic Development Programs

As part of the Village's continual economic development efforts to recruit and retain businesses, as well as to encourage new development, a number of programs are being proposed to provide a stimulant to the local economy as a result of the COVID-19 recession. The proposed programs are an effort, in addition to current economic development efforts, to provide incentives for new business development.

Below is a description of each item.

Shop Orland Park

Shop Orland Park is a program geared towards creating awareness and promoting the benefits of shopping in Orland Park. This program also aims to showcase the Village's retailers and service providers.

The scope of program components cover a variety of marketing-based activities necessary to accomplish the proposed goals and objectives. The program components include social media advertising, a dedicated Shop Orland Park website, a Shop Orland Park promotional video, light pole banners, promotional items, and special event coordination.

#### First-Year Program Plan

Plans for the first year of the Shop Orland Park program:

- Development of a unique Shop Orland Park logo used in all aspects of marketing, advertising, and promotion of the program.
- Creation of the ShopOP.org website, which will include an extensive membership directory, promotional offers page (for businesses), video, blog, and events calendar.
- Recruitment of Orland Park businesses and organizations that pledge to participate in the program.
- Promotional items, including window clings, given to businesses upon sign-up for the program. These clings will be visible in doors and windows throughout Orland Park. In addition, strategically located street light banners will be located throughout the Village.
- Promotion of the program through events sponsored by the Chamber of Commerce.
- Shop Orland Park promotional video to be used on social media sites and community access channel.

In the coming weeks, there will be two main components for the Shop Orland Park Program:

Shop Orland Park Incentive Rebate Program - Spend \$300, get a \$10 gift card or spend \$500, get a \$30 gift card to be used at any Orland Park business that accepts Visa. The goal of this program will be to provide a stimulant to the local retail sector in the Village and to take advantage of the Village's retail position in the region. Under the program, anyone submitting receipts at any of the Orland Park retailers, restaurants or hotels during the July shopping period (July 6, 2020 through August 2, 2020) will be eligible for either a \$10 or \$30 Visa gift card.

In order to claim the Visa gift card, the shopper must submit the original sales receipts along with a completed Shop Orland Park Incentive form. Purchases must be made at retail sales tax collecting establishments in the corporate limits of the Village of Orland Park. There was a limit of one gift certificate per person. The incentive program is open to both residents and non-residents and is based on a first-come-first-serve basis while supplies last.

Orland Park Autos - Vehicle Incentive Program - Under the terms of the program, anyone purchasing a new or used vehicle at a dealership in the Village would be eligible for up to a \$525 Shop Orland Park Visa gift card. The rebate would increase incrementally based on the vehicle price, as indicated in the chart below:

Vehicle Price	Gift Card Amount
Up to \$10,000	\$75
\$10,001 to 20,000	\$150
\$20,001 to 30,000	\$225
\$30,001 to 40,000	\$300
\$40,001 to 50,000	\$375
\$50,001 to 60,000	\$450
\$70,000 and above	\$525

In order to receive the gift certificate, either the purchaser or the dealership would forward a completed application form along with a copy of the sales tax (ST-566) form to Village Hall. Following receipt, the Visa gift card will be mailed to the purchaser. The rebate will be in the form of a branded Shop Orland Park gift card.

Both programs will commence July 6, 2020, and run through August 2, 2020. The Visa gift card program will provide a significant two-phased public benefit to Orland Park. The first phase encourages shoppers to shop Orland Park. As the Visa gift cards would be available for use at stores within Orland Park, the Village benefits from increased sales tax revenues when shoppers return to Orland Park establishments to utilize their Shop Orland Park gift cards.

#### Program Measurement

Measuring the success of the Shop Orland Park campaign will be an important component of this program. The following program measurement indicators will be utilized:

- Business Retention
- Social Media Traffic
- Website Traffic
- Submitted Rebate Applications

In addition to the above, there will be other measurement tools. Through the investment in marketing, advertising, and public relations, the Shop Orland Park program will have a high level of exposure through social media, web and word-of-mouth. A campaign goal will be to foster pride in Orland Park from business owners, residents and shoppers. We anticipate strong participation by businesses and consumers.

Trustee Dodge had comments. (refer to audio file)

Trustee Calandriello had comments and questions. (refer to audio file)

Village Manager Koczwarra responded to Trustee Calandriello. (refer to audio file)

Trustees Katsenes, Dodge, and Healy comments. (refer to audio file)

Trustee Fenton had comments and questions. (refer to audio file)

Village Manager Koczwarra responded to Trustee Fenton.

Trustee Milani and President Pekau had comments. (refer to audio file)

I move to approve Ordinance Number 5524, entitled: AN ORDINANCE AUTHORIZING SHOP ORLAND PARK ECONOMIC DEVELOPMENT PROGRAMS.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

**2020-0441 Appointment of New Municipal Retirement Fund Authorized Agent for the Village of Orland Park - Resolution**

Due to the impending retirement of the Human Resource Director, it is necessary to appoint a new IMRF agent for the Village.

Incoming Human Resource Director Denise Maiolo is being recommended as the new IMRF agent to represent the Village.

Trustee Milani and Village Manager Koczwarra had comments. (refer to audio file)

I move to pass Resolution Number 2032, entitled: A RESOLUTION APPOINTING A NEW ILLINOIS MUNICIPAL RETIREMENT FUND AUTHORIZED AGENT FOR THE VILLAGE OF ORLAND PARK.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

## NON-SCHEDULED CITIZENS & VISITORS

Kathryn Sokolowski addressed the Board regarding the current issues that have led to protests and demonstrations. (refer to audio file)

Joanna Sokolowski addressed the Board regarding moral responsibility in terms of COVID-19. (refer to audio file)

Geri Gordon addressed the Board regarding the Development Services Department. (refer to audio file)

## BOARD COMMENTS

Trustees Fenton, Dodge, Calandriello, Healy, Katsenes, Milani, and President Pekau had Board comments. (refer to audio file)

## EXECUTIVE SESSION

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

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

## RECONVENE BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Fenton, Dodge, Calandriello, Healy, Katsenes, Milani and President Pekau were present.

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

## Report on Executive Session and Action as a Result of, if any.

### 2020-0466 Resignation and Release Agreement - Timothy J. McCarthy

I move to approve the full and final resignation and release agreement between Timothy J. McCarthy and the Village of Orland Park.



**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:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

**ADJOURNMENT: 10:00 P.M.**

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

**2020-0464 Audio Recording for June 15, 2020 Board of Trustees Meeting**

**NO ACTION**

**/AS**

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**

DATE: July 6, 2020

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0463**  
Orig. Department: **Village Clerk**  
File Name: **In Search of a Cure - Raffle License**

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### **BACKGROUND:**

In Search of a Cure is requesting a license to sell raffle tickets during their annual golf event on Thursday, July 30, 2020, at Silver Lakes Country Club.

Proceeds are used for charitable purposes.

All required documents have been submitted.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve issuing a raffle license to In Search of a Cure to sell raffle tickets during their annual golf event on Thursday, July 30, 2020, at Silver Lakes Country Club.

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Year: 2020

**VILLAGE OF ORLAND PARK  
14700 RAVINIA AVENUE  
ORLAND PARK, IL 60462**

*(To be completed by Village staff)*

Date Approved: \_\_\_\_\_  
Date Denied: \_\_\_\_\_  
Approval: \_\_\_\_\_  
Village Clerk  
Expires: \_\_\_\_\_

**APPROVED APPLICATION  
SERVES AS LICENSE**

**APPLICATION FOR LICENSE TO SELL  
RAFFLE TICKETS**  
*(This is a two-page application)*

**PLEASE NOTE:** Any misrepresentation or falsification of the information sought below may result in revocation of the License as granted. **Applications must be submitted at least 30 days prior to the raffle date requested.** For information or questions, please call (708) 403-6150.

**~Each license is valid for not more than 1 raffle per week during any 1 year period.~**

**NAMES OF UNDERSIGNED ORGANIZATION OFFICERS  
(PERSONS SUBMITTING APPLICATION)**

DATE OF APPLICATION: June 19, 2020  
PRESIDENT OR PRESIDING OFFICER: Terrence J. Hancock  
SECRETARY: Roberta Lester  
ADDRESS OF APPLICANT: 14551 S. Ravinia Ste 2B  
Orland Park, IL 60462  
ORGANIZATION REQUESTING LICENSE: In Search of a Cure  
ADDRESS OF ORGANIZATION: 14551 S. Ravinia Ste. 2B  
Orland Park, IL 60462  
NAME AND ADDRESS OF RAFFLE MANAGER: 14551 S. Ravinia Ste. 2B  
Orland Park, IL 60462  
PHONE 630-887-4141

ADDRESS OF PLACE(S) OR AREA(S) WHERE CHANCES ARE TO BE SOLD OR ISSUED:

Silver Lakes Country Club  
PURPOSE OF RAFFLE: Raise funds for charitable purposes

TIME PERIOD WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED: July 30, 2020

MAXIMUM NUMBER OF RAFFLE CHANCES TO BE SOLD OR ISSUED: 500 est.

PRICE OF CHANCES: Various TOTAL PRIZE VALUE: \$20,000. SINGLE PRIZE: \$10,000. **LARGEST**

TIME, DATE AND LOCATION WHERE WINNING RAFFLE CHANCE WILL BE DETERMINED:

7 pm July 30, 2020 Silver Lakes Country Club  
Time Date Location of Raffle Drawing (Address, City, State)

**OVER**

**CHECK TYPE OF NON-PROFIT ORGANIZATION AND ATTACH DOCUMENTATION**

Religious \_\_\_\_\_ Charitable XX Labor \_\_\_\_\_ Fraternal \_\_\_\_\_ Business \_\_\_\_\_

Educational \_\_\_\_\_ Veterans' Organization \_\_\_\_\_ \*Non-Profit Fund Raising \_\_\_\_\_

*\*(check this box if organized solely to raise funds for an individual or group of individuals suffering extreme financial hardship, as a result of illness, disability, accident or disaster)*

LENGTH OF TIME ORGANIZATION HAS BEEN IN EXISTENCE: 12 years

PLACE AND DATE OF INCORPORATION OF ORGANIZATION: ILLINOIS 4/16/08

IF NOT A CORPORATION, STATE WHEN AND HOW ORGANIZED: \_\_\_\_\_

NUMBER OF MEMBERS OF ORGANIZATION THAT RESIDE IN VILLAGE: 1

*The undersigned, under oath attest that we have read and understand Ordinance #3480 entitled "An ordinance of the Village of Orland Park establishing a system for the licensing of organizations to operate raffles" and we further attest to the non-profit character of the prospective license organization.*

*Further the undersigned attest that they comply with all provisions of Ordinance #3480 and understand that violations of this ordinance are subject to fines of not less than one-hundred dollars (\$100.00) and not more than seven-hundred-and-fifty dollars (\$750.00) per violation.*

**President or  
Presiding Officer**

Terrence J. Hancock  
Type or Print Name

**Signature:**

Terrence Hancock

**ATTEST:**

**Secretary:**

Roberta Lester  
Type or Print Name

**Signature:**

Roberta Lester

**SUBSCRIBED AND SWORN TO**

before me this 19th

day of June, 2020.

Nancy J. DiGiovanni  
(Notary Public)

Commission Expires: 1/18/21



MY COMMISSION EXPIRES 07/18/21  
NOTARY PUBLIC - STATE OF ILLINOIS  
NANCY J DIGIOVANNI  
OFFICIAL SEAL

DATE: July 6, 2020

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0473</b>
Orig. Department:	<b>Village Clerk</b>
File Name:	<b>Illinois Security Professionals Association - Raffle License</b>

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### **BACKGROUND:**

The Illinois Security Professionals Association is requesting a license to sell raffle tickets beginning July 7, 2020, through August 31, 2020, for a 50/50 Raffle to be held at Silver Lakes Country Club on Friday, August 31, 2020, at 3:00 P.M. Tickets sales will be conducted online.

The purpose of the raffle is to raise funds to help the association achieve its mission of increasing the knowledge, expertise, and professionalism of the private security profession.

All required documents have been submitted.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve issuing a raffle license to the Illinois Security Professionals Association to sell raffle tickets between July 7, 2020, and August 31, 2020, for their 50/50 Raffle to be held on Friday, August 31, 2020, at Silver Lakes Country Club.

---

Year: \_\_\_\_\_

VILLAGE OF ORLAND PARK  
14700 RAVINIA AVENUE  
ORLAND PARK, IL 60462

(To be completed by Village staff)

Date Approved: \_\_\_\_\_

Date Denied: \_\_\_\_\_

Approval: \_\_\_\_\_  
Village Clerk

Expires: \_\_\_\_\_

APPROVED APPLICATION  
SERVES AS LICENSE

**APPLICATION FOR LICENSE TO SELL  
RAFFLE TICKETS**  
(This is a two-page application)

**PLEASE NOTE:** Any misrepresentation or falsification of the information sought below may result in revocation of the License as granted. **Applications must be submitted at least 30 days prior to the raffle date requested.** For information or questions, please call (708) 403-6150.  
-Each license is valid for not more than 1 raffle per week during any 1 year period.-

NAMES OF UNDERSIGNED ORGANIZATION OFFICERS  
(PERSONS SUBMITTING APPLICATION)

DATE OF APPLICATION:

AUGUST 30, 2020

PRESIDENT OR PRESIDING OFFICER:

Paul OHM Paul OHM

SECRETARY: PRES. ELECT

Ernie Kuhnke Ernie Kuhnke

ADDRESS OF APPLICANT:

11800 ZENK COURT  
HUNTLEY, IL 60142

ORGANIZATION  
REQUESTING LICENSE:

ILLINOIS SECURITY PROFESSIONALS ASSN.

ADDRESS OF ORGANIZATION:

11800 ZENK COURT  
HUNTLEY, IL 60142

NAME AND ADDRESS  
OF RAFFLE  
MANAGER:

DENNIS GAND  
11800 ZENK COURT, HUNTLEY, IL 60142  
PHONE 224-333-1622

ADDRESS OF PLACE(S) OR AREA(S) WHERE CHANCES ARE TO BE SOLD OR ISSUED:

TICKETS ARE PURCHASED ONLINE

PURPOSE OF RAFFLE: RAISE FUNDS TO HELP ASSN. ACHIEVE THEIR

MISSION OF INCREASING THE KNOWLEDGE, EXPERTISE AND  
PROFESSIONALISM OF THE PRIVATE SECURITY PROFESSION.

TIME PERIOD WHICH RAFFLE CHANCES WILL BE SOLD OR ISSUED: 6/7/20 - 8/31/20

MAXIMUM NUMBER OF RAFFLE CHANCES TO BE SOLD OR ISSUED: 10,000

#11-#220

PRICE OF CHANCES: \_\_\_\_\_ TOTAL PRIZE VALUE: \_\_\_\_\_ LARGEST SINGLE PRIZE: ?

TIME, DATE AND LOCATION WHERE WINNING RAFFLE CHANCE WILL BE DETERMINED:

3:00 PM 8/31/2020 SILVER LAKE COUNTRY CLUB  
Time Date Location of Raffle Drawing (Address, City, State)  
14700 S. 82<sup>ND</sup> AVE., ORLAND PARK

OVER

**CHECK TYPE OF NON-PROFIT ORGANIZATION AND ATTACH DOCUMENTATION**

Religious \_\_\_\_\_ Charitable \_\_\_\_\_ Labor \_\_\_\_\_ Fraternal \_\_\_\_\_ Business   
Educational \_\_\_\_\_ Veterans' Organization \_\_\_\_\_ \*Non-Profit Fund Raising \_\_\_\_\_

*\*(check this box if organized solely to raise funds for an individual or group of individuals suffering extreme financial hardship, as a result of illness, disability, accident or disaster)*

LENGTH OF TIME ORGANIZATION HAS BEEN IN EXISTENCE: 1961

PLACE AND DATE OF INCORPORATION OF ORGANIZATION: FEB. 29, 2019

IF NOT A CORPORATION, STATE WHEN AND HOW ORGANIZED: \_\_\_\_\_

NUMBER OF MEMBERS OF ORGANIZATION THAT RESIDE IN VILLAGE: 1

*The undersigned, under oath attest that we have read and understand Ordinance #3480 entitled "An ordinance of the Village of Orland Park establishing a system for the licensing of organizations to operate raffles" and we further attest to the non-profit character of the prospective license organization.*

*Further the undersigned attest that they comply with all provisions of Ordinance #3480 and understand that violations of this ordinance are subject to fines of not less than one-hundred dollars (\$100.00) and not more than seven-hundred-and-fifty dollars (\$750.00) per violation.*

President or Presiding Officer: Paul Ohas  
Type or Print Name

Signature: *Paul Ohas*

ATTEST: **PRESIDENT-ELECT**  
Secretary: *[Signature]*  
Type or Print Name

Signature: Ernie Kuhnke

**SUBSCRIBED AND SWORN TO**

before me this 30<sup>th</sup>

day of June, 2020

*Vergelene A. Holtz*  
(Notary Public)



Commission Expires: 11/2/2020



DATE: July 6, 2020

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0182</b>
Orig. Department:	<b>Officials</b>
File Name:	<b>Proclamation Honoring Miroballi Shoes as Orland Park Business of the Month-July 2020</b>

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### **BACKGROUND:**

Mayor Pekau will proclaim July 6, 2020, as Miroballi Shoes' Day in the Village of Orland Park and honor the Miroballi Family with Orland Park Business of the Month-July 2020.

Miroballi Shoes has been serving Orland Park since 1976 and we congratulate them for celebrating over 44 years in Orland Park. Miroballi Shoes has made Orland Park their home and services our community with knowledgeable staff and excellent customer service.

Mayor Pekau and the Village Board of Trustees thank you for over 44 years of service to Orland Park.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

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**MAYOR**  
Keith Pekau

**VILLAGE CLERK**  
John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708.403.6100  
OrlandPark.org



**TRUSTEES**

Kathleen M. Fenton  
James V. Dodge  
Daniel T. Calandriello  
William R. Healy  
Cynthia Nelson Katsenes  
Michael R. Milani

*Village of Orland Park Proclamation*

**A PROCLAMATION HONORING MIROBALLI SHOES AS ORLAND PARK'S  
BUSINESS OF THE MONTH**

**Whereas**, Miroballi Shoes began in 1959 as a family-run business and is now owned by brothers Dan, Perry and Tony Miroballi; and

**Whereas**, In 1959, Miroballi Shoes first opened by their father Joe Miroballi and their Uncle Vito at 103<sup>rd</sup> Street in Beverly, Joe then opened in Flossmoor in 1973, and in 1976, opened the store in Orland Park occupying one of the first locations in Orland Square Mall; and

**Whereas**, In 2012 Miroballi Shoes constructed their building at 14360 S. LaGrange Road where they are currently located with an additional store in Wheaton and 4 New Balance Stores in Naperville, Geneva and 2 in Indiana; and

**Whereas**, Miroballi Shoes is a unique shoe store where loyal customers find that proper fit is number 1. All this due to their dedicated staff of knowledgeable salespeople who have been with Miroballi Shoes for past 30 + years; and

**Whereas**, Miroballi Shoes is known for selling everyday comfortable shoe for both men and women, with quality name brands such as, New Balance, Clarks and Johnson and Murphy; and

**Whereas**, Miroballi Shoes specializes in helping active adults and health minded people in finding the proper fit and size along with offering a variety of arch supports; and

**Whereas**, Miroballi Shoes carries many sizes & widths. Men's to 17 and Women's to 12; and

**Whereas**, Miroballi Shoes is known for great quality, service and knowledgeable salespeople, these traits are paramount to great customer service; and

**Whereas**, Miroballi Shoes donates their over stock while also accepting donations of gently worn shoes to their favorite local charity, Share Your Souls, which personally distributes these shoes to impoverished areas around the world.

**Now, therefore**, I, Keith Pekau, Village President of the Village of Orland Park, Illinois in the Counties of Cook and Will, do hereby extend the gratitude of the entire community for more than 44 years of serving the community and hereby proclaim Monday, July 6, 2020 as Miroballi Shoes Day in the Village of Orland Park.

Signed:

Keith Pekau, Village President  
Village of Orland Park

Dated: July 6, 2020

DATE:

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0446**  
Orig. Department: **Finance Department**  
File Name: **Accounts Payable from June 16, 2020, - July 6, 2020 - Approval**

---

### **BACKGROUND:**

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve the Accounts Payable from June 16, 2020, - July 6, 2020, in the amount of \$3,254,805.90

## Village of Orland Park Open Item Listing

Run Date: 06/30/2020 User: bobrien

Status: POSTED Due Date: 07/06/2020

Bank Account: BMO Harris Bank-Vendor Disbursement

Invoice Type: Auto Pay,Check Request,CDRefunds,Utility-General,Payroll,Payroll-Auto Pay,PCard Statement,Petty Cash,Retainage,Standard,Utility-Telecom,Utility-Refund Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 14654 : ACTION FENCE CONTRACTORS, INC	29266	I20-003701	20-000861	06/29/2020	1	86' of 5' tall vinyl coated chain link fence. with 4.5 inch Corrugated pvc cap	283-4003-443250	\$ 5,580.00
[VENDOR] 7343 : ADVANCE AUTO PARTS	2543-525753	I20-003510	20-000004	06/23/2020	1	Equipment fuel filters	010-5006-461700	\$ 15.30
	2543-526137	I20-003605	20-000004	06/25/2020	1	Equipment fuel filter	010-5006-461700	\$ 4.17
[VENDOR] 12824 : AED SUPERSTORE	1607377	I20-003537	20-001120	06/24/2020	1	Non-Rechargeable Lithium Sulfur Dioxide Battery Pack for the LIFEPAK 1000 Defibrillator. SKU# 11141-000100	283-4005-464700	\$ 339.30
	1609401	I20-003624	20-001145	06/25/2020	1	Cardiac Science Powerheart AED G3 IntelliSense Long-Life Battery, Item# 9146-302	283-4005-464700	\$ 358.20
[VENDOR] 4759 : AFLAC	06/26/2020	I20-003570		06/26/2020	1	VOP, 6.30.2020, Premium Group #D8052, AFLAC EE Deductions	010-0000-210129	\$ 1,163.46
[VENDOR] 1016 : ALEXANDER CHEMICAL CORP.	25393/25521	I20-003512	20-000415	06/24/2020	1	Chlorine	031-6002-462500	\$ 1,250.00
[VENDOR] 12961 : ALL AMERICAN TROPHY KING	09	I20-003299	20-001089	06/11/2020	1	Piano Red Large Book Clock, Item #RWS30, Logo & Engraving, Invoice #09	010-7002-460290	\$ 207.60
	09	I20-003299	20-001089	06/11/2020	2	Shipping	010-7002-460290	\$ 25.00
	69	I20-003472	20-001147	06/23/2020	1	Piano Red Large Book Clock, Logo & Engraving, Item #RWS30, Invoice #69 - Margaret Miller	010-7002-460290	\$ 207.60
	69	I20-003472	20-001147	06/23/2020	2	Shipping	010-7002-460290	\$ 25.00
[VENDOR] 1059 : AMBASSADOR CAR CARRIERS, INC.	06/01/20	I20-003315	20-000001	06/11/2020	1	Towing - May	010-5006-442400	\$ 136.00
[VENDOR] 12238 : AMERICAN LEGAL PUBLISHING CORPORATION	817	I20-003734	20-001162	06/30/2020	1	Village Code Codification - S-77	010-1200-442530	\$ 1,141.54
[VENDOR] 7874 : AMPEST EXTERMINATING & WILDLIFE CONTROL	79273	I20-003327	20-000141	06/12/2020	1	Pest Control - Monthly service - Splx	010-1700-432910	\$ 231.00
	79274	I20-003328	20-000141	06/12/2020	1	Pest Control - Centennial Park concession stands	010-1700-432910	\$ 78.00
	79275	I20-003421	20-000141	06/19/2020	1	Pest Control - Centennial Park Pool Concession Stand	010-1700-432910	\$ 78.00
	79648	I20-003535	20-000141	06/24/2020	1	Pest Control - Monthly service - PW Shed/Old Salt Bldg	010-1700-432910	\$ 128.00
	79750	I20-003536	20-000141	06/24/2020	1	Pest Control - Monthly Service - PD	010-1700-432910	\$ 148.00
[VENDOR] 3333333.2950 : ANDREW E. HICKMAN	6/24/20 - Hickman	I20-003552		06/24/2020	1	Overpayment on Citation #P353947	010-0000-372250	\$ 50.00
[VENDOR] 8231 : APPLE CHEVROLET	339091	I20-003608	20-000002	06/25/2020	1	Handle	010-5006-461800	\$ 45.15

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 14846 : ARAMARK UNIFORM SERVICES	2082552306	I20-003519	20-000074	06/24/2020	1	Shop towel service for V&E	010-5006-442700	\$ 57.14
[VENDOR] 6365 : AREA LANDSCAPE SUPPLY, INC.	2064124	I20-003309	20-001076	06/11/2020	1	Fabric pins	283-4003-463300	\$ 196.00
[VENDOR] 5604 : ASSOCIATED PROPERTY COUNSELORS,LTD.	2019-173	I20-003730	20-001226	06/30/2020	1	Appraisal services for 15900 South Wolf Road	010-0000-432800	\$ 324.78
[VENDOR] 11424 : AT & T	831-000-8244 071	I20-003635		06/25/2020	1	Internet svcs	010-1600-442850	\$ 1,861.65
	831-000-5258 005	I20-003636		06/25/2020	1	Internet svc - PD	010-1600-442850	\$ 1,757.00
[VENDOR] 15236 : AT&T	351774	I20-003590	20-001199	06/25/2020	1	Retrieve Cell Tower Data for Case #2020-119257, Invoice #351774	010-7002-432700	\$ 195.00
[VENDOR] 12551 : AUSTIN TYLER CONSTRUCTION, INC.	2	I20-003453	20-000933	06/19/2020	1	Road Improvement Project - 5/3-5/15/20	054-0000-471250	\$ 359,295.44
[VENDOR] 1086 : AUTO MEDICS, INC.	9233	I20-003604	20-001057	06/25/2020	1	Replace liftgate on 8572 per estimate/workfileID 26f5b015	092-0000-452110	\$ 1,701.05
[VENDOR] 2130 : BELSON OUTDOORS, INC.	184309	I20-003371	20-000996	06/16/2020	1	8' Backless Park Bench, 2" x 12" Planks, Portable, Diamond Blue Seat Powder-Coated   Black Frame Item #942P-V8	283-4003-460180	\$ 1,592.00
	184309	I20-003371	20-000996	06/16/2020	2	shipping for order #wq267916	283-4003-460180	\$ 319.27
[VENDOR] 13315 : BIO-TRON, INC.	34294	I20-003500	20-001009	06/23/2020	1	Zoll Adult Stat Padz II, Item #8900-0801-01, Quote #051520	010-7002-464700	\$ 177.00
	34294	I20-003500	20-001009	06/23/2020	2	Philips Adult FRX Pad, Item #989803139261	010-7002-464700	\$ 385.00
	34294	I20-003500	20-001009	06/23/2020	3	Physio Lifepak 500 Adult Pad	010-7002-464700	\$ 280.00
	34294	I20-003500	20-001009	06/23/2020	4	Lithium Battery for FRX, Item #M5070A	010-7002-464700	\$ 320.00
	34294	I20-003500	20-001009	06/23/2020	5	Physio CR Charge Pack & Electrode, Item #11403-00002	010-7002-464700	\$ 200.00
[VENDOR] 7841 : BLACK DIRT, INC.	042020-200	I20-003378	20-000825	06/17/2020	1	Soil and pulverized dirt for landscape restorations following Utilities-Water excavations/repairs	031-6002-463300	\$ 380.00
[VENDOR] 6605 : BLUE CROSS BLUE SHIELD OF ILLINOIS	05/29/20	I20-003666	20-000515	06/26/2020	1	Monthly Medical Insurance Expense - Employee - May	092-0000-453000	\$ 324,278.48
	05/29/20	I20-003666	20-000515	06/26/2020	2	Monthly Medical Insurance Expense - Retiree - May	060-0000-453000	\$ 55,876.20
[VENDOR] 13657 : BMO HARRIS BANK N.A.	06/26/2020	I20-003564		06/26/2020	1	FSA EE Contributions 6.26.2020	010-0000-210107	\$ 1,330.04
[VENDOR] 14070 : BRADFORD ORLAND PARK 1 LLC	06/15/20	I20-003483	20-001182	06/23/2020	1	Payment of sales tax rebate for the period of January 2020 - March 2020	010-0000-484560	\$ 61,934.63
[VENDOR] 11519 : BRINK'S INCORPORATED	11182559	I20-003511	20-000244	06/24/2020	1	Armored transportation for Centennial Pool - June	283-4005-442900	\$ 552.50
	11182559	I20-003511	20-000244	06/24/2020	2	Armored transportation for Sportsplex - June	283-4007-442900	\$ 276.25
	11182559	I20-003511	20-000244	06/24/2020	3	Armored transportation for OPHFC - June	283-4006-442990	\$ 121.13
	11182559	I20-003511	20-000244	06/24/2020	4	Armored transportation for Finance - June	010-1400-442900	\$ 138.13
	11182559	I20-003511	20-000244	06/24/2020	5	Armored transportation for Water Billing - June	031-1400-442900	\$ 138.12

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 10625 : CANNON COCHRAN MANAGEMENT - ESCROW SERVICES INC.	0086429-IN	I20-003462	20-000451	06/23/2020	1	Worker's Compensation Claims Expense - Escrow	092-0000-452510	\$ 47,322.99
	0086429-IN	I20-003462	20-000451	06/23/2020	2	Liability Policy Monthly Claims - Escrow	092-0000-452310	\$ 702.50
[VENDOR] 3333333.2945 : CAROL BERANEK	20200619	I20-003455		06/19/2020	1	refund of Metra Monthly April #65, May #43, June #32	026-0000-322900	\$ 105.00
[VENDOR] 11418 : CELLEBRITE USA, CORP.	INVUS214265	I20-003729	20-000595	06/29/2020	1	Cellebrite Phone Extraction System One Year License 5/5/20 to 5/4/21, Quote #Q-135472-1, Product Code A-SOW-11-003, UFED 4PC Ultimate SW Renewal	010-7002-460130	\$ 3,700.00
[VENDOR] 7358 : CENTER FOR APPLIED PSYCHOLOGY	OPPD05272020-8	I20-003484	20-001153	06/23/2020	1	Pre-employment Psychological Screening for W. Larkin, Invoice #OPPD05272020-8	010-8000-429500	\$ 385.00
[VENDOR] 11685 : CHEAP KEYS LOCKSMITH	INV606	I20-003524	20-000453	06/24/2020	1	Master Key Lock Master key 60 locks and 10 padlocks Item 1161	283-4005-443150	\$ 2,100.00
	INV606	I20-003524	20-000453	06/24/2020	2	Leverset Grade 2 Arrow lever 26D Item 1163	283-4005-443150	\$ 420.00
	INV606	I20-003524	20-000453	06/24/2020	3	Padlock American brass padlock Item 1218	283-4005-443150	\$ 300.00
	INV606	I20-003524	20-000453	06/24/2020	4	Deadbolt Arrow deadbolt Item 1164	283-4005-443150	\$ 50.00
	INV606	I20-003524	20-000453	06/24/2020	5	Mortise Cylinder Item 1165	283-4005-443150	\$ 20.00
	INV606	I20-003524	20-000453	06/24/2020	6	Do Not Duplicate Key Stamp all keys 1-50 Item 1162	283-4005-443150	\$ 200.00
[VENDOR] 12635 : CHICAGO PARTS & SOUND	1-0144828	I20-003414	20-000036	06/19/2020	1	Actuator	010-5006-461800	\$ 21.01
	1-0145399	I20-003520	20-000036	06/24/2020	1	Oil filters	010-5006-461800	\$ 110.64
	1-0146331	I20-003613	20-000036	06/25/2020	1	Gasket	010-5006-461800	\$ 15.36
	1CR0024506	I20-003622	20-000036	06/25/2020	1	Credit for battery core return	010-5006-461800	\$ -14.00
[VENDOR] 4679 : CHRISTOPHER B. BURKE ENGINEERING, LTD.	157889	I20-003253	20-000129	06/10/2020	1	Development Services Engineering - 3/29-4/25/20	010-2004-432500	\$ 6,500.00
	157889	I20-003253	20-000129	06/10/2020	2	Public Works Engineering - 3/29-4/25/20	031-6001-432500	\$ 833.33
	157889	I20-003253	20-000129	06/10/2020	3	Public Works Engineering - 3/29-4/25/20	031-6007-432500	\$ 1,166.67
	158559	I20-003427	20-001107	06/19/2020	1	3M Platform Inspection - Professional Personnel Engineer IV	283-4005-443150	\$ 1,380.00
	158331	I20-003589	14-002251	06/25/2020	1	143rd Street Phase I Engineering Wolf to Southwest Highway - Location Drainage Study - 3/29-4/25/20	054-0000-484800	\$ 7,199.49
[VENDOR] 14568 : CHRISTY WEBBER & CO.	76255	I20-003295	20-000651	06/11/2020	1	Medians/R.O.W landscape maintenance - April	054-0000-443300	\$ 15,028.58
	76255	I20-003295	20-000651	06/11/2020	2	Metra Stations Median/R.O.W. landscape maintenance - April	026-0000-443500	\$ 3,006.28
	76255	I20-003295	20-000651	06/11/2020	3	Triangle median/R.O.W. Landscape maintenance - April	282-0000-443500	\$ 1,081.83
	76255	I20-003295	20-000651	06/11/2020	4	Village Bldgs. Landscape Maintenance (Cultural Center, Veterans Center (GBC), PD, VH Complex, OPHFC, SPLX, CPAC) - April	010-1900-443500	\$ 5,198.75
	76255	I20-003295	20-000651	06/11/2020	5	2020 Site additions - Village Bldgs. Landscape Maintenance for Parks Admin & Museum - April	010-1900-443500	\$ 492.08
	76256	I20-003296	20-000651	06/11/2020	1	Medians/R.O.W landscape maintenance - May	054-0000-443300	\$ 15,028.58
	76256	I20-003296	20-000651	06/11/2020	2	Metra Stations Median/R.O.W. landscape maintenance - May	026-0000-443500	\$ 3,006.28

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	76256	I20-003296	20-000651	06/11/2020	3	Triangle median/R.O.W. Landscape maintenance - May	282-0000-443500	\$ 1,081.83
	76256	I20-003296	20-000651	06/11/2020	4	Village Bldgs. Landscape Maintenance (Cultural Center, Veterans Center (GBC), PD, VH Complex, OPHFC, SPLX, CPAC) - May	010-1900-443500	\$ 5,198.75
	76256	I20-003296	20-000651	06/11/2020	5	2020 Site additions - Village Bldgs. Landscape Maintenance for Parks Admin & Museum - May	010-1900-443500	\$ 492.08
	76232	I20-003298	20-000800	06/11/2020	1	Summer - 6-18" Bench Planters & 1-48" Street Planter at Village Hall	010-1900-443500	\$ 872.84
	76232	I20-003298	20-000800	06/11/2020	2	Summer - 14-36" Median Planters for various locations	054-0000-443300	\$ 2,692.33
	76312	I20-003616	20-000651	06/25/2020	1	Medians/R.O.W landscape maintenance - February	054-0000-443300	\$ 15,028.58
	76312	I20-003616	20-000651	06/25/2020	2	Metra Stations Median/R.O.W. landscape maintenance - February	026-0000-443500	\$ 3,006.28
	76312	I20-003616	20-000651	06/25/2020	3	Triangle median/R.O.W. Landscape maintenance - February	282-0000-443500	\$ 1,081.83
	76312	I20-003616	20-000651	06/25/2020	4	Village Bldgs. Landscape Maintenance (Cultural Center, Veterans Center (GBC), PD, VH Complex, OPHFC, SPLX, CPAC) - February	010-1900-443500	\$ 5,198.75
	76312	I20-003616	20-000651	06/25/2020	5	2020 Site additions - Village Bldgs. Landscape Maintenance for Parks Admin & Museum - February	010-1900-443500	\$ 492.08
	76313	I20-003618	20-000651	06/25/2020	1	Medians/R.O.W landscape maintenance - March	054-0000-443300	\$ 15,028.58
	76313	I20-003618	20-000651	06/25/2020	2	Metra Stations Median/R.O.W. landscape maintenance - March	026-0000-443500	\$ 3,006.28
	76313	I20-003618	20-000651	06/25/2020	3	Triangle median/R.O.W. Landscape maintenance - March	282-0000-443500	\$ 1,081.83
	76313	I20-003618	20-000651	06/25/2020	4	Village Bldgs. Landscape Maintenance (Cultural Center, Veterans Center (GBC), PD, VH Complex, OPHFC, SPLX, CPAC) - March	010-1900-443500	\$ 5,198.75
	76313	I20-003618	20-000651	06/25/2020	5	2020 Site additions - Village Bldgs. Landscape Maintenance for Parks Admin & Museum - March	010-1900-443500	\$ 492.08
[VENDOR] 14628 : CINTAS CORPORATION NO. 2	5017519469	I20-003717	20-000308	06/29/2020	1	Various bandages/Gauze/Tape dispenser/Cold packs/Dental relief/Acetaminophen/Antacids/Aleve/Eye drops/Biofreeze/Hydrocortisone/Lip Aid/Svc charge/Disinfectant svcs (3) - FLC	283-4002-442990	\$ 160.85
	5017519470	I20-003718	20-000308	06/29/2020	1	Quikheal Bandages/Various bandages/Antibiotic cream/Hydrocortisone/Acetaminophen/Ibuprofen/Antacids/Svc charge/Disinfectant charge - Rec. Admin. Bldg.	283-4001-442990	\$ 59.41
	5017519472	I20-003719	20-000118	06/29/2020	1	Gauze/Gauze pads/Antibiotic ointment/Acetaminophen/Antacids/Svc charge/Disinfectant svc (2) - Parks Admin & Maint. Garage	283-4003-442990	\$ 37.23
	5017519474	I20-003720	20-000308	06/29/2020	1	Gauze/Gauze pads/Bandages/Cold packs/Antibiotic ointment/Dental relief/Ibuprofen/Aleve/Eye drops/Splinter-Out/Body fluid clean up kit/Trauma pads/Svc charge/Disinfectant svc - CAC	283-4002-442990	\$ 111.32
[VENDOR] 11928 : CLARKE AQUATIC SERVICES, INC.	000006398	I20-002980	20-000713	05/26/2020	1	Aquatic Weed & Algae Control for Village Owned ponds - 4/30-5/1/20	031-6007-442210	\$ 2,146.60

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	000006420	I20-003062	20-000713	05/28/2020	1	Aquatic Weed & Algae Control for Village Owned ponds - 2nd treatment - 5/15/20	031-6007-442210	\$ 2,146.60
[VENDOR] 11647 : CLEANING SPECIALISTS, INC.	4079	I20-003308	20-000027	06/11/2020	1	Body Transport - 5/30/20 - Danahy	010-7002-442930	\$ 250.00
	4072	I20-003467	20-000027	06/23/2020	1	Disinfectant squad #13	010-7002-442930	\$ 150.00
	4076	I20-003468	20-000027	06/23/2020	1	Disinfectant squads - #55, 11 and 30	010-7002-442930	\$ 200.00
[VENDOR] 1165 : COM ED	1755159035	I20-003405		06/18/2020	1	3/19-4/17/20	031-6002-441300	\$ 8,648.68
	1755159035	I20-003406		06/18/2020	1	4/17-5/18/20	031-6002-441300	\$ 5,103.66
[VENDOR] 10213 : CURRIE MOTORS	M4044	I20-003261	19-002317	06/10/2020	1	One (1) 2020 Transit-350 Cargo AWD prisoner transport van	010-5006-470200	\$ 61,800.22
	545188	I20-003416	20-000046	06/19/2020	1	Misc. repairs - Check Engine light on	010-5006-443400	\$ 1,234.95
	122477	I20-003501	20-000046	06/23/2020	1	2 mirror assys	010-5006-461800	\$ 921.51
	122592	I20-003610	20-000046	06/25/2020	1	Gasket	010-5006-461800	\$ 13.55
[VENDOR] 3333333.2949 : CURTIS JAMES	20200624	I20-003551		06/24/2020	1	Refund of June Metra Pass #17	026-0000-322900	\$ 35.00
[VENDOR] 3333333.2946 : DAVID JONES	06222020	I20-003459		06/22/2020	1	Jones, July 10, 2020, \$200 Refund due to corona virus. Additional refund. (Missed payment)	021-0000-373900	\$ 200.00
[VENDOR] 2095 : DELTA DENTAL PLAN OF ILLINOIS	1351710	I20-003669	20-000753	06/29/2020	1	Monthly Dental Expense - Employees - May	092-0000-453400	\$ 6,929.33
	1351710	I20-003669	20-000753	06/29/2020	2	Monthly Dental Expense - Retirees & Cobra - May	060-0000-453400	\$ 1,456.48
[VENDOR] 12286 : DOTY & SONS	663396	I20-003452	20-000822	06/19/2020	1	ALL CONCRETE BAG TOSS GAME SET. SIZE: 55" LONG X 31" WIDE. EACH SET CONSISTS OF TWO PERMANENT CONCRETE BOARDS ITEM BYOB5531	283-4003-461600	\$ 3,060.00
	663396	I20-003452	20-000822	06/19/2020	2	PACKING AND SHIPPING WITH LIFTGATE SERVICE ITEM SH2	283-4003-461600	\$ 280.00
[VENDOR] 1243 : EDWARD ELECTRIC CO.	12010	I20-003625	20-000656	06/25/2020	1	14936 Dogwood conduit replacement	010-5002-443700	\$ 4,755.00
	12010	I20-003626	20-000657	06/25/2020	1	Directional boring of new circuit at 8351 141st street	010-5002-443700	\$ 4,875.00
[VENDOR] 11754 : ELEMENT GRAPHICS AND DESIGN	16139	I20-003614	20-001171	06/25/2020	1	Replace police decals due to an accident	092-0000-452110	\$ 323.88
[VENDOR] 11063 : EVT TECH	4939	I20-003426	20-001102	06/19/2020	1	Portable MicroDash Pre-Emption Strobe, Item #MDASHCPE, Invoice #4939	010-7002-443200	\$ 195.95
	4939	I20-003426	20-001102	06/19/2020	2	Misc. Installation Materials & Labor	010-7002-443200	\$ 25.00
[VENDOR] 13507 : EXPERT PAY	06/26/2020	I20-003562		06/26/2020	1	Support Payments 6.26.2020	010-0000-210110	\$ 8,558.92
[VENDOR] 11832 : EYEMED VISION CARE	164347106	I20-003670	20-000754	06/29/2020	1	Monthly Vision Insurance Expense - Employee - June	092-0000-453300	\$ 2,594.79
	164347106	I20-003670	20-000754	06/29/2020	2	Monthly Vision Insurance Expense - Retiree & Cobra - June	060-0000-453300	\$ 638.51
	164385153	I20-003671	20-000754	06/29/2020	1	Monthly Vision Insurance Expense - Employee - July	092-0000-453300	\$ 2,618.96
	164385153	I20-003671	20-000754	06/29/2020	2	Monthly Vision Insurance Expense - Retiree & Cobra - July	060-0000-453300	\$ 638.51



Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 1274 : FEDEX	7-028-07847	I20-003738		06/30/2020	1	5/23/20 shipping - PD	010-7002-441600	\$ 326.98
[VENDOR] 15240 : FILIPPINI LAW FIRM	21492	I20-003754	20-001239	06/30/2020	1	Legal services in reference to La Margo v. VOP (2020 L 4136) for services rendered in April and May 2020. Invoice #21492.	010-0000-432100	\$ 11,109.00
[VENDOR] 13139 : FIRST ADVANTAGE LNS OCC. HEALTH SOLUTIONS, INC.	2514932005	I20-003596	20-000404	06/25/2020	1	Pre-Employment Drug Screens	010-1100-429510	\$ 65.70
	2514932005	I20-003596	20-000404	06/25/2020	2	Employee Drug Screens/Annual maint. fee	010-1100-429500	\$ 395.87
[VENDOR] 1100 : G.W. BERKHEIMER CO., INC.	661134	I20-003368	20-000103	06/16/2020	1	Parts - CAC exhaust fan	010-1700-461700	\$ 6.74
	662219	I20-003369	20-000103	06/16/2020	1	Nitrogen tank/Nitrogen gas/Acetylene gas - Building Maintenance	010-1700-461300	\$ 501.76
	663357	I20-003370	20-000103	06/16/2020	1	Freon - Building Maintenance	010-1700-461300	\$ 115.14
	671735	I20-003660	20-000103	06/26/2020	1	Perforated diffusers - Building Maintenance	010-1700-461700	\$ 125.24
[VENDOR] 1304 : GALLS, LLC	015813905	I20-003686	20-000759	06/29/2020	1	SAS Safety Raven Black Nitrile Gloves, Large/Item #GL665	010-7002-464700	\$ 340.00
	015813905	I20-003686	20-000759	06/29/2020	2	Shipping	010-7002-464700	\$ 6.66
[VENDOR] 5744 : GATEWAY BUSINESS SYSTEMS, INC.	1004440	I20-003266	20-000566	06/10/2020	1	Konica Bizhub 222 in PW Command Room Copier ID #17350 - 3/1-4/30/20	031-6001-443600	\$ 16.35
	1004441	I20-003267	20-000527	06/10/2020	1	Copier Maintenance - Konica Minolta Finance South (#18181) - May	031-1400-443600	\$ 34.96
	1004674	I20-003476	20-000566	06/23/2020	1	Konica Bizhub 222 in PW Command Room Copier ID #17350 - May	031-6001-443600	\$ 7.89
	1004675	I20-003477	20-000022	06/23/2020	1	Copier Maintenance - May	010-7002-443600	\$ 1.36
	1004676	I20-003478	20-000022	06/23/2020	1	Copier Maintenance - May	010-7002-443600	\$ 22.27
[VENDOR] 14811 : GIBSON ELECTRIC CO., INC.	36101832	I20-003644	19-000536	06/25/2020	1	Motor Control Center for the Main Pumping Station through 6/30/20	031-6002-443200	\$ 297,850.00
[VENDOR] 3333333.2952 : GRACE LEDESMA	06232020	I20-003498		06/23/2020	1	Ledesma, August 29, 2020, \$300 refund due to the Corona Virus	021-0000-373900	\$ 300.00
[VENDOR] 1323 : GRAINGER, INC.	9558655057	I20-003684	20-001119	06/29/2020	1	Stem Extender, Fits Brand Powers, Brass POWERS 410-233 ITEM 4KUD6	283-4005-461300	\$ 27.53
	9558655057	I20-003684	20-001119	06/29/2020	2	Gasket, Fits Brand Zurn, For Use with Series Zurn, Toilets, Most Toilets ZURN Z1200-NEOSEAL-GSKT-4 ITEM 41H972	283-4005-461300	\$ 438.90
	9558655057	I20-003684	20-001119	06/29/2020	3	Tub and Shower Valve Repair Kit, Chrome Finish, For Use With Powers Products Only, 12" Length ITEM 2ZML8	283-4005-461300	\$ 403.48
[VENDOR] 1334 : GREELEY AND HANSEN LLP	INV-0000631689	I20-003051	18-001249	05/28/2020	1	Engineering Services for Main Pump Station Motor Control Center Replacement through 5/15/20	031-6002-432500	\$ 14,500.00
[VENDOR] 2504 : GUARDIAN PEST CONTROL, INC.	345503	I20-003379	20-000420	06/17/2020	1	Nuisance Abatement - 10920 Warwick Lane	031-6007-432910	\$ 350.00
[VENDOR] 11703 : HARRIS COMPUTER SYSTEMS	CT1434780	I20-003740	20-001228	06/30/2020	1	INN-CUSTOMER DEPO Additional Workflow Config and Training.	010-1600-432800	\$ 2,000.00
	CT1434897	I20-003741	20-001228	06/30/2020	1	INN-CUSTOMER DEPO Restage Innoprise Test Server	010-1600-432800	\$ 5,000.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 15101 : HEARTLINE FITNESS MIDWEST	121078	I20-003603	20-001019	06/25/2020	1	Yearly preventative maintenance on all Sportsplex cardio	283-4007-443200	\$ 1,500.00
[VENDOR] 1350 : HELSEL-JEPPERSON ELECTRICAL INC	855622	I20-003722	20-000487	06/29/2020	1	30ft Street light poles - HAPCO RTA30D8B4T1B-01 30FT POL 9941150141	092-0000-452210	\$ 10,560.00
[VENDOR] 13274 : HEWLETT-PACKARD FINANCIAL SERVICES CO.	303978910	I20-003642	20-000043	06/25/2020	1	MFP Lease #524548520200004 - Xerox 7845 Clerk's Office - 7/12-8/11/20	010-1200-444700	\$ 177.09
[VENDOR] 14513 : HEY AND ASSOCIATES, INC.	19-0240-11877	I20-003611	20-000717	06/25/2020	1	Stormwater Engineering - Brown Park - 5/1-5/31/20	283-4003-432800	\$ 1,980.00
	19-0240-11877	I20-003611	20-000717	06/25/2020	2	Stormwater Engineering - Frontier Park - 5/1-5/31/20	283-4003-432800	\$ 2,970.00
	17-0346-11874	I20-003641	20-000068	06/25/2020	1	Plan Review and Landscape Architect Services - May	010-2003-432800	\$ 2,480.00
[VENDOR] 12052 : HIRERIGHT, LLC	G2986091	I20-003364	20-000081	06/16/2020	1	Financial Background Checks - May	010-7002-442850	\$ 61.74
[VENDOR] 11000 : HOMER INDUSTRIES, LLC	S146647	I20-003428	20-001027	06/19/2020	1	Playground Surfacing for Saratoga Park Includes installation and delivery	283-4003-443250	\$ 1,920.00
	S146476	I20-003532	20-001027	06/24/2020	1	Playground Surfacing for Doogan, Eagle Ridge III, Georgetown, Laurel Hill, Parkview, Perminas, Treetop and Marley Creek Parks, Saratoga Park, Crystal Creek Park, Includes installation and delivery	283-4003-443250	\$ 26,080.00
[VENDOR] 9011 : HORTON INSURANCE AGENCY, INC.	55601	I20-003486	20-000439	06/23/2020	1	Quarterly Administrative Fee - 3rd qtr	092-0000-432800	\$ 10,625.00
[VENDOR] 14132 : ICIMS, INC.	237363	I20-003246	20-000295	06/10/2020	1	Subscription Fees - 1-Recruit, 1-Onboard, 3-Full Access Users, 5-Custom iForm, 1-Non-Standard Connector - 7/2-10/1/20	010-1600-442850	\$ 8,253.50
[VENDOR] 1379 : ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY	06/05/20	I20-003516	20-000524	06/12/2020	1	Quarterly Unemployment Claims Expense - 1/1-3/31/20	092-0000-452810	\$ 6,589.00
[VENDOR] 3925 : ILLINOIS DEPARTMENT OF REVENUE	06/26/2020	I20-003565		06/26/2020	1	State Tax Withholdings 06.26.2020	010-0000-215101	\$ 47,149.80
	06/30/2020	I20-003629		06/25/2020	1	Withholding for manual check	010-0000-215101	\$ 10.89
	06/30/2020	I20-003631		06/25/2020	1	Withholding for manual check	010-0000-215101	\$ 14.73
	06/30/2020	I20-003633		06/25/2020	1	Withholding for manual check	010-0000-215101	\$ 14.73
[VENDOR] 1398 : ILLINOIS MUNICIPAL RETIREMENT FUND	06192020	I20-003454		06/19/2020	1	Monthly IMRF Payment-April, 2020 IMRF 05.07.2020 Payment/Village and Library EE/ER Contributions	010-0000-130800	\$ 30,641.64
	06192020	I20-003454		06/19/2020	1	Monthly IMRF Payment-April, 2020 IMRF 05.07.2020 Payment/Village and Library EE/ER Contributions	010-0000-210102	\$ 211,193.12
	06192020	I20-003454		06/19/2020	1	Monthly IMRF Payment-April, 2020 IMRF 05.07.2020 Payment/Village and Library EE/ER Contributions	010-0000-210124	\$ 27,866.40
[VENDOR] 1395 : ILLINOIS STATE POLICE	03/31/20	I20-003594	20-000606	06/25/2020	1	Criminal Conviction Verifications	010-1100-429520	\$ 1,441.50
[VENDOR] 11209 : INFOSEND, INC	172291	I20-003380	20-000897	06/17/2020	1	May 1st & June 1st Water Bill inserts promoting the 2020 Centennial Park West	010-9450-460140	\$ 1,210.00

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						Concert Series		
[VENDOR] 2552 : INGALLS OCCUPATIONAL HEALTH	283763	I20-003591	20-000755	06/25/2020	1	Employee Medical Exams and/or Collection	010-1100-429500	\$ 67.00
	288819	I20-003592	20-000755	06/25/2020	1	Pre-Employment Exams and/or Collection	010-1100-429510	\$ 80.00
	288819	I20-003592	20-000755	06/25/2020	2	Employee Medical Exams and/or Collection	010-1100-429500	\$ 20.00
	288822	I20-003593	20-000755	06/25/2020	1	Employee Medical Exams and/or Collection	010-1100-429500	\$ 155.00
[VENDOR] 14577 : INTEGRITY SOURCING, LLC	38893	I20-003687	20-000450	06/29/2020	1	Village logoed uniforms/shirts for Recreation Office staff (per phone quote)	283-4001-460190	\$ 403.22
	38893	I20-003687	20-000450	06/29/2020	2	Set-up charges/ink change	283-4001-460190	\$ 20.00
	38893	I20-003687	20-000450	06/29/2020	3	Estimated shipping charges	283-4001-460190	\$ 20.00
[VENDOR] 3333333.2951 : IVETTE PATINO	06262020	I20-003667		06/26/2020	1	Patino, July 17, 2020 \$200 Refund. Missed \$200 payment in calculating original refund (01/14/20 payment)	021-0000-373900	\$ 200.00
[VENDOR] 3333333.2943 : JAKE POOR	06172020	I20-003377		06/17/2020	1	Poor September 6th, 2020, \$500 refund due to the corona virus	021-0000-373900	\$ 500.00
[VENDOR] 2836 : JAMES J. ROCHE & ASSOCIATES	15767	I20-003533	20-000212	06/24/2020	1	Legal Services - June	010-0000-432100	\$ 2,047.50
[VENDOR] 7536 : JMD SOX OUTLET, INC.	333875	I20-003507	20-000078	06/23/2020	1	Uniforms - Thresh	010-5006-460190	\$ 116.04
	334150	I20-003522	20-000078	06/24/2020	1	Uniforms/Boots - Hendricks	010-5006-460190	\$ 356.43
[VENDOR] 15171 : JMS ENVIRONMENTAL ASSOCIATES, LTD	2387000	I20-003743	20-001235	06/30/2020	1	Environmental services rendered in conjunction with the indoor air quality fogging procedures conducted at the Village Hall on May 16, 2020 per proposal # J-20-035. Invoice #2387000	010-1700-432990	\$ 2,850.00
	2387100	I20-003744	20-001235	06/30/2020	1	Environmental services rendered in conjunction with the indoor air quality fogging procedures conducted at the Recreation center on May 16, 2020 per proposal # J-20-035. Invoice #2387100	010-1700-432990	\$ 2,100.00
	2387200	I20-003745	20-001235	06/30/2020	1	Environmental services rendered in conjunction with the indoor air quality fogging procedures conducted at the Parks Department on May 16, 2020, per proposal # J-20-035. Invoice #2387200	010-1700-432990	\$ 750.00
[VENDOR] 8888888.1483 : KELLY MROZEK	611	I20-003346		06/10/2020	1	Rec Refund	283-0000-204000	\$ 226.00
[VENDOR] 1463 : KLEIN, THORPE AND JENKINS LTD.	210906/907	I20-003755	20-000277	06/30/2020	1	Legal Services - PTAB Appeal Interventions through 5/31/20	010-0000-432100	\$ 69.62
[VENDOR] 3333333.2869 : LATONYA CANNON	03182020	I20-001219		03/18/2020	1	Cannon, April 18th, 2020 \$825.00 refund due to the Corona Virus. Village cancelled event.	021-0000-373900	\$ 825.00
[VENDOR] 1766 : M.E. SIMPSON COMPANY, INC.	35143	I20-003310	20-000440	06/11/2020	1	Leak Detection - 5/22/20 - 166th Pl & LaGrange	031-6002-432800	\$ 475.00
[VENDOR] 12288 : MACCARB, INC.	202A-032249	I20-003681	20-000342	06/29/2020	1	CO2 for CPAC water treatment	283-4005-462500	\$ 627.49
	202A-032266	I20-003723	20-000342	06/29/2020	1	CO2 for CPAC water treatment	283-4005-462500	\$ 191.06
[VENDOR] 8888888.1486 : MACIEJ KACZMARCZYK	614	I20-003349		06/10/2020	1	Rec Refund	283-0000-204000	\$ 365.50

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 9294 : MAP AUTOMOTIVE - CHICAGO	40-562830	I20-003662	20-000049	06/26/2020	1	Accelerator pedal	010-5006-461800	\$ 88.57
	40-563013	I20-003663	20-000049	06/26/2020	1	Accelerator pedal return. Original inv. 562830	010-5006-461800	\$ -88.57
	40-564091	I20-003664	20-000049	06/26/2020	1	Oil filters	010-5006-461800	\$ 57.60
[VENDOR] 8888888.1485 : MARGARET QUINN	613	I20-003348		06/10/2020	1	Rec Refund	283-0000-204000	\$ 480.00
[VENDOR] 8888888.1484 : MARY PATRIZZO	612	I20-003347		06/10/2020	1	Rec Refund	283-0000-204000	\$ 43.33
[VENDOR] 1526 : MC MASTER-CARR SUPPLY CO.	40472118	I20-003429	20-000309	06/19/2020	1	Assorted Stainless Steel Hardware CPAC	283-4005-461650	\$ 871.08
	40472118	I20-003429	20-000309	06/19/2020	2	Freight	283-4005-461650	\$ 23.42
	40836445	I20-003607	20-000309	06/25/2020	1	Fittings - CPAC	283-4005-461650	\$ 63.70
	40836445	I20-003607	20-000309	06/25/2020	2	Freight	283-4005-461650	\$ 6.18
[VENDOR] 2512 : MEADE, INC.	692495	I20-003303	20-000538	06/11/2020	1	Traffic Signal Maintenance - Orland Park Jurisdiction - May	010-5002-443700	\$ 2,124.00
[VENDOR] 12736 : MINERAL MASTERS	00046181	I20-003627	20-000327	06/25/2020	1	Sodium hypochlorite (18%)	283-4005-462500	\$ 1,298.00
[VENDOR] 11932 : MOBILE MINI	9008564752	I20-003375	20-000039	06/17/2020	1	Monthly rental unit fees for Lake Sedgewick Boat Rentals - 6/4-7/1/20	283-4002-444500	\$ 131.68
[VENDOR] 5644 : NEW LIFE SCREEN PRINTING & EMBROIDERY	26459	I20-003244	20-000069	06/10/2020	1	Uniform embroidery - Fanciullacci	010-5002-460190	\$ 40.00
[VENDOR] 10592 : NEXT DAY PLUS	5177780	I20-003615	20-001124	06/25/2020	1	MSE Brand Series CP4025/4525/CM4540 Supplies (8,500 Yield) Black #CE260A	010-7002-460100	\$ 127.99
	5177780	I20-003615	20-001124	06/25/2020	2	MSE Brand Series CP4025/4525/CM4540 Supplies (11,000 Yield) Cyan #CE261A	010-7002-460100	\$ 232.79
	5177780	I20-003615	20-001124	06/25/2020	3	MSE Brand Series M401/M425 H/Y Toner (6,900 Yield) #CF280X	010-7002-460100	\$ 125.29
	5177780	I20-003615	20-001124	06/25/2020	4	MSE Brand Series M201/M225 Toner (1,500 Yield) #CF283A	010-7002-460100	\$ 51.19
	5177911	I20-003672	20-000801	06/29/2020	1	Xerox Work Centre 7845 C1050 at CAC copier charges - May	283-4001-443600	\$ 12.12
	5177912	I20-003673	20-000523	06/29/2020	1	Copier Maintenance - Xerox 7855 Finance - May	010-1400-443600	\$ 106.13
	5177913	I20-003674	20-000683	06/29/2020	1	Copier Maintenance - Mayor's office - May	010-1500-443600	\$ 20.88
	5177914	I20-003675	20-000119	06/29/2020	1	Copier Maintenance on Xerox WorkCentre 7225, serial number LX5602016 - Parks - May	283-4003-443600	\$ 12.62
	5177915	I20-003676	20-000673	06/29/2020	1	2020 Xerox C70 copier charges - Rec Admin - May	283-4001-443600	\$ 941.74
	5177916	I20-003677	20-000321	06/29/2020	1	Copier Maintenance for Xerox 7855 Workcenter at Sportsplex - May	283-4007-443600	\$ 71.41
	5177917	I20-003678	20-000687	06/29/2020	1	Monthly copier usage and maintenance fees for VMO & HR - May	010-1100-443600	\$ 181.23
	5177918	I20-003679	20-000026	06/29/2020	1	Evidence, Investigations & Records Copier Maintenance - May	010-7002-443600	\$ 111.13
	5178012	I20-003685	20-001141	06/29/2020	1	Black toner #CF410X	283-4005-460100	\$ 124.79
	5178012	I20-003685	20-001141	06/29/2020	2	Cyan Toner #CF411X	283-4005-460100	\$ 167.99
	5178012	I20-003685	20-001141	06/29/2020	3	Yellow Toner #CF412X	283-4005-460100	\$ 167.99
	5178012	I20-003685	20-001141	06/29/2020	4	Magenta Toner #CF413X	283-4005-460100	\$ 167.99

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	5177919	I20-003690	20-000645	06/29/2020	1	V&E (CNF8G2W8TP and PW parts (CNF8G35GMS) black and white copiers usage - May	010-5001-443600	\$ 8.51
[VENDOR] 13800 : NOVA QUARTER HORSES, INC.	1621	I20-003525	20-000245	06/24/2020	1	Instructor fees for horseback riding camp - Beagarie	283-4002-490200	\$ 315.00
[VENDOR] 13884 : ONE UP SIGNS, LLC	2020-15269	I20-003365	20-000182	06/16/2020	1	Signs for Village Buildings - Sec. of State closed signs	010-1700-461500	\$ 306.00
	2020-15187	I20-003413	20-000182	06/19/2020	1	Signs for Village Buildings - Deliveries Only	010-1700-461500	\$ 37.25
[VENDOR] 12737 : ORIGINAL WATERMEN, INC.	S67169	I20-003312	20-001122	06/11/2020	1	Reusable Face Masks	283-4005-460190	\$ 2,375.00
	S67169	I20-003312	20-001122	06/11/2020	2	Shipping	283-4005-460190	\$ 33.95
[VENDOR] 14955 : OTTOSEN DINOLFO HASENBALG & CASTALDO, LTD	126539	I20-003645	19-001804	06/25/2020	1	Labor & Employment Legal Counsel for MAP & AFSCME contracts through 5/31/20	010-0000-432100	\$ 7,257.50
[VENDOR] 2621 : OVERHEAD MATERIAL & HANDLING	25004	I20-003527	20-001041	06/24/2020	1	Annual OSHA inspection of the V&E overhead crane	010-5006-443200	\$ 350.00
[VENDOR] 13494 : PALOS MEDICAL GROUP, LLC	05/31/20	I20-003475	20-001185	06/23/2020	1	Sworn Personnel Physical - Wm. Kazmierczak	010-7002-429500	\$ 255.00
	06/10/20	I20-003661	20-000949	06/26/2020	1	Covid-19 Antibody Testing For Employees	010-1100-429500	\$ 6,420.00
[VENDOR] 14069 : PASSPORT LABS, INC.	INV-1013104	I20-003330	20-000229	06/12/2020	1	Mobile pay parking transaction fees - May	026-0000-322940	\$ 24.42
[VENDOR] 14193 : PETROLEUM TRADERS CORPORATION	1545322	I20-003262	20-000033	06/10/2020	1	Gas - May	010-5006-462100	\$ 11,243.00
	1549132B	I20-003334	20-000033	06/12/2020	1	Gas - June	010-5006-462100	\$ 12,262.64
	1549132	I20-003424	20-000033	06/19/2020	1	Gas - June	010-5006-462100	\$ 12,639.72
[VENDOR] 10889 : PIOTROWSKI	462270	I20-003735	20-001101	06/30/2020	1	Youth Golf Lessons - 6/10-7/18/20	283-4002-490200	\$ 1,293.75
	462270	I20-003735	20-001101	06/30/2020	2	Adult Golf Lessons - 6/10-7/15/20	283-4002-490200	\$ 177.75
[VENDOR] 6296 : PIZZO & ASSOCIATES, LTD.	23090	I20-003350	20-000821	06/16/2020	1	Pond Stewardship-Green Knoll Pond (#30-04) - June	031-6007-443500	\$ 299.00
	23091	I20-003351	20-000821	06/16/2020	1	Pond Stewardship-Lakeshore North Pond (#31-18) - June	031-6007-443500	\$ 1,232.00
	23092	I20-003352	20-000821	06/16/2020	1	Pond Stewardship-Laurel Hills Pond (#29-08) - June	031-6007-443500	\$ 497.00
	23093	I20-003353	20-000821	06/16/2020	1	Pond Stewardship-Marley Blvd. Middle Pond (#31-20) - June	031-6007-443500	\$ 986.00
	23094	I20-003354	20-000821	06/16/2020	1	Pond Stewardship-Marley Blvd South Pond (#31-21) - June	031-6007-443500	\$ 840.00
	23095	I20-003355	20-000821	06/16/2020	1	Pond Stewardship-Mill Creek Pond (#33-01) - June	031-6007-443500	\$ 308.00
	23096	I20-003356	20-000821	06/16/2020	1	Pond Stewardship-Persimmon Meadow Pond (#05-80) - June	031-6007-443500	\$ 841.00
	23097	I20-003357	20-000821	06/16/2020	1	Pond Stewardship-Preston Pond (#0611) - June	031-6007-443500	\$ 597.00
	23098	I20-003358	20-000821	06/16/2020	1	Pond Stewardship-Royal Oaks Pond (#08-25) - June	031-6007-443500	\$ 841.00
[VENDOR] 9302 : POMP'S TIRE	410771121	I20-003212	20-000034	06/09/2020	1	Tires	010-5006-461890	\$ 1,876.56
	690084247	I20-003363	20-000034	06/16/2020	1	Equipment tire repair	010-5006-443200	\$ 192.00

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[VENDOR] 9516 : PRAIRIE STATE VETERINARY CLINIC	155784	I20-003588	20-001202	06/25/2020	1	Tylosin Capsule Size - 00, Code M906C, Invoice #155784	010-7002-460200	\$ 23.46
[VENDOR] 10621 : PROSHRED SECURITY	990057725	I20-003415	20-000023	06/19/2020	1	Shredding	010-7002-442990	\$ 90.00
	990058359	I20-003619	20-000375	06/25/2020	1	Shredding services-Finance	010-1400-442990	\$ 20.00
	990058359	I20-003619	20-000375	06/25/2020	2	Shredding services-Administration	010-1100-442990	\$ 20.00
[VENDOR] 1593 : QUADIENT, INC.	06/05/20	I20-003180		06/05/2020	1	Postage	010-0000-150110	\$ 4,000.00
	N8341333	I20-003746	20-001234	06/30/2020	1	Folder/Inserter rental - 4/12-7/11/20	010-1400-444700	\$ 774.00
[VENDOR] 12010 : QUICK RAISING	06/04/20	I20-003430	20-000971	06/19/2020	1	Concrete slab raising	054-0000-471250	\$ 10,434.00
[VENDOR] 1605 : RAY O'HERRON CO., INC.	2027857-IN	I20-003031	20-000113	05/27/2020	1	Womens's navy pants item number 38200W-86	010-7002-460190	\$ 42.95
	2030198-IN	I20-003469	20-000844	06/23/2020	1	Blackhawk Single Point Sling, Item #70GS12BK, Quote #0420	010-7002-460290	\$ 104.00
[VENDOR] 4254 : RAY O'HERRON/CHICAGOLAND	2033317-IN	I20-003725	20-001123	06/29/2020	1	ASP Tri-fold belt case, Vendor #56201, Quote #0620	010-7002-460180	\$ 174.60
	2033317-IN	I20-003725	20-001123	06/29/2020	2	ASP Scarab Tri-fold cutter, Vendor #56225	010-7002-460180	\$ 305.64
	2033317-IN	I20-003725	20-001123	06/29/2020	3	ASP Tri-fold Training Cuff, red (6pk) Vendor #56191	010-7002-460180	\$ 45.48
[VENDOR] 1701 : RELIABLE FIRE EQUIPMENT CO.	23425	I20-003329	20-001142	06/12/2020	1	Recharge, Hydrotest & Recertify Fire Extinguishers, Invoice #23425	010-7002-442810	\$ 397.55
	23838	I20-003419	20-001079	06/19/2020	1	Fire extinguisher inspection - Centennial Pool & Concession stand	283-4005-442810	\$ 543.60
[VENDOR] 15038 : REPUTATION PARTNERS, LLC	252603	I20-003598	20-000999	06/25/2020	1	Crisis Public Relations Services - May	010-1201-432250	\$ 811.20
[VENDOR] 13839 : RJN GROUP, INC.	354503	I20-003247	20-000715	06/10/2020	1	2020 Comprehensive Sanitary Sewer System Evaluation through 5/15/20	031-6003-443800	\$ 4,225.00
	354502	I20-003471	20-000715	06/23/2020	1	2020 Comprehensive Sanitary Sewer System Evaluation through 4/17/20	031-6003-443800	\$ 20,297.50
[VENDOR] 12815 : RR LANDSCAPE SUPPLY	117368	I20-003595	20-000297	06/25/2020	1	Landscape restoration supplies following street repairs - Straw blanket	010-5002-463300	\$ 140.00
[VENDOR] 14939 : SCHAEFGES BROTHERS, INC.	4	I20-000846	19-001534	06/12/2020	1	Pay retainage	283-0000-205000	\$ 21,690.16
[VENDOR] 2452 : SECRETARY OF STATE	06/24/20	I20-003538	20-001194	06/24/2020	1	Confidential Plate Transfer from Unit #1445, VIN #1FAHP2MK9FG130533 to Unit #1403, VIN #1FM5K8AB7LGB22649	010-7002-484100	\$ 25.00
	06/24/20	I20-003658	20-001209	06/26/2020	1	New M-Plate for 2020 MTM 30' GN Trailer, VIN 1M9GU3039LN631218, LMS #529, LMS INVOICE #4211	010-7002-484100	\$ 8.00
	06/24/20	I20-003658	20-001209	06/26/2020	2	New Title for Police Trailer, 2020 MTM 30'GN Trailer, VIN #1M9GU3039LN631218, LMS #529, INVOICE# 4211	010-7002-484100	\$ 150.00
[VENDOR] 3037 : SERVICE SANITATION, INC.	7940530	I20-003422	20-000179	06/19/2020	1	Portable Toilets - Nature Center	283-4003-444550	\$ 88.39

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 12472 : SILVER DOLLAR CORPORATION	ORLANDCVV2	I20-003665	20-001161	06/26/2020	1	COVID video services	010-1201-432250	\$ 750.00
[VENDOR] 14527 : SITEONE LANDSCAPE SUPPLY, LLC	99571028-001	I20-003432	20-000170	06/19/2020	1	Restoration supplies for Parks - Grates/Sod	283-4003-463300	\$ 53.59
	100398417-001	I20-003433	20-000170	06/19/2020	1	Restoration supplies for Parks - PVC coupling/Wire connectors	283-4003-463300	\$ 56.47
[VENDOR] 7765 : SOLARIS ROOFING SOLUTIONS, INC	38109	I20-003446	20-000275	06/19/2020	1	Roof maintenance for Village buildings - PW	010-1700-443100	\$ 765.00
	38110	I20-003447	20-000275	06/19/2020	1	Roof maintenance for Village buildings - CC	010-1700-443100	\$ 425.00
	38111	I20-003448	20-000275	06/19/2020	1	Roof maintenance for Village buildings - FLC	010-1700-443100	\$ 435.00
	38112	I20-003449	20-000275	06/19/2020	1	Roof maintenance for Village buildings - VH	010-1700-443100	\$ 435.00
	38339	I20-003450	20-000217	06/19/2020	1	Roof repairs - PW	010-1700-443100	\$ 345.00
	38473	I20-003659	20-000217	06/26/2020	1	Roof repairs - PW	010-1700-443100	\$ 434.50
[VENDOR] 14015 : SOLUTION 3 GRAPHICS	132952	I20-003374	20-000966	06/17/2020	1	Letterhead - 4 Spot PMS 24# Solar White Classic Crest Writing 8.5 X 11, Qty. 500, Quote #140694	010-8000-460140	\$ 220.72
	132897	I20-003493	20-000935	06/23/2020	1	Business Cards - Lt. Troy Siewert #TS-250	010-7002-460140	\$ 36.00
	133110	I20-003494	20-001042	06/23/2020	1	#10 Regular Envelopes #EEE	010-7002-460140	\$ 235.20
	133111	I20-003526	20-001042	06/24/2020	1	Code Violation Folder #HHH	010-7002-460140	\$ 1,106.47
[VENDOR] 1777 : SOUTH SUBURBAN WATER WORKS ASSOC.	2020-09	I20-003724	20-000567	06/29/2020	1	2020 SSWWA group membership includes Ken Dado, Ben Stabile, Tony Noto, Kevin Arnold, George McLaughlin	031-6001-429200	\$ 175.00
[VENDOR] 13359 : STEINER ELECTRIC COMPANY	S006650637.001	I20-003417	20-000108	06/19/2020	1	Contactoer - Building Maintenance	010-1700-461200	\$ 221.99
	S006648820.001	I20-003418	20-000108	06/19/2020	1	Contactoer/Fuses - Building Maintenance	010-1700-461200	\$ 923.49
	S006655657.001	I20-003602	20-000108	06/25/2020	1	Electrical supplies - Building Maintenance	010-1700-461200	\$ 83.10
[VENDOR] 12724 : STRAND ASSOCIATES, INC.	0161283	I20-003683	20-001005	06/29/2020	1	Engineering services for Elevated Tank #5 Rehabilitation - 5/1-5/31/20	031-6002-443900	\$ 516.74
[VENDOR] 14068 : THE COP FIRE SHOP	200521	I20-003199	20-001006	06/09/2020	1	Ballistic vest cover half Molle	010-7002-460190	\$ 195.00
	200521	I20-003199	20-001006	06/09/2020	2	Velcro name patch	010-7002-460190	\$ 5.00
[VENDOR] 9921 : THIRD MILLENNIUM ASSOCIATES, INC.	24918	I20-003737	20-001222	06/30/2020	1	Vehicle stickers online transactions 1/10/19-5/31/20	010-1600-442850	\$ 3,059.55
[VENDOR] 3689 : THOMAS PUMP CO.	202766	I20-003521	20-001065	06/24/2020	1	Replacement Motor for Lazy River Turbine #3	283-4005-461650	\$ 4,207.00
	202766	I20-003521	20-001065	06/24/2020	2	Freight	283-4005-461650	\$ 118.00
[VENDOR] 9042 : TINLEY GLASS CORPORATION	411	I20-003733	20-000109	06/30/2020	1	Clear Lexan sheet - Village Buildings	010-1700-443100	\$ 142.50
[VENDOR] 14723 : TOTAL ADMINISTRATIVE SERVICES CORPORATION	IN1779947	I20-003317	20-000756	06/11/2020	1	HRA Monthly Fee - May	060-0000-432990	\$ 125.00
[VENDOR] 9792 : TOTAL BUILDING SERVICE, INC.	0049036-IN	I20-003517	20-000398	06/24/2020	1	Contract Cleaning - Village Buildings (VH, Museum, GBC, PW, BMSshop, RecAdmin/Learning Ally, FLC, CAC, Parks Admin, Police) - June	010-1700-442930	\$ 18,644.36
	0049036-IN	I20-003517	20-000398	06/24/2020	2	Contract Cleaning - Civic Center - June	021-1800-442930	\$ 1,479.00
	0049036-IN	I20-003517	20-000398	06/24/2020	3	Contract Cleaning - Metra - June	026-0000-442930	\$ 943.18
	0049036-IN	I20-003517	20-000398	06/24/2020	4	Contract Cleaning - Sportsplex Summer -	283-4007-442930	\$ 9,895.86

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
						June		
[VENDOR] 8958 : TRAINING CONCEPTS, INC.	A200379	I20-003360	20-001148	06/16/2020	1	Annual Training Concepts affiliation fee for DGeghen	283-4001-429200	\$ 60.00
[VENDOR] 1847 : TRANE	8274375	I20-003534	20-000110	06/24/2020	1	HVAC Belts/Filters/Lubricant - Building Maintenance	010-1700-461700	\$ 145.18
[VENDOR] 15147 : TRI-COUNTY PLUMBING INC	14257	I20-003488	20-000556	06/23/2020	1	Hydrant Replacement at CPAC per quote dated January 26, 2020	283-4005-443150	\$ 15,500.00
[VENDOR] 14234 : TRINITY FAMILY SERVICES, INC.	06/08/20	I20-003523	20-000448	06/24/2020	1	Crisis Intervention/Response Counseling - Police - May	010-1100-432600	\$ 2,500.00
[VENDOR] 11475 : TYLER TECHNOLOGIES	045-301059	I20-003305	20-000603	06/11/2020	1	Tyler EAM 311 Implementation Services - 4/17/20	010-1600-432800	\$ 700.00
	045-304932	I20-003306	20-000603	06/11/2020	1	Tyler EAM 311 Implementation Services - 5/6/20	010-1600-432800	\$ 700.00
[VENDOR] 14477 : TYLER TECHNOLOGIES, INC.	025-293004	I20-003304	20-000201	06/11/2020	1	EnerGov SasS project mgmt./Core system configuration through 3/23/20	010-1600-442850	\$ 1,050.00
	025-292636	I20-003362	20-000201	06/16/2020	1	EnerGov SasS Silver License Subscription Fees-Billed Quarterly - 5/1-7/31/20	010-1600-442850	\$ 33,268.00
[VENDOR] 8489 : UNITED STATES TREASURY	06/26/2020	I20-003574		06/26/2020	1	Federal Tax Withholdings 6.26.2020	010-0000-215100	\$ 121,369.09
	06/26/2020	I20-003574		06/26/2020	2	Social Security Tax Withholdings 6.26.20	010-0000-215102	\$ 82,825.00
	06/26/2020	I20-003574		06/26/2020	3	Medicare Tax Withholdings 6.26.2020	010-0000-215103	\$ 30,763.48
	06/30/2020	I20-003630		06/25/2020	1	Withholding for manual check	010-0000-215100	\$ 7.38
	06/30/2020	I20-003630		06/25/2020	2	Withholding for manual check	010-0000-215102	\$ 27.28
	06/30/2020	I20-003630		06/25/2020	3	Withholding for manual check	010-0000-215103	\$ 6.38
	06/30/2020	I20-003632		06/25/2020	1	Withholding for manual check	010-0000-215100	\$ 15.13
	06/30/2020	I20-003632		06/25/2020	2	Withholding for manual check	010-0000-215102	\$ 36.90
	06/30/2020	I20-003632		06/25/2020	3	Withholding for manual check	010-0000-215103	\$ 8.62
	06/30/2020	I20-003634		06/25/2020	1	Withholding for manual check	010-0000-215100	\$ 15.13
	06/30/2020	I20-003634		06/25/2020	2	Withholding for manual check	010-0000-215102	\$ 36.90
	06/30/2020	I20-003634		06/25/2020	3	Withholding for manual check	010-0000-215103	\$ 8.62
[VENDOR] 13140 : V3 CONSTRUCTION GROUP, LTD	CG20006-01	I20-003325	20-000946	06/12/2020	1	John Humphrey Complex concession building renovation through 5/30/20	283-4003-443100	\$ 48,133.72
	3	I20-003436	19-001596	06/19/2020	1	Weed Control - Golfview	031-6007-443500	\$ 1,000.00
	10	I20-003437	17-002679	06/19/2020	1	Stewardship of Parkhill Pond #1 - Weed control	031-6007-443500	\$ 475.00
	6	I20-003438	18-001455	06/19/2020	1	Parkhill Pond #1 Phase III Stewardship - Weed control	031-6007-443500	\$ 625.00
	13 - VH N/S/Imperial	I20-003439	20-000542	06/19/2020	1	Village Hall South Pond (Site ID #09-02) - Weed control	031-6007-443500	\$ 2,050.00
	13 - VH N/S/Imperial	I20-003439	20-000542	06/19/2020	2	Village Hall North Pond (Rec. Admin) (Site ID #09-02) - Weed control	031-6007-443500	\$ 1,600.00
	13 - VH N/S/Imperial	I20-003439	20-000542	06/19/2020	3	Imperial Pond West (Site ID #31-32) - Weed Control	031-6007-443500	\$ 1,150.00
	10	I20-003440	18-001173	06/19/2020	1	2020 Weed Control at Churchill Pond, (Site ID #29-11)	031-6007-443500	\$ 550.00
	8	I20-003441	18-001740	06/19/2020	1	2020 Weed Control @ Somerglen & Lakeside Ponds	031-6007-443500	\$ 1,300.00



Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	4 - Imperial	I20-003443	20-000542	06/19/2020	1	Imperial Pond East (Site ID #31-33) - Weed control	031-6007-443500	\$ 360.00
	4 - Nicklaus	I20-003444	20-000542	06/19/2020	1	Nicklaus Pond (Site #02-09) - Weed control	031-6007-443500	\$ 712.50
	4 - PW pond	I20-003445	20-000542	06/19/2020	1	Public Works Pond (Site ID #16-13) - Weed Control	031-6007-443500	\$ 1,200.00
	CG19013-09	I20-003481	19-000874	06/23/2020	1	John Humphrey Complex Renovation Project, including alternate options; installation of the backstop netting and home run fencing on fields 1 thru 5 (added \$469738 for addendum A Peat Mitigation (pay app 4 & 5)) - FINAL	054-0000-470700	\$ 164,368.00
	CG19013-09	I20-003481	19-000874	06/23/2020	2	Addendum A - Peat Mitigation (\$469738 for Peat Mitigation previously paid out of line 1 (pay app 4 & 5)) - FINAL	054-0000-470700	\$ 44,928.00
	CG19013-09	I20-003482	19-000874	06/23/2020	1	John Humphrey Complex Renovation - Pay retainage	054-0000-205000	\$ 126,013.48
[VENDOR] 9664 : WAREHOUSE DIRECT	4664014-1	I20-003314	20-000296	06/11/2020	1	Paper towels - Building Maintenance	010-1700-460150	\$ 83.72
	4674646-0	I20-003409	20-001025	06/19/2020	1	Verbatim classic USB 2.0 Flash Drive, 16GB, Blue. Item #VER97275	283-4003-460100	\$ 39.27
	4678982-0	I20-003463	20-001033	06/23/2020	1	Streamlight Scorpion, TT-1L, TT-2L, Tactical Light Parts & Accessories - 3V, Cr123A Lithium Batteries #SLI85175	010-7002-460290	\$ 52.56
	4681387-0	I20-003489	20-001049	06/23/2020	1	Cleancheck 3-pack bottles & sprayers; 32oz; white/red	283-4005-461100	\$ 209.28
	4681389-0	I20-003490	20-001050	06/23/2020	1	D Batteries - #RAY-ALD12PPJ	283-4007-460290	\$ 25.72
	4681389-0	I20-003490	20-001050	06/23/2020	2	AA Batteries - RAY-ALAA24PPJ	283-4007-460290	\$ 19.94
	4681389-0	I20-003490	20-001050	06/23/2020	3	Spray Bottles (3 pk) - #BWK-03010	283-4007-460150	\$ 22.80
	4681389-0	I20-003490	20-001050	06/23/2020	4	Printer Stand - #SAF-5206BL	283-4007-460290	\$ 769.68
	4681389-0	I20-003490	20-001050	06/23/2020	5	Laminating Pockets - #UNV-84622	283-4007-460100	\$ 36.70
	4681389-0	I20-003490	20-001050	06/23/2020	6	Card Stock (yellow) - #WAU-49141	283-4007-460100	\$ 38.06
	4681389-0	I20-003490	20-001050	06/23/2020	7	Copy Paper (letter size) - #WHDSM11	283-4007-460100	\$ 194.76
	4681389-0	I20-003490	20-001050	06/23/2020	8	Copy paper (legal size) - #WHDCOPY14	283-4007-460100	\$ 60.77
	4681389-0	I20-003490	20-001050	06/23/2020	9	Tripod Easel - QRT-51E	283-4007-460100	\$ 286.44
	4681397-0	I20-003491	20-001053	06/23/2020	1	Laminate Pouches #FEL5743301	283-4001-460100	\$ 18.35
	4681397-0	I20-003491	20-001053	06/23/2020	2	copy paper #WHD SM11	283-4001-460100	\$ 129.84
	4681397-0	I20-003491	20-001053	06/23/2020	3	Whisper quiet wall clock #UNV10451	283-4001-460100	\$ 27.79
	4681397-0	I20-003491	20-001053	06/23/2020	4	Post Its #MMMR330-12AP	283-4001-460100	\$ 13.69
	4681397-0	I20-003491	20-001053	06/23/2020	5	Packing Tape #MMM37504RD	283-4001-460100	\$ 26.10
	4681399-0	I20-003492	20-001056	06/23/2020	1	Domino Canister Sugar 20 oz. Item #DMN401424	283-4003-460150	\$ 19.32
	4681399-0	I20-003492	20-001056	06/23/2020	2	Dunkin' K-cups pods. Item #GMT0845	283-4003-460150	\$ 62.76
	4681681-0	I20-003496	20-000296	06/23/2020	1	Paper towels - Building Maintenance	010-1700-460150	\$ 83.72
	4682744-0	I20-003497	20-000296	06/23/2020	1	Bath tissue/Paper towels/Napkins/Plastic forks - Building Maintenance	010-1700-460150	\$ 438.52
	4682750-0	I20-003499	20-000296	06/23/2020	1	Paper towels/Disinfectant - Splx	010-1700-460150	\$ 113.44
	4683875-0	I20-003503	20-000296	06/23/2020	1	Hand sanitizer - Building Maintenance	010-1700-460150	\$ 719.85
	4682084-0	I20-003504	20-001064	06/23/2020	1	Mesh Drawer Organizer #ROL-22121	283-4001-460100	\$ 20.70
	4682084-0	I20-003504	20-001064	06/23/2020	2	Wall Calendar August 2020 - July 2021 #HOD353	283-4001-460100	\$ 19.86
	4682084-0	I20-003504	20-001064	06/23/2020	3	Letr- Trim Perf- Top Legal Pad, Letter Size, White, 50 Sheets/ Pad #WHD8533	283-4001-460100	\$ 16.70
	4682084-0	I20-003504	20-001064	06/23/2020	4	File Folder Manila #WHD-20330	283-4001-460100	\$ 4.37
	4682084-0	I20-003504	20-001064	06/23/2020	5	File Folder yellow #WHD22943	283-4001-460100	\$ 17.87
	4682084-0	I20-003504	20-001064	06/23/2020	6	File Folder blue #WHD22043	283-4001-460100	\$ 17.11

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	4682084-0	I20-003504	20-001064	06/23/2020	7	File Folder red #WHD22743	283-4001-460100	\$ 18.13
	4682084-0	I20-003504	20-001064	06/23/2020	8	File Folder green #WHD22143	283-4001-460100	\$ 17.09
	4682084-0	I20-003504	20-001064	06/23/2020	9	File Folder orange #WHD22543	283-4001-460100	\$ 19.11
	4683537-0	I20-003506	20-001074	06/23/2020	1	X- 9 Multi- Use Copy Paper, 92 Bright, 20lb, 8.5 x 11, White, 500 Sheets/ Ream, 10 Reams/ Carton CASOX9001	010-2001-460100	\$ 171.36
	4683537-0	I20-003506	20-001074	06/23/2020	2	Universal Bright White Multipurpose Copy Paper, 20- lb., 11x17, 5 Reams/ Carton UNV95210	010-2001-460100	\$ 60.17
	4684482-0	I20-003508	20-001077	06/23/2020	1	Original Pads in Canary Yellow, 3 x 3, 100-Sheet, 12/ Pack - Item #MMM654YW	010-1600-460100	\$ 59.96
	4684482-0	I20-003508	20-001077	06/23/2020	2	TZe Extra- Strength Adhesive Laminated Labeling Tape, 0.35" x 26.2 ft, Black on White - Item #BRTTZES221	010-1600-460100	\$ 59.97
	4684482-0	I20-003508	20-001077	06/23/2020	3	Gold Fibre Writing Pads, Narrow Rule, 5 x 8, White, 50 Sheets, 4/ Pack - Item #TOP20018	010-1600-460100	\$ 35.16
	4684482-0	I20-003508	20-001077	06/23/2020	4	Premium Ruled Writing Pads, Wide/ Legal Rule, 8.5 x 11, White, 50 Sheets, 6/ Pack - Item #UNV30630	010-1600-460100	\$ 27.18
	4684482-0	I20-003508	20-001077	06/23/2020	5	Mesh Pencil Cup Organizer, Four Compartments, Steel, 9 1/ 3 x 4 1/ 2 x 4, Black - Item #ROL1746466	010-1600-460100	\$ 15.74
	4684482-0	I20-003508	20-001077	06/23/2020	6	Canary Yellow Note Pads, Lined, 4 x 6, 90-Sheet, 5/ Pack - Item #MMM6605SSCY	010-1600-460100	\$ 11.66
	4684482-0	I20-003508	20-001077	06/23/2020	7	Original Pads in Jaipur Colors, 3 x 3, 100-Sheet, 5/ Pack - Item #MMM6545UC	010-1600-460100	\$ 7.73
	4684482-0	I20-003508	20-001077	06/23/2020	8	Optimum Alkaline AA Batteries, 12/ Pack -Item #DUROPT1500B12PR	010-1600-460290	\$ 97.64
	4684482-0	I20-003508	20-001077	06/23/2020	9	CopperTop Alkaline AAA Batteries, 36/ Pack - Item #DURMN24P36	010-1600-460290	\$ 75.18
	4685709-0	I20-003509	20-001084	06/23/2020	1	Warehouse Direct, Manila File Folders, 1-Ply Top Tabs, 1/3 Cut, Assorted, Letter Size, 100/Box #WHD20330	010-7002-460100	\$ 26.22
	4685709-0	I20-003509	20-001084	06/23/2020	2	Intensity Permanent Marker, Fine Bullet Tip, Tuxedo Black, Dozen #BICGPM11BK	010-7002-460100	\$ 14.97
	4685709-0	I20-003509	20-001084	06/23/2020	3	Wite-Out Quick Dry Correction Fluid, 20 mL Bottle, White, 1/Dozen #BICWOFQD12WE	010-7002-460100	\$ 9.96
	4684482-1	I20-003529	20-001077	06/24/2020	1	ONE-WRAP Pre-Cut Thin Ties, 0.5" x 8", Black, 50/ Pack - Item #VEK95172	010-1600-460100	\$ 15.08
	4685730-0	I20-003530	20-001144	06/24/2020	1	1 Carton Fabuloso cleaner Item # CPC05253	010-7002-461100	\$ 55.59
	4685726-0	I20-003531	20-000296	06/24/2020	1	Facial tissues/Hand soap/Can liners - Building Maintenance	010-1700-460150	\$ 392.21
	4685726-0	I20-003531	20-000296	06/24/2020	2	Mop heads - BM	010-1700-461100	\$ 62.55
	4685709-1	I20-003600	20-001084	06/25/2020	1	Redimark Metal-Cased Marker, Broad Chisel Tip, Black, Dozen #DIX87170	010-7002-460100	\$ 45.98
	4686930-0	I20-003601	20-001093	06/25/2020	1	Toilet paper/Paper towels/Soap/Ur. screens/Bowl cleaner	283-4005-460150	\$ 236.19
	4687283-0	I20-003609	20-001093	06/25/2020	1	Hand soap - CPAC	283-4005-460150	\$ 79.96
	4689230-0	I20-003621	20-001127	06/25/2020	1	EXPO Low-Odor Dry-Erase Marker, Broad Chisel Tip, Assorted Colors, 4/Set #SAN80074	010-7002-460100	\$ 19.10
	4690316-0	I20-003623	20-000296	06/25/2020	1	Paper plates/Cleaner/Paper towels/Bath tissue - Building Maintenance	010-1700-460150	\$ 260.32
	4690540-0	I20-003689	20-001140	06/29/2020	1	Packing Tape - #MMM-145-6	283-4005-460100	\$ 13.23
	4690540-0	I20-003689	20-001140	06/29/2020	2	Calculator Paper - #UNV-35715GN	283-4005-460100	\$ 11.99
	4690540-0	I20-003689	20-001140	06/29/2020	3	Vinyl Letters - #BVC-KT2220	283-4005-460100	\$ 25.93
	4690540-0	I20-003689	20-001140	06/29/2020	4	Vinyl Numbers - #BVC-KT2020	283-4005-460100	\$ 25.93

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	4690540-0	I20-003689	20-001140	06/29/2020	5	6 X 9 Envelopes - #UNV-35260	283-4005-460100	\$ 14.32
	4690540-0	I20-003689	20-001140	06/29/2020	6	Rubber Bands - #UNV-00464	283-4005-460100	\$ 1.15
	4690540-0	I20-003689	20-001140	06/29/2020	7	Label Tape - #BRT-M-2312PK	283-4005-460100	\$ 12.73
	4690540-0	I20-003689	20-001140	06/29/2020	8	Marker- #SAN-38264PP	283-4005-460100	\$ 3.90
	4690540-0	I20-003689	20-001140	06/29/2020	9	Marker - SAN-1927432	283-4005-460100	\$ 19.60
	4690540-0	I20-003689	20-001140	06/29/2020	10	White Board Eraser - #UNV-43663	283-4005-460100	\$ 1.45
	4690540-0	I20-003689	20-001140	06/29/2020	11	Labels _ #UNV-80004	283-4005-460100	\$ 48.99
	4690540-0	I20-003689	20-001140	06/29/2020	12	AA Batteries - #DURMN1500B16Z	283-4005-460290	\$ 9.97
	4690446-0	I20-003692	20-001132	06/29/2020	1	9 x 12 Manila Envelope #QUA37890	283-4001-460100	\$ 24.59
	4690446-0	I20-003692	20-001132	06/29/2020	2	11 x 17 Laminate 3 mil #WHDMENR3ML	283-4001-460100	\$ 33.24
	4690446-0	I20-003692	20-001132	06/29/2020	3	Packing tape #MMM1426	283-4001-460100	\$ 12.04
	4690446-0	I20-003692	20-001132	06/29/2020	4	Cable ties 8" #GDB46308	283-4001-460100	\$ 4.18
	4690446-1	I20-003693	20-001132	06/29/2020	1	Cable ties 11" #GDB46310	283-4001-460100	\$ 4.79
	4690446-1	I20-003693	20-001132	06/29/2020	2	Cable ties 14" #GDB46315	283-4001-460100	\$ 6.29
	4690540-1	I20-003694	20-001140	06/29/2020	1	Rubber Bands - #UNV-00432	283-4005-460100	\$ 2.39
	4690540-1	I20-003694	20-001140	06/29/2020	2	Pens - BIC-SCSM361AST	283-4005-460100	\$ 21.26
	4690540-1	I20-003694	20-001140	06/29/2020	3	AAA Batteries - #DURMN2400B16Z	283-4005-460290	\$ 8.69
	4690540-1	I20-003694	20-001140	06/29/2020	4	C Batteries - #DURMN14RT8Z	283-4005-460290	\$ 15.01
	4690540-1	I20-003694	20-001140	06/29/2020	5	Wet Jet Liquid Refills - #PGC81790CT	283-4005-461100	\$ 53.99
[VENDOR] 11222 : WEHMEIER PORTRAITS, LTD	26485	I20-003495	20-001115	06/23/2020	1	Maintenance of Village's access to the Orland Park Stock gallery plus up to an additional 3000 new images to the web-based stock photography collection.	010-0000-442990	\$ 3,750.00
[VENDOR] 8888888.1487 : WINIFRED NEIDHART	615	I20-003617		06/19/2020	1	Rec Refund	283-0000-204000	\$ 25.00
[VENDOR] 14911 : WINKLER'S TREE & LANDSCAPING, INC.	119680	I20-003381	20-000905	06/17/2020	1	Tree trimming - 395 trees	054-0000-471250	\$ 22,665.10
[VENDOR] 14982 : ZETX	IL20.0168300	I20-003423	20-001094	06/19/2020	1	Cellular Phone Mapping Software One Year Subscription - 9/1/2020 - 8/31/2021 - Quote #IL20.0168300	010-7002-460130	\$ 2,600.00
[VENDOR] 2946 : ZIEBELL WATER SERVICE PRODUCTS INC.	250156-000	I20-003682	20-000970	06/29/2020	1	1-1/2' Bury M577 Murdock Ground Hydrant w/ 3/4" Cast Bronze box ground hydrant with locking lid	283-4005-461650	\$ 921.00
<b>GRAND TOTAL (Excluding Retainage) :</b>								<b>\$ 2,760,575.13</b>
RETAINAGE WITHHELD FOR INVOICE	36101832	I20-003644	19-000536	06/25/2020				\$ -29,785.00
RETAINAGE WITHHELD FOR INVOICE	CG20006-01	I20-003325	20-000946	06/12/2020				\$ -4,813.37
RETAINAGE WITHHELD FOR INVOICE	2	I20-003453	20-000933	06/19/2020				\$ -35,929.54
<b>RETAINAGE TOTAL :</b>								<b>\$ -70,527.91</b>
<b>GRAND TOTAL (Including Retainage) :</b>								<b>\$ 2,690,047.22</b>

**Village of Orland Park  
Open Item Listing**

Run Date: 06/30/2020 User: bobrien

Status: POSTED Due Date: 06/30/2020  
Bank Account: BMO Harris Bank-Vendor Disbursement  
Invoice Type: Payroll Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 12125 : CAIC PRIMARY	06/26/2020	I20-003560		06/30/2020	1	VOP, 6.30.2020, Premium Group #11031, CAIC EE Deductions	010-0000-210129	\$ 578.06
[VENDOR] 8534 : FORT DEARBORN LIFE	7/01/2020	I20-003502		06/26/2020	1	MONTHLY LIFE INSURANCE PAYMENT July 2020 Premium	092-0000-452800	\$ 506.88
	7/01/2020	I20-003502		06/26/2020	1	MONTHLY LIFE INSURANCE PAYMENT July 2020 Premium	092-0000-453500	\$ 6,270.37
<b>GRAND TOTAL :</b>								<b>\$ 7,355.31</b>

## Village of Orland Park Open Item Listing

Run Date: 06/26/2020 User: bobrien

Status: POSTED Due Date: 06/29/2020

Bank Account: BMO Harris Bank-Vendor Disbursement

Invoice Type: Check Request,Utility-General,Payroll,Standard,Utility-Telecom,Utility-Refund Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 3927 : AFSCME COUNCIL 31	06/26/2020	I20-003566		06/26/2020	1	VOP Dues, 6.26.2020, AFSCME Membership Dues -	010-0000-210105	\$ 3,123.74
[VENDOR] 11508 : AMERICAN TECHNOLOGY SOLUTIONS	10193-90	I20-003513	20-001167	06/24/2020	1	2019 W-2 Services	010-1600-442850	\$ 1,714.00
	10193-91	I20-003514	20-001167	06/24/2020	1	2019 1095 Services	010-1600-442850	\$ 1,517.85
	10194-14	I20-003515	20-001167	06/24/2020	1	2019 1099R Services	010-1600-442850	\$ 584.93
[VENDOR] 12535 : APPRAISAL ASSOCIATES	11/26/19	I20-003331	20-001117	06/12/2020	1	PTAB Appeals for Orland Brook, James Hughes 1, Joseph Rizza, Orland Park Imports, James Hughes 2, Jeffrey Kowalis, and Dr. Naser Rustrom	010-0000-432100	\$ 1,668.74
	12/26/19	I20-003332	20-001117	06/12/2020	1	PTAB Appeal for Target	010-0000-432100	\$ 264.50
[VENDOR] 13229 : ARTISTIC ENGRAVING	15188	I20-003372	20-000236	06/17/2020	1	Blackinton AH7695, Rhodium five star badge with safety catch - Animal Control, estimate 62	010-7002-460190	\$ 89.00
	15188	I20-003372	20-000236	06/17/2020	2	shipping	010-7002-460190	\$ 3.30
	15354	I20-003420	20-000789	06/19/2020	1	Blackinton BH7695 - Rhodium Part-Time Officer #409 with Safety Catch	010-7002-460190	\$ 187.50
	15354	I20-003420	20-000789	06/19/2020	2	Blackinton AH7603 - Rhodium Hat Shield #409 with Two Screw Back	010-7002-460190	\$ 60.50
	15354	I20-003420	20-000789	06/19/2020	3	USPS Mailing	010-7002-460190	\$ 8.50
[VENDOR] 11424 : AT & T	831-000-2478 678	I20-003376		06/17/2020	1	Internet svcs	010-1600-442850	\$ 1,730.43
[VENDOR] 13548 : AXA EQUITABLE LIFE INSURANCE COMPANY	06/26/2020	I20-003563		06/26/2020	1	VOP, 6.26.2020, Plan # 690921	010-0000-210131	\$ 596.42
[VENDOR] 1249 : CED	5025-531873	I20-003361	20-000413	06/16/2020	1	Street light tool	010-5002-460170	\$ 1,750.00
[VENDOR] 14976 : COLLINS	05/31/20	I20-003485	20-001154	06/23/2020	1	Board of Fire & Police Commission Secretarial Services for 5/1/2020 - 5/31/2020	010-8000-442520	\$ 300.00
[VENDOR] 1165 : COM ED	3062020038	I20-003407		06/18/2020	1	3/30-4/28/20	010-5002-441300	\$ 1,368.49
	3062020038	I20-003408		06/18/2020	1	4/28-5/28/20	010-5002-441300	\$ 1,167.67
[VENDOR] 9099 : COMCAST	8771010010001674	I20-003479		06/23/2020	1	6/14-7/13/20	021-1800-441800	\$ 116.01
	8771010010001674	I20-003479		06/23/2020	2	6/14-7/13/20	283-4001-441800	\$ 163.31
	8771010010001674	I20-003479		06/23/2020	3	6/14-7/13/20	010-0000-441800	\$ 20.81
	8771010010001674	I20-003479		06/23/2020	4	6/14-7/13/20	010-5001-441800	\$ 2.10
	8771010010001674	I20-003479		06/23/2020	5	6/14-7/13/20	283-4007-441800	\$ 288.35
	8771010010001674	I20-003479		06/23/2020	6	6/14-7/13/20	010-1600-441800	\$ 108.35

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 14675 : COMCAST BUSINESS SERVICES	934487531	I20-003254		06/10/2020	1	June	010-1600-441800	\$ 1,208.07
	934487531	I20-003254		06/10/2020	2	June	010-1600-441800	\$ 1,208.07
[VENDOR] 10428 : CONSTELLATION NEW ENERGY, INC.	0732010007	I20-003546		06/24/2020	1	4/23-5/22/20	010-5002-441300	\$ 38.83
	0763098102	I20-003547		06/24/2020	1	4/23-5/22/20	010-5002-441300	\$ 34.67
	1010090017	I20-003548		06/24/2020	1	4/28-5/28/20	010-5002-441300	\$ 2,006.04
	3062020029	I20-003549		06/24/2020	1	4/28-5/28/20	010-5002-441300	\$ 3,199.86
	4737017028	I20-003550		06/24/2020	1	4/23-5/22/20	010-5002-441300	\$ 454.13
[VENDOR] 13382 : DASH MEDICAL GLOVES	INV1196567	I20-003301	20-001090	06/11/2020	1	Black Maxx Nitrile Exam Gloves - Small, Item #BMN100S, Invoice #INV1196567	010-7002-464700	\$ 215.70
	INV1196567	I20-003301	20-001090	06/11/2020	2	Black Maxx Nitrile Exam Gloves - Medium, Item #BMN100M	010-7002-464700	\$ 215.70
	INV1196567	I20-003301	20-001090	06/11/2020	3	Black Maxx Nitrile Exam Gloves - Large, Item #BMN100L	010-7002-464700	\$ 143.80
	INV1196567	I20-003301	20-001090	06/11/2020	4	Black Maxx Nitrile Exam Gloves - X-Large, Item #BMN100XL	010-7002-464700	\$ 143.80
	INV1200290	I20-003302	20-001091	06/11/2020	1	Black Maxx Nitrile Exam Gloves - Small, Item #BMN100S, Invoice #INV1200290	010-7002-464700	\$ 143.80
	INV1200290	I20-003302	20-001091	06/11/2020	2	Black Maxx Nitrile Exam Gloves - Medium, Item #BMN100M	010-7002-464700	\$ 143.80
	INV1200290	I20-003302	20-001091	06/11/2020	3	Black Maxx Nitrile Exam Gloves - Large, Item #BMN100L	010-7002-464700	\$ 143.80
	INV1200290	I20-003302	20-001091	06/11/2020	4	Black Maxx Nitrile Exam Gloves - XX-Large, Item #BMN100XXL	010-7002-464700	\$ 431.40
[VENDOR] 13909 : DISCOVERY BENEFIT SYSTEMS	0001167501-IN	I20-003425	20-000669	06/19/2020	1	Monthly FSA Expense - May	092-0000-432800	\$ 97.75
	0001167501-IN	I20-003425	20-000669	06/19/2020	2	Monthly COBRA Expense - May	092-0000-432800	\$ 154.00
[VENDOR] 13720 : DYNEGY ENERGY SERVICES	0288057045	I20-003539		06/24/2020	1	4/24-5/27/20	031-6002-441300	\$ 1,731.35
	0408105037	I20-003540		06/24/2020	1	4/20-5/19/20	031-6002-441300	\$ 11,945.30
	0858025028	I20-003541		06/24/2020	1	4/24-5/27/20	283-4007-441300	\$ 11,891.34
	0959362004	I20-003542		06/24/2020	1	4/15-5/17/20	283-4003-441300	\$ 3,588.21
	1226049002	I20-003543		06/24/2020	1	4/14-5/12/20	021-1800-441300	\$ 1,436.89
	1227505009	I20-003544		06/24/2020	1	4/23-5/26/20	283-4003-441300	\$ 154.25
	3998012019	I20-003545		06/24/2020	1	4/27-5/28/20	031-6002-441300	\$ 3,427.37
[VENDOR] 1255 : ETP LABS INC.	20-134517	I20-003222	20-000218	06/09/2020	1	Coliform Water Sampling - April	031-6002-442990	\$ 604.00
	20-134572	I20-003528	20-000218	06/24/2020	1	Coliform Water Sampling - May	031-6002-442990	\$ 604.00
[VENDOR] 5176 : FERGUSON ENTERPRISES	5559439	I20-003359	20-000102	06/16/2020	1	Sensors - Pool	010-1700-461700	\$ 341.70
[VENDOR] 13886 : GOVQA, LLC	1134-200101	I20-003411	20-001172	06/19/2020	1	GovQA FOIA Service Tracking and Social Media Archive Services.	010-1600-442850	\$ 7,940.00
[VENDOR] 1338 : HACH COMPANY	11963044	I20-003129	20-000774	06/04/2020	1	Repair FRT Chg/RPS-Surface(P)	031-6003-461700	\$ 48.25
	11963044	I20-003129	20-000774	06/04/2020	2	FL900 modem 4G upgrade Serial Number 120200001556	031-6003-461700	\$ 800.00
[VENDOR] 1343 : HALOGEN SUPPLY COMPANY, INC.	00549900	I20-003637	20-000172	06/25/2020	1	CPAC Maintenance Supplies	283-4005-461650	\$ 1,805.68
[VENDOR] 13274 : HEWLETT-PACKARD FINANCIAL	303960656	I20-003264	20-000044	06/10/2020	1	MFP Lease #524548520200005 - Xerox 7255	010-1500-444700	\$ 117.39

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
SERVICES CO.						Mayor's Office - 6/27-7/26/20		
	303960657	I20-003265	20-000045	06/10/2020	1	MFP Lease #524548520200008 - 2 Xerox 7856 VMO & HR - 6/23-7/22/20	010-1100-444700	\$ 245.50
	303973163	I20-003434	20-000057	06/19/2020	1	MFP Lease #524548520200006 - Xerox 7225 Parks Admin - 7/7-8/6/20	283-4003-444700	\$ 104.67
	303973633	I20-003435	20-000097	06/19/2020	1	MFP Lease #524548520200007 - Xerox 7856 Police Investigations - 7/8-8/7/20	010-7002-444700	\$ 122.75
	303975911	I20-003643	20-000098	06/25/2020	1	MFP Lease #524548520200009 - Xerox 7856 Police Records - 7/12-8/11/20	010-7002-444700	\$ 122.75
[VENDOR] 5704 : I.B.E.W. LOCAL 134	06/26/2020	I20-003585		06/26/2020	1	VOP Dues, 6.26.2020, IBEW Membership Dues	010-0000-210106	\$ 565.18
[VENDOR] 3929 : ICMA RETIREMENT TRUST - 457	06/26/2020	I20-003567		06/26/2020	1	VOP, 6.26.2020, Plan # 301728	010-0000-210125	\$ 2,807.74
[VENDOR] 6056 : IUOE LOCAL 399	06/26/2020	I20-003572		06/26/2020	1	VOP Dues #788/1069, 6.26.2020, IUOE Membership Dues	010-0000-210108	\$ 1,774.00
[VENDOR] 3333333.2941 : JOANNA SWEICH	20200612	I20-003324		06/12/2020	1	Refund of Impound/Tow Case No 2020-136790	010-0000-371320	\$ 695.00
[VENDOR] 3333333.2947 : KATHY ARROYO	06222020	I20-003460		06/22/2020	1	Arroyo, August 21, 2020, \$1,400 Refund due to corona virus.	021-0000-373900	\$ 1,400.00
[VENDOR] 8888888.1476 : LAURA PIETRASZEK	606	I20-003106		05/29/2020	1	Rec Refund	283-0000-204000	\$ 942.00
[VENDOR] 13454 : LYNCH	06/26/2020	I20-003561		06/26/2020	1	Lynch , Support, 6.26.20	010-0000-210110	\$ 425.60
[VENDOR] 9294 : MAP AUTOMOTIVE - CHICAGO	40-29158	I20-003597	20-000049	06/25/2020	1	Shop air hose	010-5006-461990	\$ 47.87
[VENDOR] 9156 : MASS MUTUAL	06/26/2020	I20-003575		06/26/2020	1	VOP, 6.26.2020, Plan # 110163	010-0000-210127	\$ 11,751.15
[VENDOR] 6154 : METROPOLITAN ALLIANCE OF POLICE	06/26/2020	I20-003573		06/26/2020	1	VOP Dues, 6.26.20, MAP Dues	010-0000-210111	\$ 2,812.00
[VENDOR] 3934 : NCPERS GROUP LIFE INSURANCE	06/26/2020	I20-003569		06/26/2020	1	VOP, Premium 6.15.20, Unit# 4890 & 7791	010-0000-210115	\$ 864.00
[VENDOR] 1601 : NICOR	2632528	I20-003382		06/18/2020	1	5/4-6/3/20	010-1700-441700	\$ 229.87
	2731535	I20-003383		06/18/2020	1	4/22-5/21/20	010-1700-441700	\$ 106.64
	3076775	I20-003384		06/18/2020	1	4/22-5/21/20	010-1700-441700	\$ 609.37
	3195776	I20-003385		06/18/2020	1	12/19/19-5/22/20	010-1700-441700	\$ 830.80
	3653139	I20-003386		06/18/2020	1	5/1-6/2/20	010-1700-441700	\$ 73.70
	3764872	I20-003387		06/18/2020	1	4/5-5/5/20	031-6002-441700	\$ 39.07
	4006009	I20-003388		06/18/2020	1	12/2/19-5/2/20	010-1700-441700	\$ 512.26
	4480160	I20-003389		06/18/2020	1	5/1-6/2/20	010-1700-441700	\$ 604.45
	4685836	I20-003390		06/18/2020	1	5/4-6/3/20	010-1700-441700	\$ 266.34
	4873483	I20-003391		06/18/2020	1	4/15-6/8/20	031-6002-441700	\$ 79.25
	4916005	I20-003392		06/18/2020	1	4/22-5/21/20	021-1800-441700	\$ 674.40
	2020028/2630940	I20-003393		06/18/2020	1	2020028 - 4/24-5/26/20	031-6002-441700	\$ 75.93
	2020028/2630940	I20-003393		06/18/2020	2	2630940 - 4/21-5/21/20	010-1700-441700	\$ 916.71
	2742855/2838662	I20-003394		06/18/2020	1	2742855 - 4/26-5/26/20	031-6002-441700	\$ 55.24
	2742855/2838662	I20-003394		06/18/2020	2	2838662 - 4/30-5/30/20	031-6002-441700	\$ 219.92

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
	3467534/3493605	I20-003395		06/18/2020	1	3467534 - 4/25-5/25/20	031-6002-441700	\$ 66.29
	3467534/3493605	I20-003395		06/18/2020	2	3493605 - 4/19-5/19/20	031-6002-441700	\$ 48.32
	3562133/3626231	I20-003396		06/18/2020	1	3562133 - 5/2-6/1/20	283-4003-441700	\$ 113.01
	3562133/3626231	I20-003396		06/18/2020	2	3562133 - 5/2-6/1/20	283-4005-441700	\$ 700.00
	3562133/3626231	I20-003396		06/18/2020	3	3626231 - 4/19-5/19/20	031-6002-441700	\$ 40.50
	3626352/3690413	I20-003397		06/18/2020	1	3626352 - 4/18-5/18/20	031-6002-441700	\$ 43.72
	3626352/3690413	I20-003397		06/18/2020	2	3690413 - 4/20-5/20/20	283-4003-441700	\$ 70.41
	3817622/3891295	I20-003398		06/18/2020	1	3817622 - 4/22-5/21/20	010-1700-441700	\$ 776.65
	3817622/3891295	I20-003398		06/18/2020	2	3891295 - 5/4-6/3/20	283-4006-441700	\$ 2,193.74
	3993298/4284883	I20-003399		06/18/2020	1	3993298 - 4/23-5/22/20	031-6002-441700	\$ 38.57
	3993298/4284883	I20-003399		06/18/2020	2	4284883 - 5/5-6/4/20	026-0000-441700	\$ 129.86
	4285752/4571765	I20-003400		06/18/2020	1	4285752 - 4/26-5/26/20	031-6002-441700	\$ 172.40
	4285752/4571765	I20-003400		06/18/2020	2	4571765 - 4/30-5/30/20	031-6002-441700	\$ 39.16
	4622672/4744660	I20-003401		06/18/2020	1	4622672 - 4/21-5/21/20	031-6002-441700	\$ 122.94
	4622672/4744660	I20-003401		06/18/2020	2	4744660 - 4/30-5/30/20	031-6002-441700	\$ 48.72
	4860248/4869910	I20-003402		06/18/2020	1	4860248 - 4/20-5/21/20	031-6002-441700	\$ 38.60
	4860248/4869910	I20-003402		06/18/2020	2	4869910 - 4/30-5/29/20	283-4007-441700	\$ 1,155.06
	4873219	I20-003403		06/18/2020	1	5/2-6/1/20	031-6002-441700	\$ 68.66
[VENDOR] 14838 : OPTIMA INC.	53628-1	I20-003470	20-000235	06/23/2020	1	11" X 7" X 1/8" lap Board with custom print on two sides, item Gr-LB-LG-CUS-2, per quote 00010655	010-7002-460290	\$ 227.40
	53628-1	I20-003470	20-000235	06/23/2020	2	shipping	010-7002-460290	\$ 15.86
[VENDOR] 5974 : ORLAND PARK POLICE SUPERVISORS ASSOC.	06/26/2020	I20-003571		06/26/2020	1	Orland Park Police Association Dues, 6.26.20	010-0000-210109	\$ 190.00
[VENDOR] 13494 : PALOS MEDICAL GROUP, LLC	03/31/20	I20-003473	20-001185	06/23/2020	1	Sworn Personnel Physical - R. Robertson	010-7002-429500	\$ 255.00
	04/30/20	I20-003474	20-001185	06/23/2020	1	Sworn Personnel Physical - R. Hoffman	010-7002-429500	\$ 255.00
[VENDOR] 12386 : PHYSICIANS IMMEDIATE CARE-CHICAGO	4153261	I20-003259	20-000405	06/10/2020	1	Pre-Employment Exam and/or Collection	010-1100-429510	\$ 90.00
[VENDOR] 14321 : RAILROAD MANAGEMENT COMPANY IV LLC	413744	I20-003326	20-000710	06/12/2020	1	Agreement for water main pipe crossing under Norfolk Railroad tracks. License #NS207103	031-6001-444100	\$ 529.98
[VENDOR] 15030 : SAR GLOBAL SIGNS	INV-18775	I20-003373	20-000242	06/17/2020	1	(15) Park Signs and (15) Sign Sleeve Sets	283-4003-461500	\$ 16,789.25
[VENDOR] 3333333.2940 : SPARKLE BOLLING	06092020	I20-003239		06/09/2020	1	Sparkle, July 11, 2020, \$2000 Refund due to the Corona Virus	021-0000-373900	\$ 2,000.00
[VENDOR] 9965 : SWC TECHNOLOGY PARTNERS LLC	001305860	I20-003336	19-002302	06/15/2020	1	Microsoft Exchange 2016 Migration	010-1600-432800	\$ 3,607.50
	001305860	I20-003336	19-002302	06/15/2020	2	Microsoft Windows 10 Upgrade & SCCM Imaging	010-1600-432800	\$ 4,227.50
	001305860	I20-003336	19-002302	06/15/2020	3	Microsoft Azure AD & IAAS Setup	010-1600-432800	\$ 1,341.25
	001320803	I20-003337	19-002302	06/15/2020	1	Microsoft Exchange 2016 Migration	010-1600-432800	\$ 2,590.00
	001320803	I20-003337	19-002302	06/15/2020	2	Microsoft Windows 10 Upgrade & SCCM Imaging	010-1600-432800	\$ 770.00
	001320803	I20-003337	19-002302	06/15/2020	3	Microsoft Azure AD & IAAS Setup	010-1600-432800	\$ 5,368.75
[VENDOR] 11069 : UNITED GYMNASTICS ACADEMY	06/11/20	I20-003307	20-000332	06/11/2020	1	Spring Gymnastics Classes through 4/25/20	283-4007-490200	\$ 4,088.39



Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 3931 : USCM CLEARING ACCOUNT	06/26/2020	I20-003568		06/02/2020	1	VOP, 6.26.2020, Entity# 13359	010-0000-210126	\$ 6,184.00
[VENDOR] 3333333.2944 : VICTORIA FOLEY	06192020	I20-003442		06/19/2020	1	Reimbursement for auto damages related to CR-2020-137576.	092-0000-452110	\$ 3,500.00
[VENDOR] 1884 : VILLAGE OF OAK LAWN	7009	I20-003311	20-001082	06/11/2020	1	Regional Water Loan Interest Payment for 1st Quarter 2020	031-1400-480350	\$ 19,562.20
[VENDOR] 14526 : VINES	06/04/20	I20-003257	20-000640	06/10/2020	1	Administrative Law Judge - 6/4/20	010-0000-432100	\$ 537.50
[VENDOR] 8888888.1480 : VIRGINIA KLEIMAN-BIESTY	608	I20-003132		06/03/2020	1	Rec Refund	283-0000-204000	\$ 458.00
[VENDOR] 9664 : WAREHOUSE DIRECT	4669517-0	I20-003313	20-000992	06/11/2020	1	Spot market 8.5x11 92 bright copy paper # WHDSM11	010-5001-460100	\$ 129.84
<b>GRAND TOTAL :</b>								<b>\$ 181,811.64</b>

**Village of Orland Park  
Open Item Listing**

Run Date: 06/19/2020 User: bobrien

Status: POSTED Due Date: 06/19/2020  
Bank Account: BMO Harris Bank-Vendor Disbursement  
Invoice Type: Payroll Created By: All

<b>Vendors</b>	<b>Vendor Invoice</b>	<b>Invoice</b>	<b>Purchase Order</b>	<b>Due Date</b>	<b>Line No</b>	<b>Line Item Description</b>	<b>Account Number</b>		<b>Amount</b>
[VENDOR] 8534 : FORT DEARBORN LIFE	5/01/2020	I20-003451		06/19/2020	1	Village of Orland Park Group# F005598 Acct# 1 Premium Due 6.1.2020	092-0000-452800	\$	506.88
	5/01/2020	I20-003451		06/19/2020	1	Village of Orland Park Group# F005598 Acct# 1 Premium Due 6.1.2020	092-0000-453500	\$	6,270.37
<b>GRAND TOTAL :</b>								<b>\$</b>	<b>6,777.25</b>

## Village of Orland Park Open Item Listing

Run Date: 06/16/2020 User: bobrien

Status: POSTED Due Date: 06/16/2020  
Bank Account: BMO Harris Bank-Vendor Disbursement  
Invoice Type: Utility-Telecom Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 9711 : VERIZON WIRELESS (LEHIGH)	580475682-00001	I20-003338		06/15/2020	1	4/14-5/13/20	010-1600-441100	\$ 36.01
	580475682-00001	I20-003338		06/15/2020	2	4/14-5/13/20	010-1700-441100	\$ 36.01
	580475682-00001	I20-003338		06/15/2020	3	4/14-5/13/20	010-2001-441100	\$ 241.05
	580475682-00001	I20-003338		06/15/2020	4	4/14-5/13/20	010-2002-441100	\$ 1,022.95
	580475682-00001	I20-003338		06/15/2020	5	4/14-5/13/20	010-2003-441100	\$ 58.27
	580475682-00001	I20-003338		06/15/2020	6	4/14-5/13/20	010-2004-441100	\$ 55.40
	580475682-00001	I20-003338		06/15/2020	7	4/14-5/13/20	028-0000-441100	\$ 45.40
	580475682-00002	I20-003339		06/15/2020	1	4/14-5/13/20	010-1100-441100	\$ 565.55
	580475682-00002	I20-003339		06/15/2020	2	Phone - Summers	010-1100-460120	\$ 971.97
	580475682-00002	I20-003339		06/15/2020	3	4/14-5/13/20	010-1200-441100	\$ 45.40
	580475682-00002	I20-003339		06/15/2020	4	4/14-5/13/20	010-1201-441100	\$ 45.40
	580475682-00002	I20-003339		06/15/2020	5	4/14-5/13/20	010-1400-441100	\$ 126.81
	580475682-00002	I20-003339		06/15/2020	6	4/14-5/13/20	010-1500-441100	\$ 305.01
	580475682-00002	I20-003339		06/15/2020	7	4/14-5/13/20	010-1600-441100	\$ 994.56
	580475682-00002	I20-003339		06/15/2020	8	4/14-5/13/20	021-1800-441100	\$ 45.40
	580475682-00002	I20-003339		06/15/2020	9	4/14-5/13/20	283-4002-441100	\$ 30.04
	580475682-00002	I20-003339		06/15/2020	10	4/14-5/13/20	283-4008-441100	\$ 1.69
	580475682-00002	I20-003339		06/15/2020	11	4/14-5/13/20	010-2004-441100	\$ 45.40
	580475682-00002	I20-003339		06/15/2020	12	4/14-5/13/20	010-5001-441100	\$ 28.64
	580475682-00002	I20-003339		06/15/2020	12	4/14-5/13/20	031-6001-441100	\$ 28.65
	580475682-00003	I20-003340		06/15/2020	1	4/14-5/13/20	010-1600-441100	\$ 220.90
	580475682-00003	I20-003340		06/15/2020	2	4/14-5/13/20	010-1700-441100	\$ 429.16
	580475682-00003	I20-003340		06/15/2020	3	4/14-5/13/20	283-4003-441100	\$ 1,068.47
	580475682-00004	I20-003341		06/15/2020	1	4/14-5/13/20	010-7002-441100	\$ 1,258.21
	580475682-00005	I20-003343		06/15/2020	1	4/14-5/13/20	031-1400-441100	\$ 36.01
	580475682-00005	I20-003343		06/15/2020	2	4/14-5/13/20	010-1700-441100	\$ 78.34
	580475682-00005	I20-003343		06/15/2020	3	4/14-5/13/20	010-5001-441100	\$ 430.04
	580475682-00005	I20-003343		06/15/2020	4	4/14-5/13/20	010-5003-441100	\$ 81.41
	580475682-00005	I20-003343		06/15/2020	5	4/14-5/13/20	010-5006-441100	\$ 55.40
	580475682-00005	I20-003343		06/15/2020	6	4/14-5/13/20	031-6001-441100	\$ 695.06
	580475682-00005	I20-003343		06/15/2020	7	4/14-5/13/20	010-7002-441100	\$ 44.69
	580475682-00006	I20-003344		06/15/2020	1	4/14-5/13/20	010-2002-441100	\$ 1.69
	580475682-00006	I20-003344		06/15/2020	2	4/14-5/13/20	283-4001-441100	\$ 878.52
	580475682-00006	I20-003344		06/15/2020	3	4/14-5/13/20	283-4002-441100	\$ 133.14
	580475682-00006	I20-003344		06/15/2020	4	4/14-5/13/20	283-4005-441100	\$ 289.33
	580475682-00006	I20-003344		06/15/2020	5	4/14-5/13/20	283-4008-441100	\$ 109.59
	580475682-00010	I20-003345		06/15/2020	1	4/14-5/13/20	010-5001-441100	\$ 771.30
	580475682-00010	I20-003345		06/15/2020	2	4/14-5/13/20	010-5006-441100	\$ 51.24
	580475682-00010	I20-003345		06/15/2020	3	4/14-5/13/20	031-6001-441100	\$ 537.61

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
<b>GRAND TOTAL :</b>								<b>\$ 11,899.72</b>

## Village of Orland Park Open Item Listing

Run Date: 06/11/2020 User: bobrien

Status: POSTED Due Date: 06/12/2020  
Bank Account: BMO Harris Bank-Vendor Disbursement  
Invoice Type: Payroll,Payroll-Auto Pay Created By: All

Vendors	Vendor Invoice	Invoice	Purchase Order	Due Date	Line No	Line Item Description	Account Number	Amount
[VENDOR] 13548 : AXA EQUITABLE LIFE INSURANCE COMPANY	06/12/2020	I20-003285		06/12/2020	1	Village of Orland Park 6.12.2020 Plan# 690921	010-0000-210131	\$ 594.86
[VENDOR] 13657 : BMO HARRIS BANK N.A.	06/12/2020	I20-003286		06/12/2020	1	Flexible Spending 6.12.2020 - Transfer Confirmation	010-0000-210107	\$ 1,330.04
[VENDOR] 13507 : EXPERT PAY	06/12/2020	I20-003284		06/12/2020	1	ExpertPay 6.12.2020 EE Support Payments	010-0000-210110	\$ 8,590.61
[VENDOR] 3929 : ICMA RETIREMENT TRUST - 457	06/12/2020	I20-003288		06/12/2020	1	Village of Orland Park 6.12.2020 Plan# 301728	010-0000-210125	\$ 2,873.16
[VENDOR] 3925 : ILLINOIS DEPARTMENT OF REVENUE	06/12/2020	I20-003287		06/12/2020	1	State Tax Withholding's 6.12.2020 BWPR and 6.02.2020 Manual Check Issued	010-0000-215101	\$ 53,285.33
[VENDOR] 13454 : LYNCH	06/12/2020	I20-003269		06/12/2020	1	Timothy E Lynch ***-***-3954 Docket# 12 D 3441 Garnishment Payment 6.12.2020	010-0000-210110	\$ 425.60
[VENDOR] 9156 : MASS MUTUAL	06/12/2020	I20-003293		06/12/2020	1	Village of Orland Park 6.12.2020 Plan# 110163	010-0000-210127	\$ 12,168.46
[VENDOR] 5974 : ORLAND PARK POLICE SUPERVISORS ASSOC.	06/12/2020	I20-003278		06/12/2020	1	Orland Park Police Association Dues 6.12.2020	010-0000-210109	\$ 190.00
[VENDOR] 8489 : UNITED STATES TREASURY	06/12/2020	I20-003292		06/12/2020	1	Federal Tax Withholding's 6.12.2020 BWPR and 6.02.2020 Manual Check Issued	010-0000-215100	\$ 152,792.74
	06/12/2020	I20-003292		06/12/2020	2	Social Security Tax Withholding's 6.12.2020 BWPR and 6.02.2020 Manual Check Issued	010-0000-215102	\$ 84,085.12
	06/12/2020	I20-003292		06/12/2020	3	Medicare Tax Withholding's 6.12.2020 BWPR and 6.02.2020 Manual Check Issued	010-0000-215103	\$ 34,369.84
[VENDOR] 3931 : USCM CLEARING ACCOUNT	06/12/2020	I20-003289		06/12/2020	1	Village of Orland Park 6.12.2020 Entity# 13359	010-0000-210126	\$ 6,209.00
<b>GRAND TOTAL :</b>								<b>\$ 356,914.76</b>

DATE:

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0445**  
Orig. Department: **Finance Department**  
File Name: **Payroll for June 26, 2020 - Approval**

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### **BACKGROUND:**

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve the Bi-weekly Payroll for June 26, 2020, in the amount of \$1,097,349.93

**Bi-Weekly Payroll for June 26, 2020**

VILLAGE MANAGER	010-1100	36,428.16
VILLAGE CLERK	010-1200	2,702.40
PUBLIC INFORMATION	010-1201	4,199.60
FINANCE	010-1400	39,249.73
OFFICIALS	010-1500	15,882.74
M.I.S.	010-1600	17,170.45
NATURAL RESOURCES & FACILITIES	010-1700	63,335.27
DEVELOPMENT SERVICES - ADMINISTRATION DIVISION	010-2001	15,911.32
DEVELOPMENT SERVICES - BUILDING DIVISION	010-2002	25,821.04
DEVELOPMENT SERVICES - PLANNING DIVISION	010-2003	15,008.80
DEVELOPMENT SERVICES - TRANSPORTATION & ENGINEERING DIV	010-2004	14,485.16
PUBLIC WORKS - ADMINISTRATION	010-5001	15,491.20
PUBLIC WORKS - STREETS	010-5002	62,115.19
PUBLIC WORKS - TRANSPORTATION	010-5003	979.20
PUBLIC WORKS - VEHICLE & EQUIPMENT	010-5006	11,534.60
POLICE	010-7002	522,421.18
CIVIC CENTER	021-1800	4,939.20
MUSEUM	028-0000	
PUBLIC WORKS - WATER & SEWER	031-6001	55,316.96
RECREATION - ADMINISTRATION	283-4001	81,156.81
RECREATION - PROGRAMS	283-4002	12,237.54
RECREATION - PARK OPERATIONS	283-4003	38,268.24
RECREATION - CENTENNIAL POOL	283-4005	23,415.93
RECREATION - SPORTSPLEX	283-4007	10,522.59
RECREATION - SPECIAL RECREATION	283-4008	8,756.62
<b>GROSS PAY</b>		<b>\$ 1,097,349.93</b>
AFSCME DUES	2053000	(1,561.87)
IBEW DUES	2053100	(282.59)
IUOE DUES	2053200	(887.00)
ORLAND POLICE SUPERVISOR DUES	2054000	(190.00)
POLICE PENSION	2055000	(37,443.95)
POLICE PENSION TRUE COST	2055500	-
IMRF VOLUNTARY LIFE INSURANCE	2057200	(864.00)
POLICE - M.A.P. DUES	2054500	(1,406.00)
SOCIAL SECURITY TAX	2061000	(41,519.65)
MEDICARE TAX	2062000	(15,406.78)
IMRF	2063000	(26,835.91)
IMRF - SLEP PLAN	2063000	(533.32)
IMRF - VOLUNTARY ADD'L CONTRIBUTION	2063500	(14,264.38)
FEDERAL TAX	2065000	(121,406.73)
STATE TAX	2066000	(47,235.33)
ICMA DEFERRED	2067000	(2,807.74)
NATIONWIDE DEFERRED	2067100	(6,184.00)
MASS MUTUAL DEFERRED	2067200	(11,751.15)
AXA DEFERED	2101310	(596.42)
VISION FAMILY POST-TAX DEDUCTION	2101210	(9.42)
HEALTH INSURANCE - EMPL CONTRIBUTIONS	2068000	(13,886.13)
HDHP HEALTH INSURANCE - EMPL CONTRIBUTIONS	2058300	(10,294.10)
HDHP HEALTH INSURANCE - EMPL DISBURSEMENTS	2058300	10,294.10
FLEXIBLE SPENDING ACCOUNTS	2058200	(1,330.04)
VACATION PURCHASE PROGRAM	0000000	-
AFLAC INSURANCES	2068100	(581.73)
CAIC INSURANCES	2068100	(289.03)
NATIONAL GUARDIAN INSURANCE	2057800	-
SUPPORT	2053600	(8,558.92)
GARNISHMENTS	2053600	(425.60)
MISCELLANEOUS DEDUCTION	2058100	-
MILITARY BASIC PAY DEDUCTION	1010000	-
<b>NET PAY</b>	1011000	<b>\$ 741,092.24</b>

**REQUEST FOR ACTION REPORT**

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File Number: **2020-0470**  
 Orig. Department: **Public Works Department**  
 File Name: **Park Pavilion Installations - RFP 20-019 Award**

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**BACKGROUND:**

On March 3, 2020, the Village Board approved the purchase of seven (7) pavilions for Discovery, Ishnala, Ishnala Woods, Village Square, Wedgewood Estates, Parkview, and Wlodarski Parks. The pavilions have since been purchased and delivered to the Public Works Building.

Subsequently, RFP 20-019 for the installation of these seven (7) pavilions was issued on 06/10/2020 and closed on 6/24/2020. Eighteen (18) vendors downloaded the RFP documents and three (3) submitted proposals. The RFP and bid tabulation are attached for reference. The proposal totals were as follows:

Integral Construction  
Total Proposal Price = \$93,200.00

Innovation Landscape Inc.  
Total Proposal Price = \$104,265.70

GLI Services, Inc.  
Total Proposal Price = \$135,786.00

Staff subsequently contacted the three (3) references provided by Integral Construction, Inc. All three (3) references (Naperville, Schaumburg, and Oak Forest Park Districts) related positive experiences in working with Integral and highly recommended their services. As a side note, Integral Construction was recently selected by the Village for the construction of Sterling Ridge Park (see RFP 20-013).

As such, Staff recommends awarding RFP 20-019 to Integral Construction Inc. A 10% (\$9,320.00) contingency is also requested to address change orders made necessary by circumstances not reasonably foreseeable at the time the contract was signed. This contingency amount will be included in the contract for this project.

**BUDGET IMPACT:**

Funds for pavilions are budgeted for FY2020 and available in the Parks & Grounds account 283-4003-443250. A budget adjustment in the amount of \$29,291.50 from 283-4003-443250 to 023-0000-470100 is requested for the cost of two (2) pavilion installations.

**REQUESTED ACTION:**

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I move to approve awarding "RFP 20-019 - Park Pavilion Installations" to Integral Construction Inc. of Romeoville, IL in the amount of \$93,200.00 plus a 10% contingency of \$9,320.00 for a total not to exceed \$102,520.00;

And,

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

And,

To approve a budget transfer in the amount of \$29,291.50 from account 283-4003-443250 to account 023-0000-470100.

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**ORLAND PARK**  
**PROPOSAL SUMMARY SHEET**  
**RFP # 20-019**  
**Park Pavilion Installations**

Business Name: Integral Construction Inc.  
 Street Address: 320 Rocbaar Dr.  
 City, State, Zip: Romeoville, IL 60446  
 Contact Name: Christopher Osinski  
 Title: Principal  
 Phone: 844-317-7403 Fax: 844-317-7402  
 E-Mail address: cosinski@buildintegral.com

**PRICE PROPOSAL**

Description	Unit Cost	Pavilions	Extended Cost
20' x 20' Pavilion Installation and Excavation Per Bid Specifications	\$ <u>13,314.286</u>	X 7	\$ <u>93,200.00</u>

**AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: Christopher Osinski  
 Signature of Authorized Signee: *Christopher A. Osinski*  
 Title: Principal Date: 6/24/2020

ACCEPTANCE: This proposal is valid for ninety (90) calendar days from the date of submittal.

 **ORLAND PARK**  
**CERTIFICATE OF COMPLIANCE**

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The undersigned Christopher Osinski, as Principal  
*(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)*

and on behalf of Integral Construction Inc., certifies that:  
*(Enter Name of Business Organization)*

**1) BUSINESS ORGANIZATION:**

**The Proposer is authorized to do business in Illinois: Yes  No**

**Federal Employer I.D.#:** 81-1896220  
*(or Social Security # if a sole proprietor or individual)*

The form of business organization of the Proposer is *(check one)*:

- Sole Proprietor
- Independent Contractor *(Individual)*
- Partnership
- LLC
- Corporation Illinois 3/21/2016  
*(State of Incorporation) (Date of Incorporation)*

**2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes  No**

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

**3) SEXUAL HARRASSMENT POLICY: Yes  No**

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

**4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes  No [ ]**

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

**5) PREVAILING WAGE COMPLIANCE: Yes  No [ ]**

In the manner and to the extent required by law, this contract is subject to the Illinois Prevailing Wage Act and to all laws governing the payment of wages to laborers, workers and mechanics of Contractor or any subcontractor of the Contractor bound to this agreement who is performing services covered by this contract. If awarded the Contract, per 820 ILCS 130 et seq. as amended, Contractor shall pay not less than the

prevailing hourly rate of wages, the generally prevailing rate of hourly wages for legal holiday and overtime work, and the prevailing hourly rate for welfare and other benefits as determined by the Illinois Department of Labor or the Village and as set forth in the schedule of prevailing wages for this contract to all laborers, workers and mechanics performing work under this contract (available at <https://www2.illinois.gov/idol/Laws-Rules/CONMED/pages/2018-rates.aspx>).

The undersigned Contractor further stipulates and certifies that it has maintained a satisfactory record of Prevailing Wage Act compliance with no significant Prevailing Wage Act violations for the past three (3) years. In accordance with Public Act 94-0515, the Contractor will submit to the Village certified payroll records (to include for every worker employed on the project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day and starting and ending time of work each day) on a monthly basis, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Contractor is aware that knowingly filing false records is a Class B Misdemeanor.

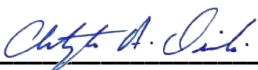
6) **TAX CERTIFICATION:**      Yes       No

Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

7) **AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**

  
\_\_\_\_\_  
Signature of Authorized Officer

Christopher Osinski  
\_\_\_\_\_  
Name of Authorized Officer

Principal  
\_\_\_\_\_  
Title

6/24/2020  
\_\_\_\_\_  
Date

**REFERENCES**

ORGANIZATION Naperville Park District

ADDRESS 320 Jackson Ave

CITY, STATE, ZIP Naperville, IL 60540

PHONE NUMBER 630-848-5012

CONTACT PERSON Mike Pizynski

DATE OF PROJECT November 2018 - present

ORGANIZATION Oak Forest Park District

ADDRESS 15601 Central Ave.

CITY, STATE, ZIP Oak Forest, IL 60452

PHONE NUMBER 708-687-7270

CONTACT PERSON Cindy Grannan

DATE OF PROJECT November 2019 - present

ORGANIZATION Schaumburg Park District

ADDRESS 235 E. Beech Dr.

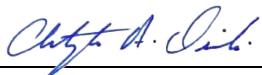
CITY, STATE, ZIP Schaumburg, IL 60193

PHONE NUMBER 847-985-2115

CONTACT PERSON Niki Rao

DATE OF PROJECT March 2017 - present

Proposer's Name & Title: Christopher Osinski, Principal

Signature and Date:  6/24/2020

 **ORLAND PARK**  
**INSURANCE REQUIREMENTS**

***Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's***

**WORKERS COMPENSATION & EMPLOYER LIABILITY**

\$1,000,000 – Each Accident    \$1,000,000 – Policy Limit  
\$1,000,000 – Each Employee  
Waiver of Subrogation in favor of the Village of Orland Park

**AUTOMOBILE LIABILITY**

\$1,000,000 – Combined Single Limit  
Additional Insured Endorsement in favor of the Village of Orland Park

**GENERAL LIABILITY (Occurrence basis)**

\$1,000,000 – Each Occurrence    \$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury  
\$2,000,000 – Products/Completed Operations Aggregate  
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

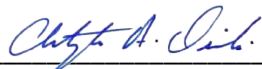
**EXCESS LIABILITY (Umbrella-Follow Form Policy)**

\$2,000,000 – Each Occurrence    \$2,000,000 – Aggregate  
***EXCESS MUST COVER:*** General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify “The Village of Orland Park and Upland Design, Ltd., and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured.” If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage’s. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best’s Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor’s obligation to provide all of the above insurance.

The proposer agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village’s relationship with the selected proposer.

ACCEPTED & AGREED THIS 24th DAY OF June, 2020

  
\_\_\_\_\_  
Signature  
Christopher Osinski / Principal  
Printed Name & Title

Authorized to execute agreements for:  
Integral Construction Inc.  
\_\_\_\_\_  
Name of Company

 **Document A310™ - 2010**

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*  
Integral Construction, Inc.  
320 Rocbaar Drive  
Romeoville, IL 60446

**SURETY:**

*(Name, legal status and principal place of business)*  
Washington International Insurance Company: New Hampshire Corporation  
1450 American Lane, Suite 1100  
Schaumburg, IL 60173

**OWNER:**

*(Name, legal status and address)*  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, IL 60462

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**BOND AMOUNT:** Ten Percent of the Amount of Bid----- (--10%--)

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:**

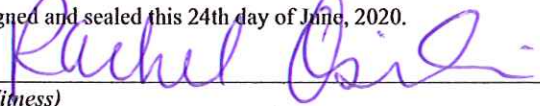
*(Name, location or address, and Project number, if any)*  
Park Pavilion Installations

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 24th day of June, 2020.

  
\_\_\_\_\_  
*(Witness)*

Integral Construction, Inc.  
*(Principal)* \_\_\_\_\_ *(Seal)*

  
\_\_\_\_\_  
*(Witness)*

Washington International Insurance Company  
*(Surety)* \_\_\_\_\_ *(Seal)*

*(Title)* Courtney A. Flaska, Attorney In Fact

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.**



Surety Company Acknowledgement

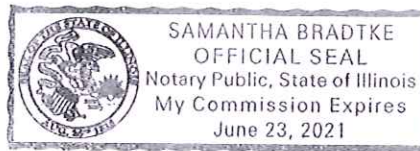
STATE OF **ILLINOIS**  
COUNTY OF **COOK**

SS:

On this 24<sup>th</sup> day of June, 2020, before me personally appeared Courtney A. Flaska, to me known, who, being by me duly sworn, did depose and say: that (s)he resides at **Schaumburg, Illinois**, that (s)he is the **Attorney in Fact** of Washington International Insurance Company, the corporation described in and which executed the annexed instrument; that (s)he knows the corporate seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; that (s)he signed his/her name thereto by like order; and that the liabilities of said corporation do not exceed its assets as ascertained in the manner provided by law.

Samantha Bradtke  
Notary Public in and for the above County and

State My Commission Expires: 06/23/21



SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint:

J.S. POHL, ROBERT B. SCHUTZ, JAMES L. SULKOWSKI, CAROL A. DOUGHERTY, SHERENE L. HEMLER, MIKE POHL, JOHN E. ADAMS, GERALD C. OLSON
ROBERT W. MIELKE, KIRK LISKIEWITZ, COURTNEY A. FLASKA, SAMANTHA BRADTKE, BRIEN T. SPODEN, LUCIANNE BISCHOFF and CHRISTINE EITEL

JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:
FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 8th day of APRIL, 2019.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 8th day of APRIL, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 24th day of June, 2020.

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



# ORLAND PARK

## RFP Tabulation

RFP Number: 20-019  
 RFP Issue: June 10, 2020  
 RFP Opening: June 24, 2020

Project Title: Park Pavilion Installations  
 Department: Parks  
 Addenda:

PROPOSER	PROPOSAL PRICE	CONTACT INFORMATION
GLI Services, Inc. dba george's Landscaping, Inc.	\$135,786.00	George W. Petecki, Jr. 1410 Mills Road Joliet, IL 60433 P: 815-774-0350/F:815-774-0352 Email: <a href="mailto:bridget@georgeslandscaping.com">bridget@georgeslandscaping.com</a>
Innovation Landscape Inc.	\$104,265.70	Nataly Perez 1481 Plainfield Rd. Oswego, IL 60543 P: 815-557-0473/F:815-327-3689 Email: <a href="mailto:nataly@innovationlandscapeinc.com">nataly@innovationlandscapeinc.com</a>
Integral Construction Inc.	\$93,200.00	Christopher Osinski 320 Rocbaar Dr. Romeoville, IL 60446 P: 844-317-7403/F:844-317-7402 Email: <a href="mailto:cosinski@buildintegral.com">cosinski@buildintegral.com</a>
		name address city, st zip P: xxx-xxx-xxxx/F:xxx-xxx-xxxx Email:

Bids are subject to review for completeness, accuracy, and compliance with all terms and conditions of the bid specifications  
 Prepared by: Denise Domalewski, Purchasing & Contract Administrator - Village of Orland Park

## **REQUEST FOR ACTION REPORT**

---

File Number:	<b>2020-0458</b>
Orig. Department:	<b>Engineering</b>
File Name:	<b>143rd Street at John Humphrey Drive Phase I Engineering Design Services, Patrick Engineering Contract Extension, Supplement #1</b>

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### **BACKGROUND:**

On January 4, 2016, Patrick Engineering (Patrick) was awarded a contract to provide Phase I Engineering Services for the intersection improvements at 143<sup>rd</sup> Street and John Humphrey Drive for a total professional fee of \$314,704.53 of which Southwest Conference of Mayors (SCM) approved to pay 80% of the total fee (\$251,763.62). The remaining 20% (\$62,904.91) was paid by the Village of Orland Park.

As part of the Phase I Study, Patrick evaluated the existing dry-land bridge under the eastbound lanes of 143rd Street, which included an initial geotechnical investigation. Based on the subsequent evaluations, it was determined that the bridge be expanded to support the westbound lanes, as well. The Illinois Department of Transportation (IDOT) requires additional geotechnical investigation to accommodate this expanded scope. It is IDOT's policy to require full Type, Size, and Location (TS&L) drawings, and detailed geotechnical investigations are completed in Phase I before IDOT approves Phase I design study report. The cost of additional tasks is \$19,995.

Therefore, a contract supplement for Patrick in the amount of \$19,995 is required. Patrick's proposal for these additional services is enclosed. This supplement is inclusive of all costs needed for the geotechnical work of the Phase I Project Development Report (PDR) and will allow the Village and Patrick to secure Phase I Design Approval on this project from IDOT barring additional requirements imposed by IDOT.

### **BUDGET IMPACT:**

The leftover funds from other construction projects will be transferred to this project to cover the additional cost of \$19,995.

### **REQUESTED ACTION:**

I move to approve the proposal from Patrick Engineering for the 143<sup>rd</sup> Street at John Humphrey Drive, Phase I Engineering Design Services for an additional \$19,995 in professional fees to complete Phase I Engineering Services (Supplement #1).

---



June 8, 2020

Mr. S. Khurshid Hoda, CPP  
Director, Engineering Programs and Services  
Village of Orland Park  
14700 Ravinia Avenue  
Orland Park, IL 60462

Project: 143<sup>rd</sup> Street at John Humphrey Drive  
Section: 16-00078-00-CH  
County: Cook  
Subject: Contract Supplement Request

Dear Mr. Hoda:

As part of the Phase I Study for the subject project, Patrick Engineering (Patrick) performed an evaluation of the existing dry land bridge under the eastbound lanes of 143<sup>rd</sup> Street, which included an initial geotechnical investigation. Based on the subsequent evaluation, it was determined that the bridge be expanded to support the westbound lanes, as well. The Illinois Department of Transportation (IDOT) requires additional geotechnical investigation to accommodate this expanded scope. Since a full Type, Size, and Location (TS&L) drawing is required in Phase I, IDOT will not grant Phase I Design Approval on this project unless the full geotechnical investigation is completed and approved by IDOT. As such, a contract supplement in the amount of \$19,995 is required for these additional required tasks, as enclosed. This supplement is inclusive of all costs needed for the completion of the Phase I Project Development Report (PDR) and will allow Patrick to secure Phase I Design Approval on this project from IDOT.

If the Village is in agreement with the aforementioned contract change, please sign and date the signature block below. If you have questions or need additional information, please contact me at (630) 795-7468 or [jcebulski@patrickco.com](mailto:jcebulski@patrickco.com).

Sincerely,

**PATRICK ENGINEERING INC.**

Jarrod J. Cebulski, P.E.  
Director of Transportation

Enclosures

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PAYROLL ESCALATION TABLE ANNIVERSARY RAISES

FIRM NAME  
PRIME/SUPPLEMENT  
Prepared By

Patrick Engineering Inc.  
Supplement  
Patrick Engineering Inc.

DATE 06/02/20  
PTB-ITEM # 200

CONTRACT TERM 2 MONTHS  
START DATE 7/1/2020  
RAISE DATE ANNIVERSARY

OVERHEAD RATE 142.53%  
COMPLEXITY FACTOR 0  
% OF RAISE 2.00%

#### ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

1

CACULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

0.17%

The total escalation for this project would be: 0.17%

# PAYROLL RATES

**FIRM NAME** Patrick Engineering Inc. **DATE** 06/02/20  
**PRIME/SUPPLEMENT** Supplement  
**PTB-ITEM #** 200

**ESCALATION FACTOR** **0.17%**

*Note: Rates should be capped on the AVG 1 tab as necessary*

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	\$78.00	\$78.13
Project Manager	\$76.47	\$76.60
Senior Technical Specialist	\$67.36	\$67.47
Project Engineer 3/4	\$61.27	\$61.37
Project Engineer 1/2	\$45.35	\$45.43
Staff Engineer 3	\$44.07	\$44.14
Staff Engineer 2	\$38.65	\$38.71
Staff Engineer 1	\$31.69	\$31.74
CAD Designer	\$31.25	\$31.30
Administrative Assistant	\$27.89	\$27.94

**COST PLUS FIXED FEE  
COST ESTIMATE OF CONSULTANT SERVICES**

Bureau of Design and Environment

Prepared By: Consultant

**FIRM**  
**PTB-ITEM#**  
**PRIME/SUPPLEMENT**

Patrick Engineering Inc.  
200  
Supplement

**DATE**

06/02/20

**OVERHEAD RATE**      142.53%  
**COMPLEXITY FACTOR**      0

DBE DROP BOX	ITEM	MANHOURS  (A)	PAYROLL  (B)	OVERHEAD & FRINGE BENF  (C)	DIRECT COSTS  (D)	FIXED FEE  (E)	SERVICES BY OTHERS  (G)	DBE TOTAL  (H)	TOTAL  (B-G)	% OF GRAND TOTAL
	Geotechnical Borings	43	2,195	3,128	13,948	724		-	19,995	100.00%
			-	-		-		-	-	
			-	-		-		-	-	
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	<b>Subconsultant DL</b>					0			-	
	<b>TOTALS</b>	43	2,195	3,128	13,948	724	-	-	19,995	100.00%

5,323

**DBE 0.00%**



### AVERAGE HOURLY PROJECT RATES

**FIRM** Patrick Engineering Inc.  
**PTB-ITEM#** 200  
**PRIME/SUPPLEMENT** Supplement

**DATE** 06/02/20

**SHEET** 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Geotechnical Borings											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	78.00	0.0														
Project Manager	76.60	5.0	11.63%	8.91	5	11.63%	8.91									
Senior Technical Specialist	67.47	0.0														
Project Engineer 3/4	61.37	15.0	34.88%	21.41	15	34.88%	21.41									
Project Engineer 1/2	45.43	0.0														
Staff Engineer 3	44.14	13.0	30.23%	13.35	13	30.23%	13.35									
Staff Engineer 2	38.71	0.0														
Staff Engineer 1	31.74	10.0	23.26%	7.38	10	23.26%	7.38									
CAD Designer	31.30	0.0														
Administrative Assistant	27.94	0.0														
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<b>TOTALS</b>		43.0	100%	\$51.04	43.0	100.00%	\$51.04	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0454</b>
Orig. Department:	<b>Finance</b>
File Name:	<b>Budget Adjustments 3rd Quarter 2020 (#1) - Approval</b>

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### **BACKGROUND:**

A detailed spreadsheet (by fund) reflecting budget adjustments is attached showing an increase in expenditures of \$88,177.

At a previous meeting, the Village Board asked for more detail surrounding the budget amendment for Sterling Ridge Park. The original budget for Sterling Ridge Park was \$150,000. To date \$58,740 has been expended on design, benches, the shelter, and sculpture for the park development. Another \$127,386 has been contracted for the construction, asphalt and stone pond outcropping work, with \$5,224 remaining to be expended for construction management and another \$5,000 for landscaping to be installed by Village crews. Collectively, these expenses bring the project total to \$196,350; or \$46,360 over budget. Staff recommends amending the construction contract to remove the stone outcroppings, reducing the contract amount to \$98,236.40, for a project overage of only \$17,210.40.

The increase in expenditures in the Parks Development Fund is for the Sterling Ridge Park Development in the amount of \$24,725, which is being transferred from the Water & Sewer Fund to cover these costs. Legistar Item number 2020-0406 approved reductions in the Parks and Recreation Fund (\$24,725) and Water & Sewer Fund (\$29,150). With the contract amendment regarding removing the stone pond outcropping work, this adjustment is now lower than was considered at a previous Village Board Meeting.

Additionally, an increase in expenditures in the General Fund is requested for expenses related to the removal of grey stone at the Village Hall and Parks in the amount of \$24,000, the purchase of three laptops at Village Hall to replace desktops in the amount of \$6,300, the subscription and implementation fee for grant management software in the amount of \$6,495, the increase in salary and benefit costs of the Assistant Human Resources Director of \$5,664, the increase in salary and benefits costs of the new Seasonal Part Time Property Maintenance Inspector of \$9,151, and the increase in salary and benefits costs of a Part Time Graphic Designer in the Public Information Office of \$11,842.

### **BUDGET IMPACT:**

The attached spreadsheet identifies the budget impact.

### **REQUESTED ACTION:**

I move to approve an increase to the FY2020 expenditure budget of the Parks Development Fund in the amount of \$24,725 and an increase in the FY2020 expenditure budget in The General Fund in the amount of \$63,452.

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**Budget Amendments  
& Adjustments  
FY 2020 - 3rd Quarter (#1)**

Account Number	Account Name	Revenue	Expenditure	Description	Funding Source
023-0000-470700	Land & Land Improvements		\$ 24,725	Sterling Ridge Park Development - Legistar Item # 2020-0329 Increase in Expense offset by Decrease in 023-0000-470700 - Legistar Item 2020-0406 Increase in Expense offset by Decrease in 031-6007-443500 - Legistar Item 2020-0406 Proposals received via the RFP process were higher than Upland originally estimated. Further, the second lowest bidder (Integral) was chosen due to previous issues with the low bidder (Kee Construction).	Parks Development Fund
<b>Total Parks Development Fund</b>			<b>\$ 24,725</b>		
010-1900-443500	Grounds Maintenance		\$ 24,000	Removal of Grey Stone at Police & Village Hall in repsonse to Civil Unrest	General Fund
010-1600-460110	Computer Hardware		\$ 6,300	Three new laptops for desktop replacement in Engineering Services, Development & Finance	General Fund
010-1600-442850	Purchased Services		\$ 4,000	Grant Management System Subscription Fee - AmpliFud Master Service Agreement	General Fund
010-1600-442850	Purchased Services		\$ 2,495	One - time Implementation Fee	General Fund
			<b>\$ 6,495</b>		
010-1100-410100	Full Time		\$ 4,760	Increased salary for Assistant Human Resources Director	
010-1100-420100	Social Security		\$ 295		General Fund
010-1100-420200	IMRF		\$ 540		General Fund
010-1100-420500	Medicare		\$ 69		General Fund
			<b>\$ 5,664</b>		General Fund
010-2002-410130	Part Time		\$ 8,500	Add Seasonal Part Time Property Maintenance Inspector	
010-2002-420100	Social Security		\$ 527		General Fund
010-2002-420500	Medicare		\$ 124		General Fund
			<b>\$ 9,151</b>		General Fund
010-1201-410130	Part Time		\$ 11,000	Add Seasonal Part Time Graphic Designer	
010-1201-420100	Social Security		\$ 682		General Fund
010-1201-420500	Medicare		\$ 160		General Fund
			<b>\$ 11,842</b>		General Fund
<b>Total General Fund</b>			<b>\$ 63,452</b>		
<b>Total Budget Adjustment - All Funds</b>			<b>\$ 88,177</b>		

**REQUEST FOR ACTION REPORT**

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File Number: **2020-0472**  
Orig. Department: **Village Manager**  
File Name: **Resolution Amending the 401(a) Sick-Time Buy Back Program Adoption Agreement**

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**BACKGROUND:**

The original 401(a) Orland Park Sick Time Buy Back Adoption Agreement includes a provision allowing for IMRF employees who retire with an Agreement from one of the Village retirement incentives offered between 6/30/2018 - 6/30/2020 to participate in the 401(a) Program.

The plan is amended to allow for IMRF employees who retire after 6/25/2020 to participate in the 401(a) plan.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to pass Resolution Number \_\_\_\_\_, entitled: ACTION BY UNANIMOUS CONSENT OF GOVERNMENT ENTITY AMENDMENT OF QUALIFIED RETIREMENT PLAN

**SUMMARY PLAN DESCRIPTION  
FOR**

**The Village of Orland Park Police  
Supervisors, Commanders & Deputy Chief  
Sick-Time Buy Back Program**

**1-1-2016**

## Table of Contents

<b>Article 1</b> .....	<b>Introduction</b>
<b>Article 2</b> .....	<b>General Plan Information and Key Definitions</b>
<b>Article 3</b> .....	<b>Description of Plan</b>
<b>Article 4</b> .....	<b>Plan Contributions</b>
<b>Article 5</b> .....	<b>Eligibility Requirements</b>
<b>Article 6</b> .....	<b>Limit on Contributions</b>
<b>Article 7</b> .....	<b>Determination of Vested Benefit</b>
<b>Article 8</b> .....	<b>Plan Distributions</b>
<b>Article 9</b> .....	<b>Plan Administration and Investments</b>
<b>Article 10</b> .....	<b>Participant Loans</b>
<b>Article 11</b> .....	<b>Plan Amendments and Termination</b>
<b>Addendum</b> .....	<b>Additional SPD Provisions</b>

## **OBTAINING INFORMATION ABOUT YOUR RETIREMENT BENEFITS UNDER THE PLAN**

You have your own retirement account under the Plan to hold the contributions made on your behalf and to track the performance of the investments in your account. This booklet contains a summary of your rights and benefits under the Plan. In addition, the Addendum to this booklet describes how you can access information about your retirement account as well as other important information.

You should read this material carefully and keep it with your records for future reference.



# **The Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program SUMMARY PLAN DESCRIPTION**

## **ARTICLE 1 INTRODUCTION**

Village Of Orland Park has adopted the The Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program (the "Plan") to help its employees save for retirement. If you are an employee of Village Of Orland Park, you may be entitled to participate in the Plan, provided you satisfy the conditions for participation as described in this Summary Plan Description.

This Summary Plan Description ("SPD") is designed to help you understand the retirement benefits provided under the Plan and your rights and obligations with respect to the Plan. This Summary Plan Description contains a summary of the major features of the Plan, including the conditions you must satisfy to participate under the Plan, the amount of benefits you are entitled to as a Plan participant, when you may receive distributions from the Plan, and other valuable information you should know to understand your Plan benefits. We encourage you to read this SPD and contact the Plan Administrator if you have any questions regarding your rights and obligations under the Plan. (See Article 2 below for the name and address of the Plan Administrator.)

This SPD does not replace the formal Plan document, which contains all of the legal and technical requirements applicable to the Plan. However, this SPD does attempt to explain the Plan language in a non-technical manner that will help you understand your retirement benefits. If the non-technical language under this SPD and the technical, legal language under the Plan document conflict, the Plan document always governs. If you have any questions regarding the provisions contained in this SPD or if you wish to receive a copy of the legal Plan document, please contact the Plan Administrator.

The Plan document may be amended or modified due to changes in law, to comply with pronouncements by the Internal Revenue Service (IRS) or Department of Labor (DOL), or due to other circumstances. If the Plan is amended or modified in a way that changes the provisions under this SPD, you will be notified of such changes.

This SPD does not create any contractual rights to employment nor does it guarantee the right to receive benefits under the Plan. Benefits are payable under the Plan only to individuals who have satisfied all of the conditions under the Plan document for receiving benefits.

## **ARTICLE 2 GENERAL PLAN INFORMATION AND KEY DEFINITIONS**

This Article 2 contains information regarding the day-to-day administration of the Plan as well as the definition of key terms used throughout this Summary Plan Description.

**Plan Name:** The Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program

**Plan Number:** 001

**Employer:**

**Name:** Village Of Orland Park

**Address:**

14700 S. Ravinia  
Orland Park, IL 60462

**Telephone number:** 708-403-6166

**Employer Identification Number (EIN):** 36-6006035

**Plan Administrator:**

The Plan Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Plan Administrator maintains the Plan records, provides you with forms necessary to request a distribution from the Plan, and directs the payment of your vested benefits when required under the Plan. The Plan Administrator may designate another person or persons to perform the duties of the Plan Administrator. The Plan Administrator or its delegate, as the case may be, has full discretionary authority to interpret the Plan, including the authority to resolve ambiguities in the Plan document and to interpret the Plan's terms, including who is eligible to participate under the Plan and the benefit rights of participants and beneficiaries. All interpretations, constructions and determinations of the Plan Administrator or its delegate shall be final and binding on all persons, unless found by a court of competent jurisdiction to be arbitrary and capricious. The Plan Administrator also will allow you to review the formal Plan document and other materials related to the Plan.

The Employer listed above is acting as Plan Administrator. The Plan Administrator may designate other persons to carry on the day-to-day operations of the Plan. If you have any questions about the Plan or your benefits under the Plan, you should contact the Plan Administrator or other Plan representative.

**Trustee:**

All amounts contributed to the Plan are invested under a group annuity investment contract issued by an insurance company. For purposes of the Plan, the contract serves as the Plan's trust and the Employer is treated as the Plan's trustee. The group annuity investment contract established on behalf of the Plan will be the funding medium used for the accumulation of assets from which Plan benefits will be distributed.

**Service of Legal Process:**

Service of legal process may be made upon the Employer. In addition, service of legal process may be made upon the Plan Trustee or Plan Administrator.

**Effective Date of Plan:**

This Plan is a restatement of an existing Plan to comply with current law. This Plan was originally effective 12-1-2004. However, unless designated otherwise, the provisions of the Plan as set forth in this Summary Plan Description are effective as of 1-1-2016.

**Plan Year:**

Many of the provisions of the Plan are applied on the basis of the Plan Year. For this purpose the Plan Year is the calendar year running from January 1 – December 31.

**Plan Compensation:**

In applying the contribution formulas under the Plan (as described in Section 4 below), your contributions may be determined based on Plan Compensation earned during the Plan Year. However, in determining Plan Compensation, no amount will be taken into account to the extent such compensation exceeds the

compensation dollar limit set forth under IRS rules. For 2016, the compensation dollar limit is \$265,000. Thus, for plan years beginning in 2016, no contribution may be made under the Plan with respect to Plan Compensation above \$265,000. For subsequent plan years, the contribution dollar limit may be adjusted for cost-of-living increases.

For purposes of determining Plan Compensation, your total taxable wages or salary is taken into account including any pre-tax salary reduction contributions you may make under any other plans we may maintain, which may include any pre-tax contributions you make under a medical reimbursement plan or "cafeteria" plan. Plan Compensation also generally includes compensation for services that is paid after termination of employment, as long as such amounts are paid by the end of the year or within 2½ months following termination of employment, if later. However, for purposes of determining contributions under the Plan, Plan Compensation does not include the following types of compensation:

- Payments for unused leave, such as unused sick leave, vacation, or other leave that is paid after severance of employment.

Generally, all includible compensation you earn will be taken into account for purposes of determining Plan Compensation, including any compensation you earn while you are not a participant in the Plan.

#### **Normal Retirement Age:**

You will reach Normal Retirement Age under the Plan when you turn age 50.

#### **Special retirement age rules:**

The retirement age provisions are effective as follows: Effective January 1, 2016, Normal Retirement Age under the Plan changed from age 55 to age 50.

### **ARTICLE 3 DESCRIPTION OF PLAN**

**Type of Plan.** This Plan is a special type of retirement plan commonly referred to as a money purchase plan. A money purchase plan allows you to receive Employer Contributions, which we make on your behalf to the Plan, without having to include such amounts in income. If you have satisfied all of the eligibility conditions described in Article 5 for receiving an Employer Contribution, we will deposit such contribution directly into the Plan on your behalf. Because this money is not reported as income, you do not have to pay any income tax while the money is held in the Plan, and any earnings on such contributions are not taxed while they stay in the Plan. (See Article 4 below for a description of the Employer Contributions authorized under the Plan.)

### **ARTICLE 4 PLAN CONTRIBUTIONS**

The Plan provides for the contributions listed below. Article 5 discusses the requirements you must satisfy to receive the contributions described in this Article 4. Article 7 describes the vesting rules applicable to your plan benefits. Special rules also may apply if you leave employment to enter qualified military service. See your Plan Administrator if you have questions regarding the rules that apply if you are on military leave.

#### **Employer Contributions**

We are authorized under the Plan to make Employer Contributions on behalf of our employees. In order to receive an Employer Contribution, you must satisfy all of the eligibility requirements described in Article 5 below for Employer Contributions. If you do not satisfy all of the conditions for receiving an Employer Contribution, you will not share in an allocation of such Employer Contributions for the period for which you do not satisfy the eligibility requirements.

**Employer Contribution Formula.** Employer Contributions will be contributed to your Employer Contribution account under the Plan at such time as we deem appropriate. Generally, Employer Contributions may be contributed during the Plan Year or after the Plan Year ends. Any Employer Contributions we make will be made in accordance with the following Employer Contribution formula.

- **Special Employer Contribution formula.** We will make a contribution to the Plan under the following formula: The amount of the “annual Employer Contribution” shall be equal to the product of: the Participant’s current straight-time hourly rate (or the equivalent) multiplied by the lesser of: (i) 25% of the Participant’s “eligible sick-time hours” or (ii) the Participant’s “eligible sick-time hours” in excess of 400. A Participant’s “eligible sick-time hours” in the sick-time bank shall be reduced by the number of hours determined under the Participant’s “agreement”. A Participant’s “eligible sick-time hours” mean his hours of accrued and unused sick time, as defined in the Participant’s “agreement”, in the Participant’s sick-time bank as of November 30 of the Plan Year for which the contribution is being made. The minimum “eligible sick-time hours” for the first Annual Contribution to be made on an Participant’s behalf is 600 hours. The minimum “eligible sick-time hours” for subsequent Annual Contributions is more than 400 hours. The amount of the “retirement Employer Contribution” shall be equal to the product of: (a) the Participant’s current straight-time hourly rate (or the equivalent) multiplied by (b) the following, as applicable: (i) if the Participant first entered a bargaining unit covered by an agreement before January 1, 1999, 100% of his “eligible accrued, unused sick-time and vacation hours” or (ii) if the Participant first entered a bargaining unit covered by an agreement on or after January 1, 1999, 100% of his “eligible accrued, unused sick-time and vacation hours” in excess of 400 hours. “Eligible accrued, unused sick-time and vacation hours” shall be as defined in the applicable “agreement”. . Such contribution will be placed in an account under the Plan on your behalf, provided you satisfy the eligibility conditions described in Article 5 below. We retain the right to amend the Plan to reduce or eliminate this contribution. If we amend the Plan to reduce or eliminate this fixed contribution, you will be notified of such change. (See Article 11 below for more information regarding Plan amendments.)
- **Special rules applicable to Employer Contributions.** The following special rules apply:
  - Under the terms of the applicable “agreement”, the Participant is eligible to participate in the vacation and sick-time buyback program upon retirement and the Participant is eligible to retire under the terms of the Village or Orland's Police Pension.

### **Rollover Contributions**

If you have an account balance in another qualified retirement plan or an IRA, you may move those amounts into this Plan, without incurring any tax liability, by means of a “rollover” contribution. You are always 100% vested in any amounts you contribute to the Plan as a rollover from another qualified plan or IRA. This means that you will always be entitled to all amounts in your rollover account. Rollover contributions will be affected by any investment gains or losses under the Plan.

You may accomplish a rollover in one of two ways. You may ask your prior plan administrator or trustee to directly rollover to this Plan all or a portion of any amount which you are entitled to receive as a distribution from your prior plan. Alternatively, if you receive a distribution from your prior plan, you may elect to deposit into this plan any amount eligible for rollover within 60 days of your receipt of the distribution. Any rollover to the Plan will be credited to your Rollover Contribution Account. See Article 8 below for a description of the distribution provisions applicable to rollover contributions.

Generally, the Plan will accept a rollover contribution from another qualified retirement plan or IRA. The Plan Administrator may adopt separate procedures limiting the type of rollover contributions it will accept. For example, the Plan Administrator may impose restrictions on the acceptance of After-Tax Contributions or Salary Deferrals (including Roth Deferrals) or may restrict rollovers from particular types of plans. In addition, the Plan Administrator may, in its discretion, accept rollover contributions from Employees who are not currently participants in the Plan. You also must be a current Employee to make a Rollover Contribution to the Plan. The following special rules also apply with respect to Rollover Contributions under the Plan: No After-Tax rollovers will be accepted by the Plan . Any procedures affecting the ability to make Rollover Contributions to the Plan will not be applied in a discriminatory manner.

If you have questions about whether you can rollover a prior plan distribution, please contact the Plan Administrator or other designated Plan representative.

## ARTICLE 5 ELIGIBILITY REQUIREMENTS

This Article sets forth the requirements you must satisfy to participate under the Plan. To qualify as a participant under the Plan, you must:

- be an Eligible Employee
- satisfy the Plan's minimum age and service conditions and
- satisfy any allocation conditions required under the Plan.

### Eligible Employee

To participate under the Plan, you must be an Eligible Employee. For this purpose, you are considered an Eligible Employee if you are an employee of Village Of Orland Park, provided you are not otherwise excluded from the Plan.

**Excluded Employees.** For purposes of determining whether you are an Eligible Employee, the Plan excludes from participation certain designated employees. If you fall under any of the excluded employee categories, you will not be eligible to participate under the Plan (until such time as you no longer fall into an excluded employee category). [See below for a discussion of your rights upon changing to or from an excluded employee classification.]

The following categories of employees are not eligible to participate in the Plan:

- All Employees except Employees who are covered under an "agreement". An "agreement" means either the Meet and Confer agreement between the Employer and the Commanders and Deputy Chief or the collective bargaining agreement between the Employer and the Village of Orland Park Police Supervisor's Association, as applicable

### Minimum Age and Service Requirements

In order to participate in the Plan, you must satisfy certain age and service conditions under the Plan.

- **Minimum age requirement.** There is no minimum age requirement for participation in the Plan.
- **Minimum service requirement.** There is no minimum service requirement to participate under the Plan. Thus, you will be eligible to participate in the Plan (provided you are an Eligible Employee) as of the first Entry Date following your date of employment.

**Entry Date.** Once you have satisfied the eligibility conditions described above, you will be eligible to participate under the Plan on your Entry Date. For this purpose, your Entry Date is your date of employment. Thus, you will be eligible to participate immediately upon your date of hire, provided you are an Eligible Employee.

**Crediting eligibility service.** In determining whether you satisfy any minimum age or service conditions under the Plan, all service you perform during the year is counted. In addition, if you go on a maternity or paternity leave of absence (including a leave of absence under the Family Medical Leave Act) or a military leave of absence, you may receive credit for service during your period of absence for certain purposes under the Plan. You should contact the Plan Administrator to determine the effect of a maternity/paternity or military leave of absence on your eligibility to participate under the Plan.

**Eligibility upon rehire or change in employment status.** If you terminate employment after satisfying the minimum age and service requirements under the Plan and you are subsequently rehired as an Eligible Employee, you will enter the Plan on the later of your rehire date or your Entry Date. If you terminate

employment prior to satisfying the minimum age and service requirements, and you are subsequently rehired, you will have to meet the eligibility requirements as if you are a new Employee in order to participate under the Plan.

If you are not an Eligible Employee on your Entry Date, but you subsequently change status to an eligible class of Employee, you will be eligible to enter the Plan immediately (provided you have already satisfied the minimum age and service requirements). If you are an Eligible Employee and subsequently become ineligible to participate in the Plan, all contributions under the Plan will cease as of the date you become ineligible to participate. However, all service earned while you are employed, including service earned while you are ineligible, will be counted when calculating your vested percentage in your account balance.

### Allocation Conditions

If you are an Eligible Employee and have satisfied the minimum age and service requirements described above, you are entitled to share in the contributions described in Article 4, provided you satisfy the allocation conditions described below.

**Employer Contributions.** You will be entitled to share in any Employer Contributions we make to the Plan if you satisfy the eligibility conditions described above. You do not need to satisfy any additional allocation conditions to receive an Employer Contribution. You will receive your share of the Employer Contributions regardless of how many hours you work during the year or whether you terminate during the year.

## ARTICLE 6 LIMIT ON CONTRIBUTIONS

The IRS imposes limits on the amount of contributions you may receive under this Plan, as described below.

**IRS limit on total contributions under the Plan.** The IRS imposes a maximum limit on the total amount of contributions you may receive under this Plan. This limit applies to all contributions we make on your behalf, all contributions you contribute to the Plan, and any forfeitures allocated to any of your accounts during the year. Under this limit, the total of all contributions under the Plan cannot exceed a specific dollar amount or 100% of your annual compensation, whichever is less. For 2016, the specific dollar limit is \$53,000. (For years after 2016, this amount may be increased for inflation.) For purposes of applying the 100% of compensation limit, your annual compensation includes all taxable compensation, increased for any pre-tax contributions you may make to any other plan we may maintain, such as a cafeteria health plan.

**Example:** Suppose in 2016 you earn compensation of \$55,000. The maximum amount of contributions you may receive under the Plan for 2016 is \$53,000 (the lesser of \$53,000 or 100% of \$55,000).

## ARTICLE 7 DETERMINATION OF VESTED BENEFIT

**Vested account balance.** When you take a distribution of your benefits under the Plan, you are only entitled to withdraw your *vested* account balance. For this purpose, your *vested* account balance is the amount held under the Plan on your behalf for which you have earned an ownership interest. For this purpose, you are always 100% vested in your Employer Contributions. Thus, you have complete ownership rights to your Employer Contributions immediately after such amounts are contributed to the Plan on your behalf.

- **Employer Contributions.** You are always 100% vested in your Employer Contributions. Thus, you have complete ownership rights to your Employer Contributions immediately after such amounts are contributed to the Plan on your behalf.

**Protection of vested benefit.** Once you are vested in your benefits under the Plan, you have an ownership right to those amounts. While you may not be able to immediately withdraw your vested benefits from the

Plan due to the distribution restrictions described under Article 8 below, you generally will never lose your right to those vested amounts. However, it is possible that your benefits under the Plan will decrease as a result of investment losses. If your benefits decrease because of investment losses, you will only be entitled to the vested amount in your account at the time of distribution.

## ARTICLE 8 PLAN DISTRIBUTIONS

The Plan contains detailed rules regarding when you can receive a distribution of your benefits from the Plan. As discussed in Article 7 above, if you qualify for a Plan distribution, you will only receive your vested benefits. This Article 8 describes when you may request a distribution and the tax effects of such a distribution.

**Distribution upon termination of employment.** When you terminate employment, you may be entitled to a distribution from the Plan. The availability of a distribution will depend on the amount of your vested account balance.

- **Vested account balance in excess of \$5,000.** If your total vested account balance exceeds \$5,000 as of the distribution date, you may receive a distribution from the Plan as soon as administratively feasible following your termination of employment. If you do not consent to a distribution of your vested account balance, your balance will remain in the Plan. If you receive a distribution of your vested benefits when you are only partially-vested in your Plan benefits, your non-vested benefits will be forfeited.

You may elect to take your distribution in any of the following forms. Prior to receiving a distribution from the Plan, you will receive a distribution package that will describe the distribution options that are available to you. If you have any questions regarding your distribution options under the Plan, please contact the Plan Administrator.

- **Lump sum.** You may elect to take a distribution of your entire vested account balance in a lump sum. In addition, if permitted by the Plan Administrator, you may take a partial distribution of a portion of your vested account upon termination of employment. If you take a lump sum distribution, you may elect to rollover all (or any portion) of your distribution to an IRA or to another qualified plan. See the *Special Tax Notice*, which you may obtain from the Plan Administrator, for more information regarding your ability to rollover your plan distribution.
  - **Installment payments.** You may elect to receive a distribution in the form of a series of installment payments. If you elect distribution in the form of installments, your vested benefit will be paid out in equal annual installments over a set number of years. If the installment period is 10 years or greater, you may not rollover any of the installment payments into an IRA or into another qualified plan. The Plan Administrator will provide you with forms necessary to elect an installment distribution under the Plan.
- **Vested account balance of \$5,000 or less.** If your total vested account balance under the Plan is \$5,000 or less as of the distribution date, you will be eligible to receive a distribution of your entire vested account balance in a lump sum as soon as administratively feasible following your termination of employment. If you receive a distribution of your vested benefits when you are partially-vested in your Plan benefits, your non-vested benefits will be forfeited.

You may elect to receive your distribution in cash or you may elect to rollover your distribution to an IRA or to another qualified plan.

If you do not consent to a distribution of your vested account balance, your vested benefit will remain in the Plan until such time as you consent to a distribution or your benefit can be distributed from the Plan without consent. Further information regarding the Plan's distribution procedures will be provided at the time you terminate employment.

**In-service distributions.** You may not withdraw amounts attributable to your Employer Contributions while you are still employed. In addition, special in-distribution rules apply for certain contribution types under the Plan:

- **Rollover Contributions.** You may withdraw amounts attributable to Rollover Contributions while you are still employed only upon the following events:
  - Upon becoming Disabled

**Required distributions.** If you have not begun taking distributions before you attain your Required Beginning Date, the Plan generally must commence distributions to you as of such date. For this purpose, your Required Beginning Date is April 1 following the end of the calendar year in which you attain age 70½ or terminate employment, whichever is later.

Once you attain your Required Beginning Date, the Plan Administrator will commence distributions to you as required under the Plan. The Plan Administrator will inform you of the amount you are required to receive once you attain your Required Beginning Date.

**Distribution upon disability.** If you should terminate employment because you are disabled, you will be eligible to receive a distribution of your vested account balance under the Plan's normal distribution rules. You will be considered to be disabled for purposes of applying the Plan's distribution rules if you are unable to engage in any substantial gainful activity by reason of a medically determinable physical or mental impairment that can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months. The Plan Administrator may establish reasonable procedures for determining whether you are disabled for purposes of applying the distribution provisions of the Plan.

**Distributions upon death.** If you should die before taking a distribution of your entire vested account balance, your remaining benefit will be distributed to your beneficiary or beneficiaries, as designated on the appropriate designated beneficiary election form. You may request a designated beneficiary election form from the Plan Administrator.

If you are married, your spouse generally is treated as your beneficiary, unless you properly designate an alternative beneficiary to receive your benefits under the Plan. The Plan Administrator will provide you with information concerning the availability of death benefits under the Plan and your rights (and your spouse's rights) to designate an alternative beneficiary for such death benefits. For purposes of determining your beneficiary to receive death distributions under the Plan, any designation of your spouse as beneficiary is automatically revoked upon a formal divorce decree unless you re-execute a new beneficiary designation form or enter into a valid Qualified Domestic Relations Order (QDRO).

**Default beneficiaries.** If you do not designate a beneficiary to receive your benefits upon death, your benefits will be distributed first to your spouse. If you have no spouse at the time of death, your benefits will be distributed equally to your children. If you have no children at the time of your death, your benefits will be distributed to your estate.

**Taxation of distributions.** Generally, you must include any Plan distribution in your taxable income in the year you receive the distribution. More detailed information on tax treatment of Plan distributions is contained in the "Special Tax Notice" which you may obtain from the Plan Administrator.

**Distributions before age 59½.** If you receive a distribution before age 59½, you generally will be subject to a 10% penalty tax in addition to regular income taxation on the amount of the distribution that is subject to taxation. You may avoid the 10% penalty tax by rolling your distribution into another plan or IRA. Certain exceptions to the penalty tax may apply. For more information, please review the "Special Tax Notice," which may be obtained from the Plan Administrator.

**Rollovers and withholding.** You may "roll over" most Plan distributions to an IRA or another qualified plan and avoid current taxation. You may accomplish a rollover either directly or indirectly. In a direct rollover, you instruct the Plan Administrator that you wish to have your distribution deposited directly into another plan or an IRA. In an indirect rollover, the Plan Administrator actually makes the distribution to you and you may



rollover that distribution to an IRA or another qualified plan within 60 days after you receive the Plan distribution.

If you are eligible to directly rollover a distribution but choose not to, the Plan Administrator must withhold 20% of the taxable distribution for federal income tax withholding purposes. The Plan Administrator will provide you with the appropriate forms for choosing a direct rollover. For more information, see the “Special Tax Notice,” which may be obtained from the Plan Administrator.

Certain benefit payments are not eligible for rollover and therefore will not be subject to 20% mandatory withholding. The types of benefit payments that are not “eligible rollover distributions” include:

- annuities paid over your lifetime,
- installments payments for a period of at least ten (10) years,
- minimum required distributions at age 70½
- hardship withdrawals, and
- Certain “corrective” distributions.

*[Note: All of the above distribution options may not be available under this Plan.]*

**Non-assignment of benefits and Qualified Domestic Relations Orders (QDROs)** Your benefits cannot be sold, used as collateral for a loan, given away, or otherwise transferred, garnished, or attached by creditors, except as provided by law. However, if required by applicable state domestic relations law, certain court orders could require that part of your benefit be paid to someone else—your spouse or children, for example. This type of court order is known as a Qualified Domestic Relations Order (QDRO). As soon as you become aware of any court proceedings that might affect your Plan benefits, please contact the Plan Administrator. You may request a copy of the procedures concerning QDROs, including those procedures governing the qualification of a domestic relations order, without charge, from the Plan Administrator.

## ARTICLE 9 PLAN ADMINISTRATION AND INVESTMENTS

**Investment of Plan assets.** You have the right to direct the investment of Plan assets held under the Plan on your behalf. The Plan Administrator will provide you with information on the amounts available for direction, the investment choices available to you, the frequency with which you can change your investment choices and other investment information. Periodically, you will receive a benefit statement that provides information on your account balance and your investment returns. If you have any questions about the investment of your Plan accounts, please contact the Plan Administrator or other Plan representative.

Although you have the opportunity to direct the investment of your benefits under the Plan, the Plan Administrator may decline to implement investment directives where it deems it is appropriate in fulfilling its role as a fiduciary under the Plan. The Plan Administrator may adopt rules and procedures to govern Participant investment elections and directions under the Plan.

**Valuation Date.** To determine your share of any gains or losses incurred as a result of the investment of Plan assets, the Plan is valued on a regular basis. For this purpose, the Plan is valued on a daily basis. Thus, you will receive an allocation of gains or losses under the Plan at the end of each business day during which the New York Stock Exchange is open.

**Plan fees.** There may be fees or expenses related to the administration of the Plan or associated with the investment of Plan assets that will affect the amount of your Plan benefits. Any fees related to the administration of the Plan or associated with the investment of Plan assets may be paid by the Plan or by the Employer. If the Employer does not pay Plan-related expenses, such fees or expenses will generally be allocated to the accounts of Participants either proportionally based on the value of account balances or as an equal dollar amount based on the number of participants in the Plan. If you direct the investment of your benefits under the Plan, you will be responsible for any investment-related fees incurred as a result of your

investment decisions. Prior to making any investment, you should obtain and read all available information concerning that particular investment, including financial statements, prospectuses, and other available information.

In addition to general administration and investment fees that are charged to the Plan, you may be assessed fees directly associated with the administration of your account. For example, if you terminate employment, your account may be charged directly for the pro rata share of the Plan's administration expenses, regardless of whether the Employer pays some of these expenses for current Employees. Other fees that may be charged directly against your account include:

- Fees related to the processing of distributions upon termination of employment.
- Fees related to the processing of in-service distributions.
- Fees related to the processing of required minimum distributions at age 70½ (or termination of employment, if later).
- Charges related to processing of a Qualified Domestic Relation Order (QDRO) where a court requires that a portion of your benefits is payable to your ex-spouse or children as a result of a divorce decree.

If you are permitted to direct the investment of your benefits under the Plan, each year you will receive a separate notice describing the fees that may be charged under the Plan. In addition, you will also receive a separate notice describing any actual fees charged against your account. Please contact the Plan Administrator if you have any questions regarding the fees that may be charged against your account under the Plan.

## ARTICLE 10 PARTICIPANT LOANS

The Plan does not permit Participants to take a loan from the Plan. To access Plan assets, you must be eligible to receive a distribution from the Plan, as described in Article 8 above.

## ARTICLE 11 PLAN AMENDMENTS AND TERMINATION

**Plan amendments.** We have the authority to amend this Plan at any time. Any amendment, including the restatement of an existing Plan, may not decrease your vested benefit under the Plan, except to the extent permitted under the Internal Revenue Code, and may not reduce or eliminate any "protected benefits" (except as provided under the Internal Revenue Code or any regulation issued thereunder) determined immediately prior to the adoption or effective date of the amendment (whichever is later). However, we may amend the Plan to increase, decrease or eliminate benefits on a prospective basis.

**Plan termination.** Although we expect to maintain this Plan indefinitely, we have the ability to terminate the Plan at any time. For this purpose, termination includes a complete discontinuance of contributions under the Plan or a partial termination. If the Plan is terminated, all amounts credited to your account shall become 100% vested, regardless of the Plan's current vesting schedule. In the event of the termination of the Plan, you are entitled to a distribution of your entire vested benefit. Such distribution shall be made directly to you or, at your direction, may be transferred directly to another qualified retirement plan or IRA. If you do not consent to a distribution of your benefit upon termination of the Plan, the Plan Administrator will transfer your vested benefit directly to an IRA that we will establish for your benefit. Except as permitted by Internal Revenue Service regulations, the termination of the Plan shall not result in any reduction of protected benefits.

A partial termination may occur if either a Plan amendment or severance from service excludes a group of employees who were previously covered by this Plan. Whether a partial termination has occurred will depend

on the facts and circumstances of each case. If a partial termination occurs, only those Participants who cease participation due to the partial termination will become 100% vested. The Plan Administrator will advise you if a partial termination occurs and how such partial termination affects you as a Participant.

## **ADDENDUM ADDITIONAL SPD PROVISIONS**

### **OBTAINING INFORMATION ABOUT YOUR RETIREMENT BENEFITS UNDER THE PLAN**

Massachusetts Mutual Life Insurance Company (MassMutual) provides record keeping services to the Plan and maintains your retirement account information. You can access information about your retirement account several ways:

- <http://retirement.massmutual.com/rsgovnp/>. MassMutual's participant website
- **1-800-528-9009**. MassMutual's automated phone line where you can access account information anytime.
- **Customer Services Representatives**. Available via the automated phone line, Monday-Friday 8 a.m. to 9 p.m. ET to answer your questions and guide you through transactions.

### **LIMITS ON THE NUMBER AND/OR FREQUENCY OF INVESTMENT TRANSACTIONS**

The investment options available under the Plan are generally intended to be long-term investments suitable for retirement savings and are not designed to accommodate frequent exchanges (purchases and sales) by participants. An exchange occurs any time you transfer all or a portion of your account from one investment option to another. Frequent exchanges by participants may be harmful to the performance of the Plan's investments by increasing transaction costs that are shared by all investors and by interfering with portfolio management. Therefore, the Plan Administrator and/or the entities that provide investments and administrative services to the Plan have adopted one or more of the following procedures to discourage these activities. Procedures may include, but are not limited to, the following:

- limits on the frequency with which you may submit investment directions;
- limits on the frequency with which you may transfer in and out of investment options;
- limits on the dollar value of investments;
- limits on the ability to transfer between competing funds;
- fees applied when you transfer out of an investment option within a certain period of time after transferring into the investment option;
- restrictions on the means by which you may submit investment directions; and
- other procedures which the Administrator or the Plan's service provider determine to be appropriate to prevent or discourage frequent trading activity.

You should keep in mind that such procedures may not detect or prevent all frequent trading in the Plan's investment options and that these activities may be harmful to investment performance.

### **IMPORTANT DISCLOSURES**

If your plan offers a stable value investment option, there are unique features of this plan investment option that you should understand. Certain stable value investment alternatives, including the guaranteed interest account ("GIA") (also referred to as the fixed account or general account), separate account guaranteed

interest account (“SAGIC”) and Capital Preservation Account, provide for a fixed crediting rate that is reset on a periodic basis, at least annually.

Participants’ accounts invested in the GIA, SAGIC or Capital Preservation Account will be paid out at book value for participant-initiated transactions, such as transfers to other investment options, loans and distribution in the event of hardship and upon a participant’s retirement, death, disability and certain separations from service. The amount in your retirement account invested in these options will be reported on your participant statements and on the participant website at book value.

However, if the GIA, SAGIC, Capital Preservation Account or Stable Return (Wells Fargo) investment options are ever fully or partially terminated (for example, employer initiated terminations such as a lay-off or a sale of all or a part of the business), special rules apply. For example, under the GIA or SAGIC, when the investment option is fully or partially terminated you receive the “liquidation value” of your investment, which may either be more or less than the book value. As a result of this adjustment, a participant’s account balance may either be increased or decreased at the time of the termination. Alternatively, under the Capital Preservation Account or Stable Return (Wells Fargo), when the investment option is fully or partially terminated withdrawals attributable to the stable value investment are paid out without application of a market value adjustment, but the withdrawal may be deferred for a period of up to twenty-four months.

**The stable value investment alternative that is available under your Plan, if any, and the special rules that apply upon full or partial termination of the investment option are more fully explained in the stable value investment’s applicable investment profile or prospectus (regulatory publication). You may obtain an investment profile or prospectus from your plan sponsor, by visiting <http://retirement.massmutual.com/rsgovnp/> or by contacting MassMutual’s automated phone line at 1-800-528-9009 Monday through Friday between 8:00 a.m. and 9:00 p.m. ET. Please review this information carefully before investing.**

To the extent Plan assets are invested through the medium of an investment contract issued by MassMutual, MassMutual is considered to be the Plan’s funding agent. However, MassMutual is not an investment fiduciary with respect to those assets.

*Please note that the investment types discussed above may or may not be an investment option in this Plan.*

**SUMMARY OF MATERIAL MODIFICATIONS**  
**The Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program (“PLAN”)**

Due to the recent amendment of the above-referenced Plan, changes have been made that could affect your rights under the Plan. This Summary of Material Modifications (SMM) describes the recent Plan amendment and how that amendment may affect you. This Summary of Material Modifications overrides any inconsistent information included in the Plan’s Summary Plan Description (SPD) or other Plan forms.

The modifications described in this Summary of Material Modifications are effective as of 6-30-2018. All other provisions are effective as described in the Summary Plan Description.

### **GENERAL INFORMATION AND DEFINITIONS**

Article 2 of the SPD describes general information and definitions applicable to the Plan. The Plan has been amended to change certain general information or definitions. This section describes the changes that were made to the information contained in Article 2 of the SPD.

**Special Effective Date Rules.** The Effective Date of the Plan as set forth under Article 2 of the SPD is modified to the extent the following special effective date provisions apply:

- The provisions affecting employer or matching contributions are effective as follows: Effective June 30, 2018, an Additional Employer Contribution is added to the Plan..

### **PLAN CONTRIBUTIONS**

Article 4 of the SPD describes the types of contributions authorized under the Plan. The Plan has been amended to modify the types or amount of contributions that may be made under the Plan. This section describes the changes that were made to the information contained in Article 4 of the SPD. Any contributions described in this Section are subject to the eligibility conditions under the Plan, as described in Article 5 of the SPD.

**Employer contribution formula.** The employer contribution formula under the Plan has been amended. Any employer contributions we make during the year will be made in accordance with the following employer contribution formula.

- **Special employer contribution formula.** We will make a contribution to the Plan under the following formula: The amount of the “annual Employer Contribution” shall be equal to the product of: the Participant’s current straight-time hourly rate (or the equivalent) multiplied by the lesser of: (i) 25% of the Participant’s "eligible sick-time hours" or (ii) the Participant’s "eligible sick-time hours" in excess of 400. A Participant’s "eligible sick-time hours" in the sick-time bank shall be reduced by the number of hours determined under the Participant’s “agreement”. A Participant’s "eligible sick-time hours" mean his hours of accrued and unused sick time, as defined in the Participant’s “agreement”, in the Participant’s sick-time bank as of November 30 of the Plan Year for which the contribution is being made. The minimum "eligible sick-time hours" for the first Annual Contribution to be made on an Participant’s behalf is 600

hours. The minimum "eligible sick-time hours" for subsequent Annual Contributions is more than 400 hours. The amount of the "retirement Employer Contribution" shall be equal to the product of: (a) the Participant's current straight-time hourly rate (or the equivalent) multiplied by (b) the following, as applicable: (i) if the Participant first entered a bargaining unit covered by an agreement before January 1, 1999, 100% of his "eligible accrued, unused sick-time and vacation hours" or (ii) if the Participant first entered a bargaining unit covered by an agreement on or after January 1, 1999, 100% of his "eligible accrued, unused sick-time and vacation hours" in excess of 400 hours. "Eligible accrued, unused sick-time and vacation hours" shall be as defined in the applicable "agreement".

- **Additional Employer Contribution formula.** Effective June 30, 2018, a one time Additional Employer Contribution is added to the Plan. The "Additional Employer Contribution", to be made over one or more tax years, will be determined based on the eligible accrual balance and actual wages within the month the employee retires as well as the amount subject to the Illinois Municipal Retirement Fund (IMRF) 125% rule if applicable. For employees retiring in 2018, the contribution will be made 30 days prior to their retirement date. For employees who notify the Village of their upcoming retirement in 2018 and select a 2019 retirement date, the Village will make an initial contribution in 2018 while they are still employed and a final contribution of the remaining balance 30 days prior to their retirement date in 2019. The method and total combined contribution amount will be the same as if the Village had done a single calculation at separation.

Such contribution will be placed in an account under the Plan on your behalf, provided you satisfy the eligibility conditions for receiving such contributions. We retain the right to amend the Plan to reduce or eliminate this contribution. If we amend the Plan to reduce or eliminate this fixed contribution, you will be notified of such change.

### **ELIGIBLE PARTICIPANTS**

The Plan excludes certain Employees from participating in the Plan. The definition of who is eligible to participate in the Plan has been amended. Under the current Plan provisions, as amended, the following Employees are excluded from participating in the Plan. Thus, the following Employees may not participate under the Plan until such time as they fall into a covered class of Employees and satisfy the Plan's minimum age and service requirements. See Article 5 of your Summary Plan Description (SPD) for a description of the Plan's minimum age and service requirements.

- **For Employer Contributions-** All Employees except Employees who are covered under an "agreement". An "agreement" means either the Meet and Confer agreement between the Employer and the Commanders and Deputy Chief or the collective bargaining agreement between the Employer and the Village of Orland Park Police Supervisor's Association, as applicable.
- **For Additional Employer Contributions-** All Employees except those who separate from service on or after June 30, 2018 and on or before June 30, 2020, who are eligible to retire under the Illinois Municipal Retirement Fund (IMRF) Tier 1 or Tier 2 and are fulltime Employees with the Village of Orland at the time of separation.

### **Additional Information**

If you have any questions about the modifications described in this Summary of Material Modifications or about the Plan in general, or if you would like a copy of the Summary Plan Description or other Plan documents, you may contact:

Village Of Orland Park  
14700 S. Ravinia  
Orland Park, IL 60462  
708-403-6166

**SUMMARY OF MATERIAL MODIFICATIONS**  
**The Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program (“PLAN”)**

Due to the recent amendment of the above-referenced Plan, changes have been made that could affect your rights under the Plan. This Summary of Material Modifications (SMM) describes the recent Plan amendment and how that amendment may affect you. This Summary of Material Modifications overrides any inconsistent information included in the Plan’s Summary Plan Description (SPD) or other Plan forms.

The modifications described in this Summary of Material Modifications are effective as of 6-25-2020. All other provisions are effective as described in the Summary Plan Description.

### **PLAN CONTRIBUTIONS**

Article 4 of the SPD describes the types of contributions authorized under the Plan. The Plan has been amended to modify the types or amount of contributions that may be made under the Plan. This section describes the changes that were made to the information contained in Article 4 of the SPD. Any contributions described in this Section are subject to the eligibility conditions under the Plan, as described in Article 5 of the SPD.

**Employer contribution formula.** The employer contribution formula under the Plan has been amended. Any employer contributions we make during the year will be made in accordance with the following employer contribution formula.

- **Special employer contribution formula.** We will make a contribution to the Plan under the following formula: The amount of the “annual Employer Contribution” shall be equal to the product of: the Participant’s current straight-time hourly rate (or the equivalent) multiplied by the lesser of: (i) 25% of the Participant’s "eligible sick-time hours" or (ii) the Participant’s "eligible sick-time hours" in excess of 400. A Participant’s "eligible sick-time hours" in the sick-time bank shall be reduced by the number of hours determined under the Participant’s “agreement”. A Participant’s "eligible sick-time hours" mean his hours of accrued and unused sick time, as defined in the Participant’s “agreement”, in the Participant’s sick-time bank as of November 30 of the Plan Year for which the contribution is being made. The minimum "eligible sick-time hours" for the first Annual Contribution to be made on an Participant’s behalf is 600 hours. The minimum "eligible sick-time hours" for subsequent Annual Contributions is more than 400 hours. The amount of the “retirement Employer Contribution” shall be equal to the product of: (a) the Participant’s current straight-time hourly rate (or the equivalent) multiplied by (b) the following, as applicable: (i) if the Participant first entered a bargaining unit covered by an agreement before January 1, 1999, 100% of his "eligible accrued, unused sick-time and vacation hours" or (ii) if the Participant first entered a bargaining unit covered by an agreement on or after January 1, 1999, 100% of his "eligible accrued, unused sick-time and vacation hours" in excess of 400 hours. "Eligible accrued, unused sick-time and vacation hours" shall be as defined in the applicable “agreement”. Effective June 25, 2020, a one time Additional Employer Contribution is added to the Plan. The “Additional Employer Contribution”, to be made over one or more tax years, will be determined based on the eligible accrual balance in actual wages within the month the employee retires as well as the amount subject to the Illinois Municipal



Retirement Fund (IMRF) 125% rule if applicable. For retiring employees, the contribution will be made 30 days prior to the retirement date. The method and total combined contribution amount will be determined and outlined in the Employer Agreement.. Such contribution will be placed in an account under the Plan on your behalf, provided you satisfy the eligibility conditions for receiving such contributions. We retain the right to amend the Plan to reduce or eliminate this contribution. If we amend the Plan to reduce or eliminate this fixed contribution, you will be notified of such change.

### **ELIGIBLE PARTICIPANTS**

The Plan excludes certain Employees from participating in the Plan. The definition of who is eligible to participate in the Plan has been amended. Under the current Plan provisions, as amended, the following Employees are excluded from participating in the Plan. Thus, the following Employees may not participate under the Plan until such time as they fall into a covered class of Employees and satisfy the Plan's minimum age and service requirements. See Article 5 of your Summary Plan Description (SPD) for a description of the Plan's minimum age and service requirements.

- All Employees except Employees who are covered under an "agreement". An "agreement" means either the Meet and Confer agreement between the Employer and the Commanders and Deputy Chief or the collective bargaining agreement between the Employer and the Village of Orland Park Police Supervisor's Association, as applicable. Exclude all Employees from receiving the Additional Employer Contribution except those who separate from service on or after June 25, 2020, who are eligible to retire under the Illinois Municipal Retirement Fund (IMRF) Tier 1 or Tier 2, are full-time Employees with the Village of Orland at the time of separation, and qualify for the Additional Employer Contribution as outlined in the Employer Agreement.

### **Additional Information**

If you have any questions about the modifications described in this Summary of Material Modifications or about the Plan in general, or if you would like a copy of the Summary Plan Description or other Plan documents, you may contact:

Village Of Orland Park  
14700 S. Ravinia  
Orland Park, IL 60462  
708-403-6166

**ACTION BY UNANIMOUS CONSENT OF GOVERNMENT ENTITY AMENDMENT OF QUALIFIED RETIREMENT PLAN**

The undersigned as the persons entitled to make decisions on behalf of Village Of Orland Park ("Employer") hereby consent to the following resolutions:

WHEREAS, the Employer maintains the Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program ("Plan"), a qualified retirement plan, for the benefit of its eligible employees;

WHEREAS, the Employer has decided to amend the Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program Adoption Agreement;

WHEREAS, Section 14.01(b) of the Plan authorizes the Employer to amend the selections under the Adoption Agreement; and

WHEREAS, the Employer has reviewed and evaluated the proposed amendments to the Plan.

NOW, THEREFORE, BE IT RESOLVED that the Employer hereby approves the Amendment to The Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program, to be effective on 6-25-2020. A true copy of the amendment, as approved by the Employer, is attached hereto;

RESOLVED FURTHER, that the undersigned authorize the execution of the Plan amendment and authorize the performance of any other actions necessary to implement the Plan amendment; and

RESOLVED FURTHER, if the Plan amendment modified the provisions of the Summary Plan Description, Plan participants will receive a Summary of Material Modifications summarizing the changes under the amendment.

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0407</b>
Orig. Department:	<b>Finance Department</b>
File Name:	<b>On-Line and Interactive Voice Response (IVR) Credit Card Processing Fees for Development Services</b>

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### **BACKGROUND:**

The Village of Orland Park accepts credit cards from customers and patrons for a variety of Village services. For Development Services permits and license fees, the Village accepts credit cards in the Village Hall and absorbs the processing fees. During the COVID-19 response, the Village added permits and licenses fees to our E-Pay web portal, but the online payment portal charges a fee to the customer. In addition to the online portal, we have been accepting credit card payments over the phone by cashiers at Village Hall, with the Village absorbing the fee because the payments are processed in Village Hall.

For other Village services, such as utility bills, the Village absorbs the credit card processing fees for in-person and online transactions. The E-Pay portal accepts a variety of other fees, such as Municipal Violations, Parking Tickets, Administrative Booking, and Impound Fees, with the processing fees paid by the customer. E-Pay also offers over the phone payments using an Interactive Voice Response (IVR) system, with fees mirroring online payments. There is a flat fee for online recreation registration.

In an effort to be more customer service friendly and to continue to provide remote customer service, staff would like to continue to absorb fees including removing the online fees as a disincentive for online payment. Online payments and IVR payments are preferred over cashier accepted phone payments because they are customer-driven, more secure, can be done at any time of day or night, and leave Village staff free to handle other matters.

In 2019, the Village paid approximately \$150,000 in credit card processing fees from an estimated \$21.6 million in total revenue or about 0.71%. If a similar proportion of payments are absorbed for another \$1M in processing fees, the Village would incur an additional \$10,000 in credit card fees.

The Village is able to change the E-Pay portal to absorb fees for certain purposes, but those changes can only be implemented once per month. If the Village Board is supportive of this change, the Village will begin absorbing E-Pay processing fees for Development Services permits and licenses effective August 1 for online and IVR. Staff would continue to accept credit card payments over the phone until August 1 to save customers from making a trip into Village Hall.

### **BUDGET IMPACT:**

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**REQUESTED ACTION:**

I move to approve the Village Manager execute the necessary documents to absorb credit card processing fees for online payments and Interactive Voice Response (over the phone) for Development Services, including Building Permits, Business/Contractor Licenses, and similar Village programs, but specifically excluding fines, violations, booking fees, and impound fees.

DATE: July 6, 2020

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0477**  
Orig. Department: **Finance Department**  
File Name: **ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5523**

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### **BACKGROUND:**

This Ordinance amends the previous Salary Ordinance presented to the Board at the June 15, 2020, Board meeting. This ordinance makes the following change:

#### **Part Time**

##### Positions Added

- Seasonal Part Time Property Maintenance Inspector (Grade 350)

### **BUDGET IMPACT:**

Adjustments to the FY2020 budget are also being considered on July 6, 2020 Board meeting for this change. Estimated salary and benefit costs are \$9,151.

### **REQUESTED ACTION:**

I move to approve Ordinance Number \_\_\_\_\_, entitled: ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5523.

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**APPENDIX A**  
**Village of Orland Park Compensation Plan - Full-Time Non-Represented Employees**  
**Effective January 1, 2020 to December 31, 2020**

	Grade	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
<b>GIS Technician</b>	2	47,615	64,280	22.89	30.90
<b>Museum Curator/Admin to the Trustees</b>	3	50,948	68,780	24.49	33.07
<b>Administrative Assistant - Police</b>	5	57,000	79,800	27.40	38.37
<b>Detention Aide/Administrative Specialist</b>	5	57,000	79,800	27.40	38.37
<b>Executive Assistant to Mayor</b>	5	57,000	79,800	27.40	38.37
<b>Executive Assistant to Village Manager</b>	5	57,000	79,800	27.40	38.37
<b>Planner I</b>	5	57,000	79,800	27.40	38.37
<b>Recreation Program Supervisor I</b>	5	57,000	79,800	27.40	38.37
<b>Senior Graphic Designer</b>	5	57,000	79,800	27.40	38.37
<b>Animal Control Officer</b>	6	60,705	84,987	29.19	40.86
<b>Management Analyst</b>	6	60,705	84,987	29.19	40.86
<b>Recreation Financial Analyst</b>	6	60,705	84,987	29.19	40.86
<b>Security Systems Technician</b>	6	60,705	84,987	29.19	40.86
<b>Community Services Officer Supervisor</b>	7	64,651	90,511	31.08	43.51
<b>Fitness Center Manager</b>	7	64,651	90,511	31.08	43.51
<b>General Manager - Civic Center</b>	7	64,651	90,511	31.08	43.51
<b>Network Systems Administrator</b>	7	64,651	90,511	31.08	43.51
<b>Office Support Supervisor - All</b>	7	64,651	90,511	31.08	43.51
<b>Public Improvement Technician II - All</b>	7	64,651	90,511	31.08	43.51
<b>Recreation Program Supervisor II</b>	7	64,651	90,511	31.08	43.51
<b>Special Events Manager</b>	7	64,651	90,511	31.08	43.51
<b>Support Services Assistant Manager - All</b>	7	64,651	90,511	31.08	43.51
<b>Aquatic &amp; Ice Rink Manager</b>	8	68,853	96,394	33.10	46.34
<b>Assistant to the Village Manager</b>	8	68,853	96,394	33.10	46.34
<b>Communications Manager</b>	8	68,853	96,394	33.10	46.34
<b>Financial Analyst</b>	8	68,853	96,394	33.10	46.34
<b>Information System Analyst - Police</b>	8	68,853	96,394	33.10	46.34
<b>Natural Resources &amp; Facilities Supervisor</b>	8	68,853	96,394	33.10	46.34
<b>Special Recreation Program Supervisor</b>	8	68,853	96,394	33.10	46.34
<b>Streets Supervisor</b>	8	68,853	96,394	33.10	46.34
<b>Utilities Supervisor</b>	8	68,853	96,394	33.10	46.34
<b>Economic Development Coordinator</b>	9	73,329	102,660	35.25	49.36
<b>GIS Manager</b>	9	73,329	102,660	35.25	49.36
<b>Human Resources Generalist</b>	9	73,329	102,660	35.25	49.36
<b>IT Network Engineer</b>	9	73,329	102,660	35.25	49.36
<b>Senior Planner/Project Manager - All</b>	9	73,329	102,660	35.25	49.36
<b>Senior Applications System Analyst</b>	9	73,329	102,660	35.25	49.36

**APPENDIX A**  
**Village of Orland Park Compensation Plan - Full-Time Non-Represented Employees**  
**Effective January 1, 2020 to December 31, 2020**

	Grade	Annual		Hourly	
		Minimum	Maximum	Minimum	Maximum
<b>Building Division Manager</b>	10	78,095	109,333	37.55	52.56
<b>Natural Resources &amp; Facilities Operations Manager</b>	10	78,095	109,333	37.55	52.56
<b>Athletics Operations Manager</b>	10	78,095	109,333	37.55	52.56
<b>Planning Division Manager</b>	10	78,095	109,333	37.55	52.56
<b>Purchasing, Contract &amp; Risk Administrator</b>	10	78,095	109,333	37.55	52.56
<b>Recreation Division Manager - All</b>	10	78,095	109,333	37.55	52.56
<b>Streets Operations Manager</b>	10	78,095	109,333	37.55	52.56
<b>Support Services Manager</b>	10	78,095	109,333	37.55	52.56
<b>Utility Operations Manager</b>	10	78,095	109,333	37.55	52.56
<b>Assistant Finance Director</b>	11	90,000	126,000	43.27	60.58
<b>Assistant Human Resources Director</b>	11	90,000	126,000	43.27	60.58
<b>Assistant Recreation &amp; Parks Director</b>	11	90,000	126,000	43.27	60.58
<b>Assistant Public Works Director</b>	11	90,000	126,000	43.27	60.58
<b>Village Engineer</b>	11	90,000	126,000	43.27	60.58
<b>Engineering Programs &amp; Services Director</b>	12	97,650	136,710	46.95	65.73
<b>Human Resources Director</b>	12	97,650	136,710	46.95	65.73
<b>Recreation &amp; Parks Director</b>	12	97,650	136,710	46.95	65.73
<b>Assistant Village Manager</b>	13	105,950	148,330	50.94	71.31
<b>Chief Technology Officer</b>	13	105,950	148,330	50.94	71.31
<b>Development Services Director</b>	13	105,950	148,330	50.94	71.31
<b>Public Works Director</b>	13	105,950	148,330	50.94	71.31
<b>Chief of Police</b>	14	114,956	160,938	55.27	77.37
<b>Finance Director</b>	14	114,956	160,938	55.27	77.37
<b>Village Manager</b>	15	161,000	225,400	77.40	108.37

<sup>1</sup>Assistant to the Director Public Works position removed from ordinance, however, effective thru June 30, 2020 due to staffing reorganization as a result of Early Retirement Incentive retirements

**APPENDIX B**

**Village of Orland Park Compensation Plan - Part -Time Non-Represented Employees**

**Effective January 1, 2020 to December 31, 2020**

	Grade	Hourly	
		Minimum	Maximum
<b>After School Pals Instructor</b>	100	\$ 10.00	\$ 13.00
<b>Building Attendant</b>	100	\$ 10.00	\$ 13.00
<b>Complex Attendant</b>	100	\$ 10.00	\$ 13.00
<b>CPAC Cashier</b>	100	\$ 10.00	\$ 13.00
<b>Daycamp Counselor</b>	100	\$ 10.00	\$ 13.00
<b>Fitness Desk Attendant</b>	100	\$ 10.00	\$ 13.00
<b>Ice Rink Attendant</b>	100	\$ 10.00	\$ 13.00
<b>Inclusion Aide</b>	100	\$ 10.00	\$ 13.00
<b>Intern - Undergrad</b>	100	\$ 10.00	\$ 13.00
<b>Kidz Room Attendant</b>	100	\$ 10.00	\$ 13.00
<b>Learn to Swim Instructor</b>	100	\$ 10.00	\$ 13.00
<b>Lifeguard</b>	100	\$ 10.00	\$ 13.00
<b>Recreation Instructor I</b>	100	\$ 10.00	\$ 13.00
<b>Recreation Instructor I/Van Driver</b>	100	\$ 10.00	\$ 13.00
<b>Rockwall/Gym/Party Attendant</b>	100	\$ 10.00	\$ 13.00
<b>Seasonal Maintenance</b>	100	\$ 10.00	\$ 13.00
<b>Seasonal Part-Time</b>	100	\$ 10.00	\$ 13.00
<b>Sports Central Attendant</b>	100	\$ 10.00	\$ 13.00
<b>Building Supervisor</b>	200	\$ 11.00	\$ 15.00
<b>Civic Center Attendant</b>	200	\$ 11.00	\$ 15.00
<b>Community Service Officer</b>	200	\$ 11.00	\$ 15.00
<b>CPAC Asst. Cashier Manager</b>	200	\$ 11.00	\$ 15.00
<b>Hydrant Painters</b>	200	\$ 11.00	\$ 15.00
<b>Public Works Facilities Attendant</b>	200	\$ 11.00	\$ 15.00
<b>Recreation Instructor II</b>	200	\$ 11.00	\$ 15.00
<b>Seasonal Complex Supervisor</b>	200	\$ 11.00	\$ 15.00
<b>Sign Remover</b>	200	\$ 11.00	\$ 15.00
<b>Sportsplex Attendant</b>	200	\$ 11.00	\$ 15.00
<b>Team Leader</b>	200	\$ 11.00	\$ 15.00
<b>Detention Aide</b>	300	\$ 12.00	\$ 16.00
<b>Evidence Clerk</b>	300	\$ 12.00	\$ 16.00
<b>Maintenance Employee</b>	300	\$ 12.00	\$ 16.00
<b>Squad Leader</b>	300	\$ 12.00	\$ 16.00
<b>Complex Attendant II</b>	350	\$ 13.00	\$ 17.00
<b>Crossing Guard</b>	350	\$ 13.00	\$ 17.00
<b>Maintenance Employee II</b>	350	\$ 13.00	\$ 17.00
<b>Seasonal Property Maintenance Inspector</b>	350	\$ 13.00	\$ 17.00
<b>Seasonal Maintenance II</b>	350	\$ 13.00	\$ 17.00



**APPENDIX B**

**Village of Orland Park Compensation Plan - Part -Time Non-Represented Employees**

**Effective January 1, 2020 to December 31, 2020**

	Grade	Hourly	
		Minimum	Maximum
<b>Aquatics Trainer</b>	400	\$ 14.00	\$ 18.00
<b>Assistant Manager - Pool</b>	400	\$ 14.00	\$ 18.00
<b>Building Supervisor - Civic Center</b>	400	\$ 14.00	\$ 18.00
<b>Clerk Typist/Floater</b>	400	\$ 14.00	\$ 18.00
<b>Clerk Typist/Police</b>	400	\$ 14.00	\$ 18.00
<b>Clerical/Cashier</b>	400	\$ 14.00	\$ 18.00
<b>Complex Supervisor</b>	400	\$ 14.00	\$ 18.00
<b>Daycamp Assistant Site Director</b>	400	\$ 14.00	\$ 18.00
<b>Development Services Assistant</b>	400	\$ 14.00	\$ 18.00
<b>Division Secretary</b>	400	\$ 14.00	\$ 18.00
<b>Graphic Designer</b>	400	\$ 14.00	\$ 18.00
<b>Information Systems Technician I</b>	400	\$ 14.00	\$ 18.00
<b>Preschool Instructor</b>	400	\$ 14.00	\$ 18.00
<b>Program Assistant - Clerk</b>	400	\$ 14.00	\$ 18.00
<b>Program Assistant - Recreation</b>	400	\$ 14.00	\$ 18.00
<b>Program Assistant - Veterans Programs</b>	400	\$ 14.00	\$ 18.00
<b>Recreation Service Clerk</b>	400	\$ 14.00	\$ 18.00
<b>CPAC Senior Assistant Cashier Manager</b>	400	\$ 14.00	\$ 18.00
<b>Sports Camp Instructor</b>	400	\$ 14.00	\$ 18.00
<b>CPAC Cashier Manager</b>	450	\$ 14.50	\$ 20.00
<b>PACE ADA Bus Driver</b>	450	\$ 14.50	\$ 20.00
<b>Recreation Instructor II/Bus Driver</b>	450	\$ 14.50	\$ 20.00
<b>Recreation Instructor Specialist</b>	450	\$ 14.50	\$ 20.00
<b>Sports Camp Supervisor</b>	450	\$ 14.50	\$ 20.00
<b>Telecommunicator Part Time</b>	450	\$ 14.50	\$ 20.00
<b>Complex Manager</b>	500	\$ 15.00	\$ 22.00
<b>IT Office Coordinator</b>	500	\$ 15.00	\$ 22.00
<b>Program Coordinator</b>	500	\$ 15.00	\$ 22.00
<b>Special Events Coordinator</b>	500	\$ 15.00	\$ 22.00
<b>Sportsplex Facility Manager</b>	500	\$ 15.00	\$ 22.00
<b>Veterans Program Coordinator</b>	500	\$ 15.00	\$ 22.00
<b>Human Resources Coordinator</b>	600	\$ 21.00	\$ 27.00
<b>Information Systems Technician II</b>	600	\$ 21.00	\$ 27.00
<b>Senior Asst. Pool Manager</b>	600	\$ 21.00	\$ 27.00
<b>Volleyball Referee</b>	600	\$ 21.00	\$ 27.00
<b>VMO Administrative Assistant</b>	600	\$ 21.00	\$ 27.00
<b>Website and Application Support Technician</b>	600	\$ 21.00	\$ 27.00

**APPENDIX B**

**Village of Orland Park Compensation Plan - Part -Time Non-Represented Employees  
Effective January 1, 2020 to December 31, 2020**

	Grade	Hourly	
		Minimum	Maximum
<b>Crime Free Housing Coordinator</b>	700	\$ 23.00	\$ 29.00
<b>Financial Analyst - Part Time</b>	700	\$ 23.00	\$ 29.00
<b>Management Analyst - Part Time</b>	700	\$ 23.00	\$ 29.00
<b>Police Officer - Part Time</b>	700	\$ 23.00	\$ 29.00
<b>Senior Program Coordinator</b>	700	\$ 23.00	\$ 29.00
<b>Senior Special Recreation Coordinator</b>	700	\$ 23.00	\$ 29.00
<b>Dance Instructor</b>	800	\$ 24.00	\$ 32.00
<b>Personal Trainer/Group X</b>	800	\$ 24.00	\$ 32.00
<b>Building Inspector</b>	900	\$ 27.00	\$ 40.00
<b>Electrical Inspector</b>	900	\$ 27.00	\$ 40.00
<b>Engineer I</b>	900	\$ 27.00	\$ 40.00
<b>Plumbing/Property Maintenance Inspector</b>	900	\$ 27.00	\$ 40.00
<b>Maintenance - Civic Center*</b>	999		\$ 50.00 (Per Event Setup)

\*Senior Property Maintenance Inspector and Senior Planner/Project Manager effective through June 30, 2020

...T

**ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5523**

...B

**WHEREAS**, on June 15, 2020, the President and Board of Trustees of the Village of Orland Park, adopted Ordinance No. 5523 entitled:

“AN ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5516”; and

**WHEREAS**, the titles of annual or hourly rates for non-represented Village employees, as reflected in Appendix A and Appendix B to Ordinance No. 5523 require revision.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, that the ranges of annual or hourly rates for non-represented Village employees are hereby established as reflected on the amended Appendix A and Appendix B of this Ordinance and Ordinance No. 5523 is hereby amended accordingly, all other provisions of said Ordinance No. 5523 are hereby ratified and confirmed and shall remain in full force of effect.

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0475</b>
Orig. Department:	<b>Public Works Department</b>
File Name:	<b>Utility Service and Foundation Preparation for Facilities at Centennial Park and Centennial Park West - Proposal</b>

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### **BACKGROUND:**

The Parks Department, prior to its dissolution in May, ordered two Pre-Fabricated buildings from CXT Precast Products of Williamson, West Virginia to house flush toilets in Centennial Park,. The authorization granted by the Village Board and budget covered only the construction and placement of two structures on compacted stone and did not provide for the installation and placement of water sewer and electric service under the building, or the extensions of water and sewer service to each building. When the plans were presented to Development Services for initial plan review and permitting it was discovered that a poured concrete foundation is needed. The following action steps are needed:

- Underbuilding utility service and connections are needed prior to placement of the pre-fabricated buildings. The Village obtained a quotation from Airy's Inc. of Tinley Park, Illinois to install the understructure plumbing and large connect the building lines at a cost for the two buildings of \$16,900 (below maximum Administrative purchase authority). These buildings were originally scheduled for June 26, 2020 delivery but that has been postponed by the Village to allow for utility and foundation installation.
- Water and sewer service extensions are needed. Each building will be served with a 2" water line and a 6" gravity sewer. Only one contractor to date has submitted a quotation for this work which is again Airy's Inc. in an amount of \$100,375. The sewer and water will be installed using directional drilling to minimize disruption and restoration within the park areas. In addition, a two-inch electrical conduit will also be installed to facilitate wiring of the structures.
- A poured concrete foundation design will be required. The foundation design costs are anticipated to be \$2,500.

Staff contacted two concrete contractors and received only one quotation from Lite construction of Montgomery, IL. That proposal is for \$42,000 which work includes completing the foundation and utility sleeves. Staff is evaluating their proposal to reduce costs by digging the foundation with Village personnel. Authorization to proceed would allow for the work to be performed after July 7th and using high early strength concrete which thereby reduces cure time to fourteen days (from thirty days for regular concrete).

As such, staff recommends including a 3% contingency to both Airy's Inc. and Lite Construction for the proposed work.

### **BUDGET IMPACT:**

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The Public Works and Finance Departments, working with the Recreation Department, have recommended a funding plan shifting money from the Parks Development Fund to the utility and site preparation work. A budget amendment for this portion of the project totaling \$146,647 is required.

**REQUESTED ACTION:**

I move to approve awarding a sole source contract in the amount of \$100,375.00 plus a 3% contingency of \$3,011.25 for a total not to exceed \$103,386.25 to Airy's Inc. Tinley Park, IL for water and sewer service extension work and plumbing connections. Sole source is required to meet program deadline completion of July 31, 2020;

And,

To approve awarding a sole source contract in the amount of \$42,000 plus a 3% contingency of \$1,260.00 for a total not to exceed \$43,260.00 to Lite Construction, Montgomery, IL for foundation work needed to meet program deadlines to permit the delivery and placement of the flush toilet facilities on July 27<sup>th</sup>, 2020;

And,

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

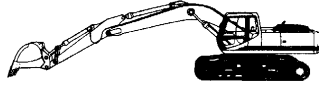
And,

To approve a budget transfer in the amount of \$146,647.00 from account 023-0000-470700 to account 283-4003-443100.

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# AIRY'S INC.

SITE UTILITY CONTRACTORS



7455 W. Duvan Drive • Tinley Park, IL 60477-3714  
 (708) 429-0660 www.airys.com Fax: (708) 429-0795

## PROJECT BUDGET PROPOSAL

**To:**  
 Mr. Ken Dado  
 Village of Orland Park  
 14700 Ravinia Ave  
 Orland Park, IL 60462

**Date:** 6/22/2020  
**Job Number:** E20-B101  
**Job Name/Location:** Centennial West Park / Centennial Ball Field 9 Bathrooms  
 0  
 Orland Park, IL

**Phone:**  
**Fax/e-mail:** kdado@orlandpark.org

We hereby submit budget estimate per email information provided :

	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
<b><u>Centennial West Park (Toilets 1)</u></b>					
10	Furnish and Install Sanitary Sewer (Directional Drill 225' of 6" PVC, Connect to Ex. MH, Locate Existing Utilites via Hydroexcavation, Stub 5' from building)	1	LS	27,250.00	27,250.00
20	Furnish and Install 2" Water Service (Directional Drill 260', Connect to Ex. WM, Locate Existing Utilites via Hydroexcavation, Stub 5' from building)	1	LS	13,500.00	13,500.00
30	Furnish and Install Electrical Equipment	1	LS	11,175.00	11,175.00
<b><u>Centennial West Park Subtotal</u></b>					<b>51,925.00</b>
<b><u>Centennial Ball Field 9 (Toilets 2)</u></b>					
50	Furnish and Install Sanitary Sewer (Directional Drill 370' of 6" PVC, Connect to Ex. MH, Locate Existing Utilites via Hydroexcavation, Stub 5' from building)	1	LS	28,900.00	28,900.00
60	Furnish and Install 2" Water Service (Directional Drill 60', Connect to Ex. WM, Locate Existing Utilites via Hydroexcavation, Stub 5' from building)	1	LS	11,250.00	11,250.00
70	Furnish and Install Electrical Equipment	1	LS	8,300.00	8,300.00
<b><u>Centennial Ball Field 9 Subtotal</u></b>					<b>48,450.00</b>
				<b>TOTAL BASE BID</b>	<b>\$ 100,375.00</b>

**NOTES:**

The referenced amount reflects our Unit Price bid for the referenced project

**The following considerations are made as part of the bid and contract documents**

- No permits, bonds, taxes, licenses, or fees
- Airy's and their subcontractors to be held harmless from utility construction in any areas requiring permit(s)/easements for construction.

- No filling existing structures
- No excavation of unsuitable rock or soils
- Downtime for unsuitable material, rock, etc. not included.
- On site and Off site restoration by others
- Staking & layout by others
- Exploratory excavation for utilities limited to those areas noted and scaled from plan
- Not responsible for re-routing/reconnection due to the confliction of utilities at crossings whether shown or not.
- Not responsible for determination of design crossing conflictions.
- Televising of existing or proposed sewers is not included unless expressly mentioned in this proposal.
- Vacuum testing of structures is not included unless expressly mentioned in this proposal.
- Contaminated groundwater/storm water handling or disposal is not included.
- Not responsible for the Excavation, Handling, Hauling, or Disposal of any contaminated soils. Airy's may work in other areas, or suspend construction until such material is removed or cleaned.
- Disposal of unsuitable materials not included.
- Owner to allow for the extension of time to the project in the event of revisions, additions, or the changes in the scope of the project without adverse effects to Airy's or their subcontractors.
- In the event soil erosion is provided in a bid line, we will provide the initial installation. Further maintenance is to be provided by others.
- All spoil left on site at trench side. Approx.. Cy
- All services to terminate at property line.
- Dewatering is excluded.
- Rock excavation is excluded.
- Traffic control by others.
- Tree removal/trimming by others.
- The excavation through unsuitable soil is excluded.
- All pavement or curb sawing, removal, and disposal is excluded.
- Not responsible for damage to privately owned utility lines. Locating will be responsibility of the property owner.
- Average sanitary manhole depths are calculated at 0.0' , added manholes that vary in depth may require a change in unit price.
- Average storm manhole depths are calculated at 0.0' , added manholes that vary in depth may require a change in unit price.
- All water main depths are calculated with 5.0' cover, added depths may require a change in unit price.
- This Proposal is based on 2019 Labor Rates.

In the event another contract format is used, these pages shall be considered as an exhibit.  
 We propose to furnish material and labor - complete in accordance with the plans and specifications listed above:  
 This exhibit is for the sole purpose of determining value of installed utilities for the monthly payments and to determine the price of additions or deletions from the plans and specifications. It is agreed and understood by the parties hereto that all utilities covered under this contract shall be installed per plans and specifications as listed above for the completed price of:

**One hundred thousand three hundred seventy-five and no/100----- Dollars \$100,375.00**

Payment to be made monthly as work progresses, as billed, per units installed, no retention.  
 Net amount due by 10th of the month following month in which work was performed.  
 Should any other contract document be used, this form shall be considered an exhibit to the contract.  
 Should discrepancies between drawings, specs, and/or contract occur, scope of work noted in this document to super-  
 sede. All work to be in compliance with the Standard Specifications for Water and Sewer Main Construction in Illinois.  
 Any alteration or deviation from specifications involving extra costs will be executed only upon written order and will  
 become an extra charge over and above the contract amount. All agreements contingent upon strikes, accidents, or  
 delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered  
 by Workmen's Compensation Insurance. This proposal may be withdrawn by us if not accepted within 15 days.

Airy's Authorized Signature \_\_\_\_\_

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment will be made as outlined above.** All fees for collection including, but not limited to court costs, arbitrator fees, and attorney fees are the sole responsibility of the customer

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_  
 Signature \_\_\_\_\_



LITE CONSTRUCTION, INC.  
711 S. Lake St. • P.O. Box 135  
Montgomery, IL 60538

Phone (630) 896-7220  
FAX (630) 896-1304

June 30, 2020

Village of Orland Park  
14700 Ravinia Ave  
Orland Park, IL 60462

Proposal

Mr. Bill Balling,

To furnish labor and material to install foundations for two precast restrooms per Studio GC plans dated 6-29-20 with the following.

Foundation footing is 24" wide x 12" thick with horizontal reinforcing bar and dowels  
3000 psi concrete

Foundation wall is 12" wide x 42" tall with horizontal reinforcing bar. Setting plates installed (provided by others). 3000 psi concrete

4" Apron slab will have 6"x6" no10 reinforcing wire with five 16" piers. 4000 psi concrete

Total cost is \$36,000.00 or \$18,000.00 each

To furnish labor, material, and equipment to excavate for two precast restrooms per the following.

Strip and trench the foundation wall

Backfill interior with stone

Auger 16" piers

Backfill apron with stone

Backfill exterior sidewalls and rear of building with soil

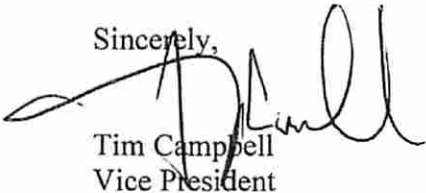
Spoils left on site

Total cost is \$6,000.00 or \$3,000.00 each added to the foundation cost above

Exclusions: Surveying, Precast setting plates, Building Layout Bonds, Permits, Landscaping, Site plumbing.

We trust that this proposal will meet your needs if you have any questions please call.

Sincerely,



Tim Campbell  
Vice President



## **REQUEST FOR ACTION REPORT**

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File Number: **2019-0282**  
Orig. Department: **Development Services Department**  
File Name: **Megan Nicole Ridge - Development Petition for Site Plan, Landscape Plan, Rezoning, Subdivision, Variance (subject to Annexation)**

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### **BACKGROUND:**

**Project**

Megan Nicole Ridge - 13201 88<sup>th</sup> Avenue  
2019-0282

**Petitioner**

Dwayne Starostka - DL3 Sons Property, Inc.

**Purpose**

The petitioner seeks approval to construct nine (9) single-family homes and a detention pond outlot on a 3.11 acre parcel located at 13201 88<sup>th</sup> Avenue, subject to annexation into the Village.

**Requested Actions:** Site Plan, Landscape Plan, Rezoning, Subdivision, Variance

**Address:** 13201 88<sup>th</sup> Avenue

**P.I.N.:** 23-35-300-040-0000; 23-35-300-041-0000

**Parcel Size:** 3.11 acres

**Comprehensive Plan Planning District & Designation:** Silver Lake North Planning District with Single-Family Residential Designation

**Existing Zoning:** Unincorporated Cook County

**Proposed Zoning:** R-3 Residential District

**Existing Land Use:** Vacant

**Proposed Land Use:** Single-family detached homes

**Surrounding Land Uses & Zoning:**

North: Unincorporated Cook County - Single-family residential

South: Unincorporated Cook County - (across Beverly Lane) Single-family residential

East: R-3 Residential District - (across Adria Court) Single-family residential in the Barbalic Biljan subdivision and Parkview Highland subdivision

West: Unincorporated Cook County - (across 88<sup>th</sup> Avenue) Single-family residential, Place of Worship

***All approvals are subject to annexation into the Village.***

**BACKGROUND**

The petitioner is requesting approval of a Site Plan, Landscape Plan, Subdivision, Variances, and Rezoning from E-1 Estate Residential to R-3 Residential for Megan Nicole Ridge, a proposed residential development on a 3.11 acre site located at 13201 88<sup>th</sup> Avenue, subject to the approval of annexation by the Village Board of Trustees. The subject property is located at the northeast corner of 88<sup>th</sup> Avenue and Beverly Lane in unincorporated Cook County.

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The site was previously utilized as a large estate lot with one single-family home, which has since been demolished. In 2004, the Village Board approved a Site Plan, Subdivision, and Rezoning to the R-3 Residential District upon Annexation for the Megan Ridge subdivision (formerly referred to as Deanna Ridge) (Legistar File ID 2004-0158). The previous plan proposed to subdivide 3.3 acres into eight (8) lots for seven (7) single-family homes and a detention pond outlot. The existing single-family home at the northwest corner of the site was to remain on site. Annexation into the Village was never finalized and the residential subdivision was not constructed. As a result, the subject property currently remains in unincorporated Cook County.

The original 3.3 acre parcel (PIN 23-35-300-034-0000) was recently subdivided by the petitioner into three (3) lots in unincorporated Cook County. The proposed residential development is located on 3.11 acres of the original 3.3 acre site, on two of the lots with PIN 23-35-300-040-0000 and PIN 23-35-300-041-0000. The 80 foot by 144.9 foot property (PIN 23-35-300-042-0000) located to the east of the proposed Lot 9 and to the west of the existing single-family home at 8700 Adria Court has been sold off by the developer and will remain in unincorporated Cook County.

The project was presented at two public hearings at Plan Commission on November 5, 2019, and on April 7, 2020. The 10 foot by 144.9 foot property (PIN 23-35-300-041) owned by the petitioner and located directly to the east of the previously proposed Lot 9 was incorporated into the proposed subdivision plans presented at the April 7, 2020, Plan Commission meeting. This strip of land was originally proposed to remain in unincorporated Cook County. The 10 foot by 144.9 foot property was added to the detention pond lot on Outlot A, which slightly increased the overall subdivision size from 3.07 acres to 3.11 acres.

The petitioner also proposed minor changes to the high water line of the pond as a result of the Plan Commission recommendation to include the stormwater volume for the 10 foot by 144.9 foot property (PIN 23-35-300-041) and the 80 foot by 144.9 foot property (PIN 23-35-300-042) into the proposed detention pond. The requested setback variance between the high water line and adjacent property lines was previously proposed at 15.57 feet at the narrowest locations at the November 5, 2019 Plan Commission meeting. At the April 7, 2020, Plan Commission meeting, the high water line setback was changed and proposed to be as little as 15.09 feet in certain locations. The number of lots and overall design of the proposed subdivision remains the same as the original proposal. The 80 foot by 144.9 foot property (PIN 23-35-300-042) located to the east of the proposed subdivision along Adria Court is still planned to remain in unincorporated Cook County and is not included as part of this petition.

For a detailed summary of each public hearing, please refer to the “Plan Commission Discussion” and “Plan Commission Motion” sections below.

The project was presented at the April 20, 2020 Committee of the Whole meeting. By a vote of 5-1, the Committee of the Whole recommended denying the Variances, Rezoning, Preliminary Site Plan, Plat of Subdivision, and Preliminary Landscape Plan for the Megan Nicole Ridge subdivision. For a detailed summary of the Committee of the Whole meeting, please refer to the “Committee of the Whole Discussion” and “Committee of the Whole Motion” sections below.

Since the Committee of the Whole meeting, the petitioner has revised the proposed plans to reduce the size of Lot 7 in order to increase the size of the detention pond lot on Outlot A and accommodate additional space for the required 25 foot pond setbacks from the adjacent property lines on the north side of the pond. The lot width of Lot 7 has been reduced from 120 feet wide to 105 feet wide, and lot area has been reduced from 17,392 square feet to 15,218 square feet. There are no proposed changes in size to the remaining lots within the subdivision.

On the north portion of the Outlot A, the pond now meets the required 25 foot setback. A larger setback of 26 feet to 32 feet is now provided from the north property line. The setbacks around the south leg of the pond are proposed to be 15 feet, which still do not meet code requirements. Increasing the size of

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the pond lot is restricted as the adjacent proposed residential lots (Lots 3, 4, 5, 6) currently meet the minimum bulk code requirements for the R-3 Residential District. In the R-3 Residential District, residential lots for single family homes are required to have a lot size of at least 10,000 square feet in area, a lot width of at least 80 feet adding 10% for a corner lot, and a lot depth of at least 125 feet. Any increase in the width of Outlot A around the south leg would result in the need for a variance to the required lot size of lot depth of the adjacent residential lots.

The petitioner still requests a variance to reduce the pond setbacks from 25 feet to 15 feet to accommodate the proposed setbacks along the south portion of the pond, as well as an increase to the side slope of the pond from a 4:1 slope to 3:1 slope.

### **PROJECT DESCRIPTION**

The proposed subdivision consists of a total of ten (10) lots, including nine (9) residential lots for single-family homes and one (1) detention pond outlot. Existing established streets will be utilized. Four (4) of the single-family homes (Lots 1-4) will be accessible from 88<sup>th</sup> Avenue and five (5) of the single-family homes (Lots 5-9) will have access from Adria Court. As a condition of approval, all single-family homes must conform to all Village codes and ordinances.

The detention pond will be centrally located on Outlot A with an access point provided from Adria Court, between Lot 6 and Lot 7. The petitioner has requested approval of a variance to allow a reduction in the required detention pond setback and landscape area from 25 feet to as little as 15 feet along the southern portion of the pond lot. Additionally, a variance has been requested to allow for an increase in the side slope from a 4:1 slope to a 3:1 slope. Please refer to the detailed discussion in the "Variance(s)" section of this report below for additional information.

No access will be provided to the proposed lots from Beverly Lane due to a 1 foot by 313.7 foot strip of land that extends along the entire length of Beverly Lane and is under separate ownership.

The site was previously heavily wooded with a considerable number of trees, which were removed by the petitioner in 2018. Tree mitigation is required per Section 6-305.F.3 of the Land Development Code. In cases where tree replacement or mitigation cannot be accommodated on-site, the petitioner is required to pay cash in lieu of the tree replacement amount. The petitioner has agreed to pay \$50,000, the maximum cash in lieu amount for tree mitigation required for projects less than 10 acres in size per Section 6-305.F.3.

The proposed single-family subdivision will be compatible with the R-3 Residential District, the surrounding existing land uses and zoning districts and the Comprehensive Plan designation for this area. Single-family homes in the Barbalic Biljan subdivision and Parkview Highland subdivision are located to the east of the subject property and are zoned R-3 Residential District. Single-family homes located in unincorporated Cook County are located to the north, to the south across Beverly Lane, and to the west across 88<sup>th</sup> Avenue. A Place of Worship is also located to the west across 88<sup>th</sup> Avenue in unincorporated Cook County.

With the exception of the requested variances, the project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area.

### **Variance(s)**

When considering an application for variances, the decision making body shall consider the Variance Standards listed in Section 5-109 of the Land Development Code. The petitioner has provided responses to the Variance Standards, which are included in this packet for review.

The petitioner requests the following variances to the Land Development Code:

1. Reduce the required detention pond setback and landscape area from twenty-five (25) feet to as little as fifteen (15) feet (Section 6-409.E.18; Section 6-412.D.1; Section 6-305.D.8.b)
  2. To allow for an increase to the side slope of the pond from a 4:1 slope to 3:1 slope (Section 6-409.E.18)
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The petitioner has noted that the shape of the property, topography, and the existing 1 foot wide strip of land along Beverly Lane has created a hardship for the property.

As noted above, at the April 7, 2020, Plan Commission meeting and the April 20, 2020 Committee of the Whole meeting, the petitioner proposed minor changes to the setback between the high water line of the pond and the adjacent property lines on Outlot A as a result including the 10 foot by 144.9 foot property (PIN 23-35-300-041) into the subdivision plans and because the additional stormwater volume was included in the pond for the 10 foot by 144.9 foot property (PIN 23-35-300-041) as well as the 80 foot by 144.9 foot property (PIN 23-35-300-042), based on the recommendation at the November 5, 2019, Plan Commission meeting.

The proposed changes at each meeting to the pond setbacks and variance are summarized below:

- November 5, 2019, Plan Commission meeting: The petitioner proposed a detention pond setback variance of as little as 15.57 feet along the south leg of the pond. The setbacks along the north side of the pond ranged from 23.43 feet to 28.16 feet. The east side of the north pond area had a proposed setback of 15.57 feet to 20.14 feet, while the west side of the north pond area had a proposed setback of 19.97 feet.
- April 7, 2020, Plan Commission meeting: The petitioner proposed a pond setback of as little as 15.09 feet along the south leg of the pond. The setbacks along the north side of the pond ranged from 22.52 feet to 27.68 feet. The east side of the north pond area had a proposed setback of 20.09 feet, while the west side of the north pond had a proposed setback of 24.49 feet.
- April 20, 2020 Committee of the Whole meeting: The same plans presented at the April 7, 2020, Plan Commission meeting were presented at the Committee of the Whole meeting.
- July 7, 2020 Board of Trustees meeting: Under the revised plans presented by the petitioner, a pond setback of as little as 15 feet is proposed along the south leg of the pond. The setbacks along the north side of the pond range from 26.7 feet to approximately 32 feet. The east and west sides of the north pond area have a proposed setback of 25 feet. To accommodate these changes to the detention pond, Lot 7 was reduced 120 feet wide to 105 feet wide and lot area was reduced from 17,392 square feet to 15,218 square feet. There are no proposed changes in size to the remaining lots within the subdivision.

Sections 6-409.E.18.o and 6-412.D.1 require a setback of at least 25 feet from the high water line of a detention pond to all development and property lines. Detention ponds are also required to meet Stormwater Management Area Landscape requirements per Section 6-305.D.8. Within the minimum 25 foot setback area around a detention pond, a minimum 15 foot wide naturalized landscape area not exceeding a 5% cross slope is required above the pond high water levels in order to slow runoff, filter pollutants, recharge aquifers and enhance water quality. Within the 15 foot naturalized landscape area, a maintenance vehicle access area measuring at least 8 feet wide and not exceeding a 2% cross slope shall be provided for maintenance purposes, planted with native low-growing plant materials or as a recreational/maintenance trail.

If the pond setback variance is approved, staff recommends that the pond be privately owned and maintained in perpetuity by an established homeowners association as a condition of approval. Typically, detention ponds for single-family residential subdivisions are owned and maintained by the Village after final acceptance of the pond by the Village. Ponds are accepted and deeded to the Village after they are constructed, inspected, and maintained by a property owner in accordance with Village standards for approximately three years and the release of the letter of credit. If the proposed detention pond is privately owned and maintained, the Village would ultimately not be responsible for ownership or maintenance of a pond that does not meet code requirements in the future. The Village is also currently exploring a policy that would require all future detention ponds to be privately maintained.

Staff also recommends as a condition of approval that the petitioner be required to establish a fallback special service area (SSA) to assure that the privately owned pond will be adequately maintained in the future, should the SSA need to be activated. An SSA allows the Village to levy an additional tax to assist

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with financing costs in the event the pond is not maintained in the future.

### **Annexation**

The proposed plan conforms with the Land Development Code, the general intent of the Comprehensive Plan, the character of the surrounding area, and Village policies for the area, with the exception of the requested variances. The property is currently in unincorporated Cook County, so all approvals will be subject to annexation, which will be addressed separately at the Board level. An Annexation public hearing will be held at the Village Board of Trustees level at a future date.

**Approval of this petition is subject to annexation into the Village of Orland Park.**

### **PLAN COMMISSION DISCUSSION - NOVEMBER 5, 2019**

A public hearing was held before the Plan Commission on November 5, 2019. The petitioner was present to answer questions at the meeting. Approximately 30-40 members of the public attended the meeting and 15 members of the public spoke in regard to the petition, most of which lived in nearby homes. Commissioner Zomparelli abstained from voting. The issues discussed at the public hearing are summarized below:

1. Existing Traffic and Condition of Streets. Several residents expressed concern over existing traffic on 88<sup>th</sup> Avenue and the conditions of the adjacent streets. It was noted that vehicles speed on 88<sup>th</sup> Avenue and there have been accidents in the area, which would create issues for the proposed homes with driveways directly accessing the street. Residents also noted that Beverly Lane is in poor condition and asked if the Village or the petitioner would be repaving the street in the near future. 88<sup>th</sup> Avenue is under the jurisdiction of Palos Township. The petitioner was not required to submit a traffic study under the Land Development Code for this project.
2. Flooding. Several residents asked questions related to how the project will impact flooding in the area and if the property is included in a flood relief program. Residents expressed concerns with stormwater draining onto adjacent lots, existing flooding in the area, and road closures nearby as a result of flooding. The Village's engineer provided an overview of the proposed stormwater for the site, design of the pond, and confirmed that the pond will need to meet all engineering code requirements by the Village.
3. Types of Homes. Several residents asked about the types of homes to be built, the starting prices, and if any of the lots have been sold already. The petitioner presented a poster board showing a conceptual elevation of one of the single-family homes that may be constructed to the Plan Commission and the members of the public. Building plans for the homes have not been submitted for review to the Development Services Department, but will be required to meet all code requirements.
4. Annexation. Several residents asked about if the property could remain unincorporated and how that would impact the regulations on development. The property would be subject to the requirements for Cook County if it remained unincorporated.
5. Tree Removal. Residents commented on the previous removal of trees on the site, stating that there was no notification from the petitioner and the loss of trees has negatively impacted the neighborhood creating an eyesore and impacting wildlife in the area. Several residents stated that the tree mitigation amount is not enough to justify the removal of the trees.

Commissioner Paul asked for clarification on if the \$50,000 to be paid by the petitioner was a fee or a fine. Staff noted that the amount is a fee required per the Land Development Code. In cases where tree replacement or mitigation cannot be accommodated on site, the petitioner is required to pay cash in lieu of the tree replacement amount. The petitioner agreed to pay \$50,000, the maximum cash in lieu amount for tree mitigation required for projects less than 10 acres in size.

Residents also asked for clarification on why dirt was already being moved around on site. Dan Szkirpan, the general contractor for the project, stated that there was a previous dirt pile on the east side of the site and they are regrading some of the property. Mr. Szkirpan stated that the tree removal was done in

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accordance with Cook County's regulations.

Several of the Commissioners noted that it is unrealistic to expect the site to remain undeveloped forever and the loss of trees would be required for any development project. The petitioner will be required to meet all landscape code requirements for the project.

6. Property along Beverly Lane. The Commission asked if the petitioner has attempted to purchase the 1 foot wide and 313.7 foot long strip of land that extends along the entire length of Beverly Lane to help with access to the site. The petitioner provided an overview of the piece of land, stated it is currently located in the Village, and that the petitioner has attempted to purchase the property in the past, but the current property owner has refused to sell the property. A resident asked how the petitioner will ensure that there will not be an encroachment on the private property in the future.

7. Proposed Lots to Remain in Unincorporated Cook County. There was a discussion on the ownership of the two lots located to the east of the subject property which are proposed to remain in unincorporated Cook County (PIN 23-35-300-041 and PIN 23-35-300-042). Mr. Szkirpan stated that the 80 foot wide lot to the east with the existing trees identified as PIN 23-35-300-042 was purchased by the adjacent property owner at 8700 Adria Court. Mr. Szkirpan stated that the 10 foot strip of land with PIN 23-35-300-041 was currently owned by the petitioner and was needed for grading the entire site and to avoid the need of a retaining wall. There was a discussion on the proposed grade change between the 10 foot strip of land and the proposed Lot 9 (approximately a 4 foot grade change on the north side of the shared property line).

Mr. Szkirpan stated that the 10 foot strip of land could either be purchased by the adjacent property owner to the east or the owner of the proposed Lot 9 in the future, which will be determined at a later date. Several of the Commissioners expressed concern over the existing 10 foot lot remaining in unincorporated Cook County. The subject property and proposed subdivision is already experiencing issues due to the 1 foot by 313.7 foot strip of land along Beverly Lane that is not owned by the petitioner. There was concern over creating another small lot or spite strip, where the ownership is not currently determined. It was noted that both of the adjacent property owners in the future may not want to buy the 10 foot piece of land. This piece of land could become undevelopable and create challenges for the adjacent development in the future.

At the end of the public hearing, the petitioner confirmed that they will approach the owner of the 80 foot lot with PIN 23-35-300-042 if he would like to purchase the 10 foot wide property. If the property owner does not wish to purchase the property, it will be incorporated into the subdivision and included as part of the proposed annexation into the Village.

8. Detention Pond Setbacks & Proposed Variance. Several Commissioners and residents expressed concern over the proposed detention pond setbacks. Several comments focused on the setbacks specifically along Beverly Lane due to the pond's location near the sidewalk and potential safety concerns for pedestrians and children. One resident also asked about the Village's regulations for mosquito abatement, rodent control, and general maintenance requirements for ponds.

There was a discussion on the previously proposed site plan and the detention pond in 2004. Staff explained the previous proposal and detention pond setbacks, and stated that the site was never formally annexed into the Village. Village codes may have changed since that time.

There was a discussion if Lot 7, which is currently oversized per the R-3 zoning district requirements, could be made smaller to accommodate larger detention pond setbacks or if the additional 10 foot strip of land could help meet the setback requirements. The petitioner did not wish to reduce the size of Lot 7. It was noted that the remainder of the single-family lots adjacent to the pond met the bulk requirements for the R-3 District, therefore any decrease would be a variance for lot size, width, or length.

Commissioner Schussler asked if the 10 foot wide property with PIN 23-35-300-041 and the 80 foot wide property with PIN 23-35-300-042 were factored into the overall stormwater calculations for the pond. The

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petitioner confirmed that these lots were not included in the detention calculations. There was a discussion if a home is constructed on the 80 foot wide lot in the future how stormwater would be accommodated. The lot could remain in unincorporated Cook County, where it would be subject to the County's requirements, or could be annexed into the Village in the future and be subject to Orland Park's requirements, which typically would not require detention for an individual single-family lot of this size.

There was a discussion on if the pond would be privately owned and maintained or taken over by the Village in the future. Commissioner Schussler stated that the majority of detention ponds for single-family subdivisions are owned and maintained by the Village; this pond should be treated the same and should meet code requirements. Ponds that are privately owned and maintained can still experience issues with future maintenance. Commissioner Schussler noted that he would like to see the pond owned by the Village to be in line with the existing Village code requirements and policy, and the pond should meet code requirements. Mr. Skirpen noted that the interim Village Manager's office had told them that all ponds should be privately owned in the future moving forward. Commissioner Schussler stated that this policy for ponds would need to be set and approved by the Village Board.

9. Conditions of Approval. The Commission revised the recommended motion to state that the proposed detention pond must meet all Village requirements, the Village considers assuming responsibility for the pond if it meets all code requirements, and that the two properties that are proposed to remain in unincorporated Cook County be included in stormwater calculations. The Commission added and/or revised Condition # 4, 5 and 6 to the Preliminary Site Plan motion, as included below.

#### **PLAN COMMISSION MOTION - NOVEMBER 5, 2019**

On November 5, 2019, the Plan Commission moved, by a vote of 5-0, to recommend to the Village Board of Trustees approval (upon annexation) of the **Rezoning** of the subject property located at 13201 88<sup>th</sup> Avenue from E-1 Estate Residential District to R-3 Residential District.

And moved, by a vote of 5-0, to recommend to the Village Board approval (upon annexation) of the **Preliminary Site Plan** titled "Preliminary Site Plan for Megan Nicole Ridge Subdivision", prepared by Landmark Engineering, LLC, Sheet PSP1, dated July 8, 2019, and last revised September 30, 2019, subject to the following conditions:

1. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
2. Submit a sign permit application to the Development Services Department for a separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.
3. All proposed single-family homes shall conform to all Village codes and ordinances, including the bulk requirements of the R-3 Residential District per Section 6-204 of the Land Development Code and the Building Code.
4. That the 10 foot by 144.9 foot parcel identified as PIN 23-35-300-041-0000 be incorporated into the subdivision or be incorporated into the parcel identified as PIN 23-35-300-042-0000, and that the detention pond provide detention for the two parcels identified as PIN 23-35-300-041-0000 and PIN 23-35-300-042-0000.
5. That the detention pond meets all Village Code requirements including setback requirements and that it provide detention for the parcels identified as PIN 23-35-300-041-0000 and PIN 23-35-300-042-0000.
6. That the Village considers assuming responsibility for the pond if it meets all code requirements, since typically detention ponds for single-family residential subdivisions are owned and maintained by the Village after final acceptance of the pond by the Village.
7. That if the pond shall be privately owned, it shall be maintained by a homeowners association and a special service area (SSA) shall be established when the Annexation Agreement is finalized to assure that the privately owned detention pond will be maintained to Village standards in the future.

And moved, by a vote of 5-0, to recommend to the Village Board approval (upon annexation) of the **Plat of Subdivision** titled "Megan Nicole Ridge", prepared by Landmark Engineering, LLC, subject to the following conditions:

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1. Submit a Record Plat of Subdivision to the Village for approval, execution, and recording.

And moved, by a vote of 5-0, to recommend to the Village Board approval (upon annexation) of the **Preliminary Landscape Plan**, titled "Megan Nicole Ridge Subdivision, Landscape Plan", prepared by Clarence Davids & Company, PC, Sheet 1-5, dated April 11, 2019, and last revised October 10, 2019, subject to the following conditions:

1. Submit a final landscape plan meeting all Village Codes and all required supporting documentation addressing all outstanding landscape items in conjunction with the final engineering submittal.
2. Provide the maximum cash-in-lieu amount required for tree mitigation for projects less than 10 acres in size per Section 6-305.F.3 and as finalized at the time of the Annexation Agreement.
3. Provide cash in lieu of park land donation as finalized at the time of the Annexation Agreement.

### **PLAN COMMISSION DISCUSSION - APRIL 7, 2020**

A public hearing was held before the Plan Commission on April 7, 2020. The Commission, members of the public, the petitioners, and staff attended the public hearing via a Zoom Meeting teleconference. The issues discussed at the public hearing are summarized below:

1. Plan Commission Conditions of Approval. At the November 5, 2019, Plan Commission meeting, the Commission voted to approve the Megan Nicole Ridge subject to meeting three additional conditions of approval (Condition #4, 5, 6 of the Preliminary Site Plan motion). Since the Plan Commission meeting, the petitioner has met some of the conditions of approval. The 10 foot by 144.9 foot parcel identified as PIN 23-35-300-041-0000 owned by the petitioner was incorporated into the subdivision plans. Stormwater detention has also been provided for the two parcels identified as PIN 23-35-300-041-0000 and PIN 23-35-300-042-0000 (Condition #4). The proposed detention pond still does not meet all Village Code requirements including setback requirements (Condition #5).

The Commission requested that the Village consider assuming responsibility for the pond if it meets all code requirements since typically detention ponds for single-family residential subdivisions are owned and maintained by the Village after final acceptance of the pond by the Village. If the pond is privately owned, it shall be maintained by a homeowners association and a special service area (SSA) shall be established to assure that the privately owned detention pond will be maintained to Village standards in the future. At the April 7, 2020, Plan Commission meeting, staff noted that it was the previous policy by the Village to maintain ponds after they are accepted by the Village. However, the Village is currently exploring a new policy to have all future detention ponds privately owned and maintained in the future. In this case, staff still recommends that the pond be privately owned and maintained by an HOA. If the HOA disbands or does not maintain the pond properly in the future, then the Village has the ability to activate a dormant SSA to pay for maintenance costs.

2. Property along Beverly Lane. James Kirk, an attorney representing George DeVries, stated that there has been some confusion on the ownership of the 1 foot by 313.7 foot strip of land that extends along the length of Beverly Lane. Mr. DeVries was involved with developing the Park View Highlands subdivision, which includes the homes to the east on Beverly Lane.

According to Mr. Kirk, the strip of land previously extended farther to the east along what is now Adria Court. When the homes on Adria Court were developed, Mr. DeVries transferred the title of most of the land to the developer of the homes on Adria Court. However, it appears that Mr. DeVries continues to own the 1 foot by 313.7 foot strip of land directly adjacent to the proposed Megan Nicole Ridge subdivision along Beverly Lane. Mr. Kirk noted that they have recently been in contact with the developer and are discussing if the developer can acquire the land from Mr. DeVries. This piece of land is currently incorporated into the Village of Orland Park and is zoned R-3 Residential District. Dan Szkirpan, the general contractor/developer for the project, stated that further research needs to be done to verify the ownership of the property and they are in discussion with Mr. Kirk.

There was a discussion if the detention pond volume would increase if the 1 foot and 313.7 foot strip of

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land were included in the gross area of the subdivision. The petitioner stated that any additional detention pond volume will be provided if they do acquire the property.

3. Tree Removal. One resident that lives nearby the proposed subdivision asked if the Village could require the developer to plant more mature trees on site to help ease the impact of the trees previously removed by the developer. This would be in addition to the \$50,000 tree mitigation fee required by Code. The petitioner agreed to pay \$50,000, the maximum cash in lieu amount for tree mitigation required for projects less than 10 acres in size.

4. Access to the Pond. A 17 foot wide access strip located between Lot 6 and Lot 7 will provide access to the detention pond on Outlot A. One resident asked how the triangular area located in the Village's right-of-way to the northwest of the curved sidewalk along Adria Court will be maintained. The area is located in the Village right-of-way but will be maintained by the adjacent homeowners, typical of how other parkways are maintained elsewhere in the Village. There was also a discussion on how if the 17 foot wide pond access strip could be removed if the petitioner is able to acquire the 1 foot by 313.7 foot strip of land that extends along the length of Beverly Lane. This can be investigated if the property is acquired by the developer. The petitioner noted that a stormwater pipe is proposed in the 17 foot wide strip of land to tie into the existing storm sewer to the east.

5. Lot 7. Members of the public and several Commissioners asked if the size of Lot 7 could be reduced in size to help reduce the pond setback variances. Lot 7 is larger than the other lots in the proposed subdivision, with a lot width of 120 feet and a lot area of 17,392 square feet.

The petitioner stated that the lot was designed with a side loaded garage on the east side of the future house for safety reasons based on the current street configuration and the existing curve along Adria Court. The petitioner stated that the future house has already been designed. Robert Skik, the future purchaser of Lot 7, attended the meeting and stated he has already purchased plans and has designed the house for the lot. Several Commissioners noted that the size of the lot appears to be based on the design choice for the future house.

Commissioner Zaatar asked if the petitioner explored reducing the size of Lot 7, moving Lot 7 to the east, combining Lot 8 or Lot 9, or exploring other alternatives to reduce the need for the pond setback variance. The petitioner has not proposed any changes to the size of Lot 7 since the November 5, 2019, Plan Commission meeting. Staff also noted that they previously suggested that the size of Lot 7 could be reduced during the staff review process. Mr. Szkirpan stated that the lot meets code requirements and there are two oversized lots at the end of the cul-de-sac on Adria Court. The petitioner did not wish to reduce the size of Lot 7.

6. Detention Pond Design & Proposed Variances. One member of the public that lives nearby the subject property expressed concerns about the steep slope of the pond, pond depth, and potential safety issues. There was a question about the grading of the pond and the potential overflow of the pond in the future if there is flooding. The petitioner stated that the high water line is typical of a 100-year storm event. The petitioner stated that if they were to build the subdivision in Cook County, the pond requirements would be substantially less because the Village has stricter volume requirements.

Several Commissioners expressed concern over the proposed detention pond setbacks. Mr. Szkirpan noted that they could build the future subdivision in unincorporated Cook County. If Lot 7 was forced to be made smaller, then they would potentially lose the lot buyer and rethink their position. Several lots that were pre-sold to future buyers have pulled out due to the review process time.

Commissioner Schussler noted that the variance standards submitted by the petitioner do not appear to be met. The petitioner appears to have created the problem by pre-selling a lot that does not exist yet. There do not appear to be unique circumstances that warrant a variance or that makes it impossible to comply with the detention pond code requirements.

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The Plan Commission moved, by a vote of 7-0 to recommend to the Village Board of Trustees denial of the Variances, Rezoning, Preliminary Site Plan, Preliminary Landscape Plan, and Plat of Subdivision for Megan Nicole Ridge.

**PLAN COMMISSION MOTION - APRIL 7, 2020**

On November 5, 2019, the Plan Commission moved, by a vote of 7-0, to recommend to the Village Board of Trustees denial of the following **Variances**:

1. Reduce the required detention pond setback and landscape area from twenty-five (25) feet to as little as fifteen (15) feet (Section 6-409.E.18; Section 6-412.D.1; Section 6-305.D.8.b)
2. To allow for an increase to the side slope of the pond from a 4:1 slope to 3:1 slope (Section 6-409.E.18)

And moved, by a vote of 7-0, to recommend to the Village Board denial of the **rezoning** of the subject property located at 13201 88<sup>th</sup> Avenue from E-1 Estate Residential District to R-3 Residential District.

And moved, by a vote of 7-0, to recommend to the Village Board denial of the **Preliminary Site Plan** titled "Preliminary Site Plan for Megan Nicole Ridge Subdivision", prepared by Landmark Engineering, LLC, Sheet PSP1, dated July 8, 2019, and last revised January 15, 2020.

And moved, by a vote of 7-0, to recommend to the Village Board denial of the **Plat of Subdivision** titled "Megan Nicole Ridge", prepared by Landmark Engineering, LLC.

And moved, by a vote of 7-0, to recommend to the Village Board denial of the **Preliminary Landscape Plan**, titled "Megan Nicole Ridge Subdivision, Landscape Plan", prepared by Clarence Davids & Company, PC, Sheet 1-5, dated April 11, 2019, and last revised January 15, 2020.

**COMMITTEE OF THE WHOLE DISCUSSION - APRIL 20, 2020**

On April 20, 2020, the project was reviewed by the Committee of the Whole. Dan Szkirpan, representing the petitioner, was present at the Zoom meeting and noted that the required amount of stormwater detention will be provided and the Village has stricter requirements than MWRD. The petitioner was not requesting any variances for lot sizes.

The Committee discussed the recommended denial at the Plan Commission meeting, the requested variances and pond code requirements, potential flooding issues, how the pond would be privately owned and maintained in the future, the approval process, and that the Village Board Trustee would be required to approve the project by majority vote if the Committee voted to recommend denial.

Director of Development Services Ed Lelo responded to comments and questions, noting that the proposed project did not meet detention pond setbacks and slope requirements, but all other code requirements have been met and the project received preliminary engineering approval. Typically, municipalities do not take control of ponds due to future maintenance and cost issues. The Village would be more aligned with other municipalities if it did not accept ownership and maintenance responsibilities for all ponds. Director of Development Services Ed Lelo also noted that the Land Development Code includes standards for variances, which include justifying a unique hardship and that the owner cannot create a hardship. The Plan Commission used these standards to evaluate the variance requests. The size of Lot 7 could have been reduced to eliminate or reduce the pond setback variance, therefore the project did not meet the requirements.

**COMMITTEE OF THE WHOLE MOTION - APRIL 20, 2020**

On April 20, 2020, the Committee of the Whole moved, by a vote of 5-1, to recommend to the Village Board of Trustees denial of the **rezoning** of the subject property located at 13201 88<sup>th</sup> Avenue from E-1 Estate Residential District to R-3 Residential District;

And moved, by a vote of 5-1, to recommend to the Village Board denial of the **Preliminary Site Plan** titled "Preliminary Site Plan for Megan Nicole Ridge Subdivision", prepared by Landmark Engineering, LLC, Sheet PSP1, dated July 8, 2019, and last revised January 15, 2020;

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And moved, by a vote of 5-1, to recommend to the Village Board denial of the **Plat of Subdivision** titled "Megan Nicole Ridge", prepared by Landmark Engineering, LLC;

And moved, by a vote of 5-1, to recommend to the Village Board denial of the **Preliminary Landscape Plan**, titled "Megan Nicole Ridge Subdivision, Landscape Plan", prepared by Clarence Davids & Company, PC, Sheet 1-5, dated April 11, 2019, and last revised January 15, 2020.

And moved, by a vote of 5-1, to recommend to the Village Board denial of the following **Variances**:

1. Reduce the required detention pond setback and landscape area from twenty-five (25) feet to as little as fifteen (15) feet (Section 6-409.E.18; Section 6-412.D.1; Section 6-305.D.8.b)
2. To allow for an increase to the side slope of the pond from a 4:1 slope to 3:1 slope (Section 6-409.E.18);

This case is now before the Village Board of Trustees for final consideration.

## **BUDGET IMPACT:**

## **REQUESTED ACTION:**

Two motions are provided below. The first motion moves to approve the Variances, Rezoning, Preliminary Site Plan, Plat of Subdivision, and Preliminary Landscape Plan for the Megan Nicole Ridge subdivision subject to the conditions outlined in the motion.

This motion requires a super majority to override the negative motion by the Plan Commission.

The second motion moves to deny the Variances, Rezoning, Preliminary Site Plan, Plat of Subdivision, and Preliminary Landscape Plan for the Megan Nicole Ridge subdivision based on the recommendation by the Plan Commission at the April 7, 2020 meeting and the April 20, 2020 Committee of the Whole meeting

Only one motion should be read.

### **THIS SECTION FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)**

#### **MOTION #1**

I move to approve (upon annexation) of the **Rezoning** of the subject property located at 13201 88<sup>th</sup> Avenue from E-1 Estate Residential District to R-3 Residential District;

And,

I move to approve (upon annexation) of the **Preliminary Site Plan** titled "Preliminary Site Plan for Megan Nicole Ridge Subdivision", prepared by Landmark Engineering, LLC, Sheet PSP1, dated July 8, 2019, and last revised May 20, 2020, subject to the following conditions:

1. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
  2. Submit a sign permit application to the Development Services Department for a separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.
  3. All proposed single-family homes shall conform to all Village codes and ordinances, including the bulk
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requirements of the R-3 Residential District per Section 6-204 of the Land Development Code and the Building Code.

4. The detention pond shall be privately owned and maintained by an established homeowners association.

5. A special service area (SSA) shall be established to assure the privately-owned detention pond will be maintained to Village standards in the future, as finalized at the time of the Annexation Agreement.

And,

I move to approve (upon annexation) of the **Plat of Subdivision** titled "Megan Nicole Ridge", prepared by Landmark Engineering, LLC, subject to the following conditions:

1. Submit a Record Plat of Subdivision to the Village for approval, execution, and recording.

And,

I move to approve (upon annexation) of the **Preliminary Landscape Plan**, titled "Megan Nicole Ridge Subdivision, Landscape Plan", prepared by Clarence Davids & Company, PC, Sheet 1-5, dated April 11, 2019 and last revised May 26, 2020, subject to the following conditions:

1. Submit a final landscape plan meeting all Village Codes and all required supporting documentation addressing all outstanding landscape items in conjunction with the final engineering submittal.

2. Provide the maximum cash-in-lieu amount required for tree mitigation for projects less than 10 acres in size per Section 6-305.F.3 and as finalized at the time of the Annexation Agreement.

3. Provide cash in lieu of park land donation as finalized at the time of the Annexation Agreement.

And,

I move to approve (upon annexation) of the following **Variations**, subject to the same conditions outlined in the Preliminary Site Plan motion:

1. Reduce the required detention pond setback and landscape area from twenty-five (25) feet to as little as fifteen (15) feet (Section 6-409.E.18; Section 6-412.D.1; Section 6-305.D.8.b)

2. To allow for an increase to the side slope of the pond from a 4:1 slope to 3:1 slope (Section 6-409.E.18)

**Approval of this petition is subject to annexation into the Village of Orland Park.**

## **MOTION #2**

I move to deny the **rezoning** of the subject property located at 13201 88<sup>th</sup> Avenue from E-1 Estate Residential District to R-3 Residential District;

And,

I move to deny the **Preliminary Site Plan** titled "Preliminary Site Plan for Megan Nicole Ridge Subdivision", prepared by Landmark Engineering, LLC, Sheet PSP1, dated July 8, 2019, and last revised May 20, 2020;

And,

I move to deny the **Plat of Subdivision** titled "Megan Nicole Ridge", prepared by Landmark Engineering, LLC;

And,

---

---

I move to deny the **Preliminary Landscape Plan**, titled "Megan Nicole Ridge Subdivision, Landscape Plan", prepared by Clarence Davids & Company, PC, Sheet 1-5, dated April 11, 2019, and last revised May 26, 2020;

And,

I move to deny the following **Variances**:

1. Reduce the required detention pond setback and landscape area from twenty-five (25) feet to as little as fifteen (15) feet (Section 6-409.E.18; Section 6-412.D.1; Section 6-305.D.8.b)
2. To allow for an increase to the side slope of the pond from a 4:1 slope to 3:1 slope (Section 6-409.E.18)

## **REZONING EVALUATION FACTORS**

For all petitions requesting rezoning, the petitioner must address in writing the following factors and submit to the Planning Division of the Development Services Department.

When evaluating an application for rezoning, the decision-making body may consider:

**1. The existing uses and zoning of nearby property;**

*R-3 Single Family with 10,000 square foot lot sizes (typically 80' x 125')*

**2. The extent to which property values are diminished by a particular zoning classification or restriction;**

*The Petitioner's property will not diminish the value of adjacent properties. The use to the east and south is single family homes, and the proposed use is single family homes. The proposed Subdivision will be consistent with single family homes to its east and south. As such it will serve to preserve the value of the properties both to its east and south by minimizing land use conflicts.*

**3. The extent to which the destruction of property value of a petitioning property owner promotes the health, safety, morals, or general welfare of the public;**

*The existing zoning does not promote the public health, safety morals or general welfare of the public. There is no benefit to the public from the destruction of property value of the petitioner. The benefits to the public include, but are not limited to: Utilization of a vacant parcel with obsolete zoning to a contemporary residential use producing tax revenue and an improvement to the neighborhood and to the community by eliminating an obsolete zoning classification that is no longer viable given the changes which have taken place in the area and the recommended zoning and use of the subject property by the Comprehensive Plan.*

**4. The relative gain to the public as opposed to the hardship imposed on a petitioning property owner;**

*Factors 3 and 4 are often considered together. Given fact that the existing residential land uses around the subject property are suburban in character, there would be no gain to the public by maintaining the existing R-4 unincorporated zoning classification, and it would be contrary to the Comprehensive Plan.*

**5. The suitability of the subject property for its zoned purposes;**

*The R-4 unincorporated Cook County zoning classification does not represent the highest and best use of the property based upon the opinions set forth under standards 1, 2, 3 and 4 and the fact that the R-4 zoning classification does not implement the Comprehensive Plan designation for the subject property as an R-3 Residential area.*

**6. The length of time the property has been vacant as zoned, considered in the context of land development in the area;**

*The Petitioner's property has been previously occupied by an old dilapidated single-family home which was abandoned for over 15 years and was finally demolished last year.*

**7. The care with which the community has undertaken to plan its land use development;**

*Orland Park has a history of planning carefully for development of the community. The most recent edition of the Villages Comprehensive Plan was adopted by the Village in August of 2013. The Comprehensive Plan designates specifically the subject property as a Development Opportunity area to be single-family residential R-3 which is consistent with the adjacent subdivisions.*

**8. The evidence, or lack of evidence, of community need for the use proposed.**

*There has been demand for single family attached residences throughout the Orland Park Area. The proposed new homes would be in the \$550,000 - \$750,000 price range.*

## VARIANCE STANDARDS

For all petitions requesting a **variance**, the petitioner must respond in writing to all of the following variance standards and submit to the development services department.

Cite the relevant sections of the Land Development code to which the variances are being requested and explain why the variances are needed for your proposal using the following standards as a guide:

- 1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;**

*The subject premises consists of lot which is approximately 3 acres and L - shaped, but only (2) two variations requested are necessary due to the unique shape, topography and environmental constraints (existing one foot spite strip along south boundary) associated with this property.*

- 2. That the plight of the owner is due to unique circumstances;**

*The attributes of the subject property described above are not applicable to any other properties in the nearby area.*

- 3. That the variation, if granted, will not alter the essential character of the locality;**

*The variations granted will not alter the essential character of the area and will implement the Village's Comprehensive Plan. The proposed lots size are equal to or larger than the lots in both adjacent subdivisions.*

- 4. That because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out;**

*The particular physical shape, topography and existing one-foot spite strip of the subject property create a hardship in designing a residential development that would implement the Comprehensive Plan recommendations for the subject property.*

- 5. That the conditions upon which the petition for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property;**

*There are no other properties in the surrounding area with characteristics similar to the subject property.*

- 6. That the alleged difficulty or hardship is caused by these regulations and has not resulted from any act of the applicant or any other person presently having an interest in the property subsequent to the effective date hereof, whether or not in violation of any portion thereof;**



*The current lot dimensions and physical obstacles to development of the subject property were not the result of any act of the current property owner. There is an existing 1' 0" one-foot spite strip along the south boundary that was created by the prior developer and approved by the Village of Orland Park when it was annexed into the Village of Orland Park in the early 1990's.*

- 7. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located or otherwise be inconsistent with the Comprehensive Plan, any adopted overlay plan or these regulations;**

*Granting of the variations will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood and will implement the Comprehensive Plan as it relates both to land use and thoroughfare planning. The proposed single-family lot sites are equal to or larger than R-3 requirements and lot sizes in both adjacent subdivisions.*

- 8. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood;**

*The proposed plan will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood since no variations are requested for the residential sites.*

- 9. That the variance granted is the minimum adjustment necessary for the reasonable use of the land;**

*The variances granted are the minimum adjustment necessary for the reasonable use of the land. The property would be very difficult to develop without reducing the maintenance setback from the storm water detention area. Our hardship is the existing one-foot spite strip created by the prior developer and approved by the Village of Orland Park.*

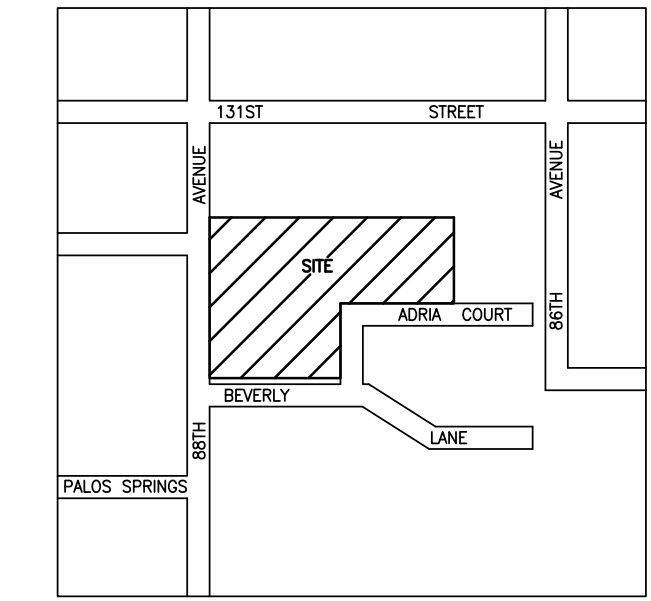
- 10. That aforesaid circumstances or conditions are such that the strict application of the provisions of this Section would deprive the applicant of any reasonable use of his or her land. Mere loss in value shall not justify a variance; there must be deprivation of all beneficial use of land;**

*The variations requested are not based upon an issue of loss of value. The variations are requested due to the physical limitations of the subject property preventing its development in a manner consistent with the Comprehensive Plan. Our hardship is the existing one-foot spite strip created by the prior developer and approved by the Village of Orland Park.*

# A.L.T.A./N.S.P.S. LAND TITLE SURVEY

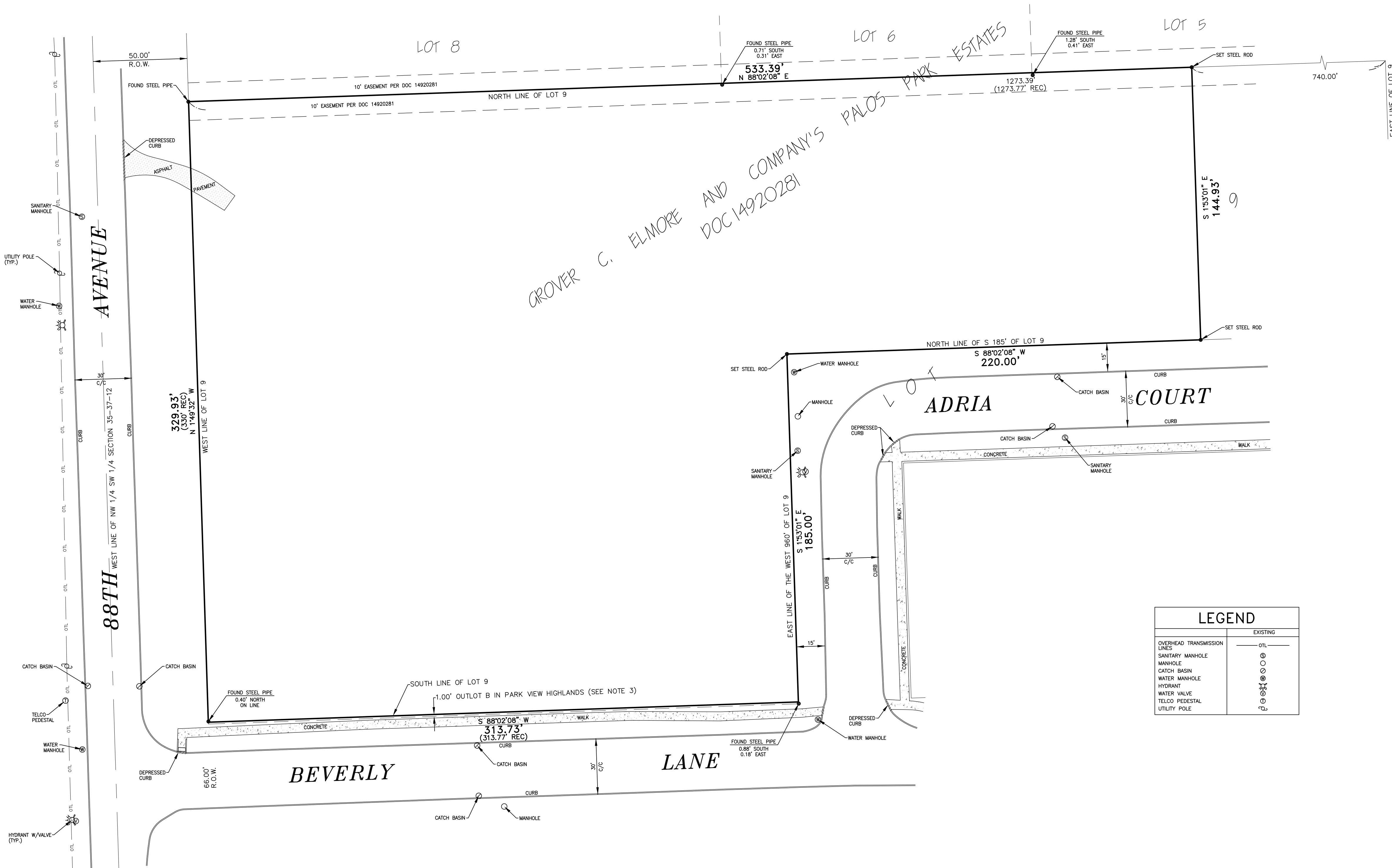
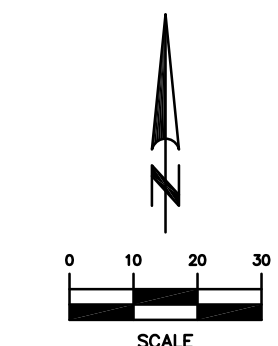
LOT 9 (EXCEPT THE EAST 740 FEET THEREOF AND EXCEPT THE SOUTH 185 FEET OF THE WEST 220 FEET OF THE EAST 960 FEET THEREOF) IN GROVER C. ELMORE AND COMPANY'S PALOS PARK ESTATES, BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 5, 1950, AS DOCUMENT 14920281, IN COOK COUNTY, ILLINOIS.

COOK COUNTY  
PROPERTY INDEX NUMBERS  
(P.I.N.s)  
23-35-300-040-0000  
23-35-300-041-0000  
23-35-300-042-0000



AREA MAP

AREA  
135,338 SQ.FT.  
3.107 AC  
(more or less)



LEGEND	
	EXISTING
OVERHEAD TRANSMISSION LINES	OTL
SANITARY MANHOLE	○
MANHOLE	○
CATCH BASIN	○
WATER MANHOLE	○
HYDRANT	○
WATER VALVE	○
TELECO PEDESTAL	○
UTILITY POLE	○

**NOTES**

- DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND BEARINGS ARE BASED ON THE NAD83 ILLINOIS EAST STATE PLANE COORDINATE ZONE 1201, AS DETERMINED BY GPS MEASUREMENT.
- NO TITLE COMMITMENT WAS PROVIDED FOR USE IN THE PREPARATION OF THIS SURVEY. THE LEGAL DESCRIPTION SHOWN HEREON IS BASED ON WARRANTY DEEDS RECORDED AS Doc 1819934031 & Doc 1829922007 AND AN ADDITIONAL 10 FOOT EXCEPTION SPECIFIED BY CLIENT. FOR BUILDING LINES, EASEMENTS AND RESTRICTIONS NOT SHOWN HEREON, REFER TO DEEDS, ABSTRACTS, TITLE POLICIES, SEARCHES OR COMMITMENTS, CONTRACTS AND LOCAL BUILDING AND ZONING ORDINANCES.
- SURVEYED PROPERTY HAS NO DIRECT ACCESS TO BEVERLY LANE, AS A 1.00' GAP WAS CREATED AS OUTLOT B IN PARK VIEW HIGHLANDS PER Doc 90325577 AS SHOWN.
- NO IMPROVEMENTS SHOULD BE CONSTRUCTED ON THE BASIS OF THIS PLAT ALONE AND NO DIMENSIONS, LENGTHS OR WIDTHS SHOULD BE ASSUMED FROM SCALING. FIELD MONUMENTATION OF CRITICAL POINTS SHOULD BE ESTABLISHED PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION.

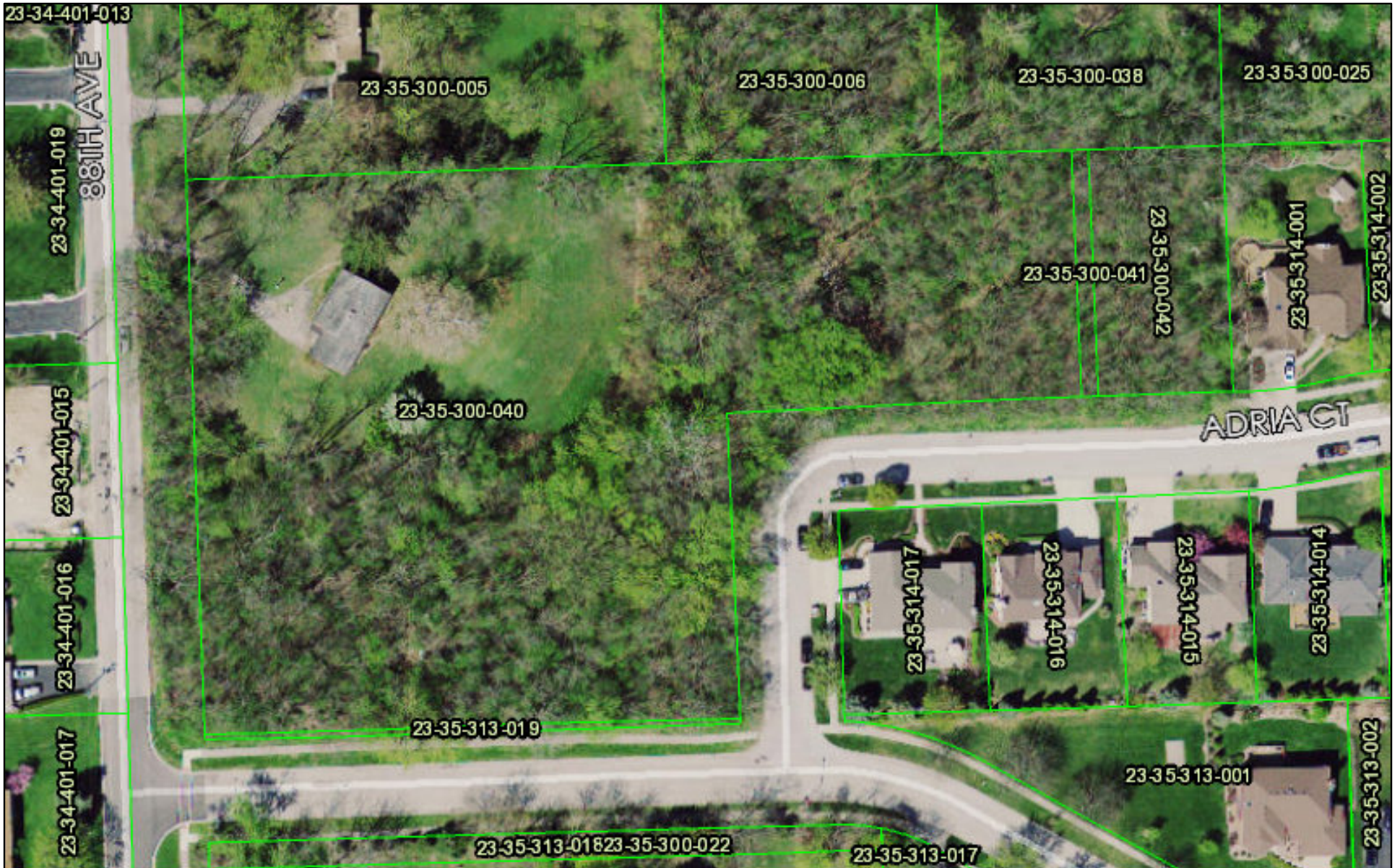
STATE OF ILLINOIS )  
COUNTY OF COOK ) S.S.  
TO: D L 3 SONS PROPERTIES, INC  
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 4, 7a, 8 AND 14. THE FIELD WORK WAS COMPLETED ON MARCH 19, 2019.  
DATED AT PALOS HILLS, ILLINOIS, THIS 13th DAY OF JANUARY, A.D. 2020.



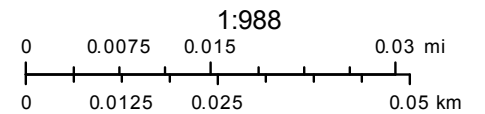
MARK H. LANDSTROM  
IPL No. 2625  
LAND SURVEYOR  
STATE OF ILLINOIS  
LICENSE RENEWAL DATE: 11/30/2020  
LANDSTROM@LANDMARK90.COM

PREPARED FOR:  
DL3 SONS PROPERTIES INC.  
PREPARED BY:  
**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-005577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone (708) 599-3737  
SURVEY No. 18-09-070-ALTA-R3

# Cook County CookViewer



March 30, 2020



Cook County GIS Dept

# PRELIMINARY SITE PLAN FOR MEGAN NICOLE RIDGE SUBDIVISION

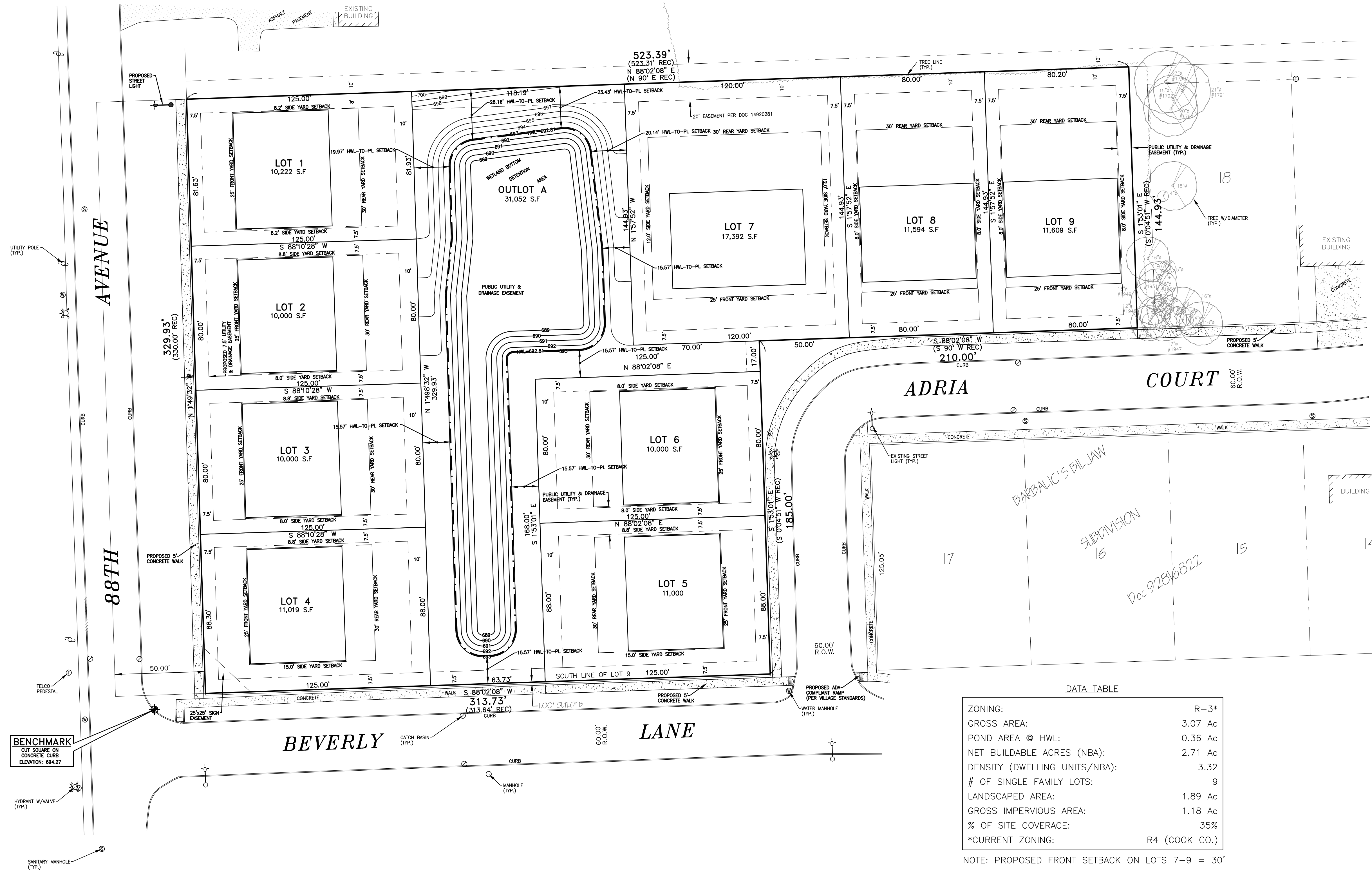
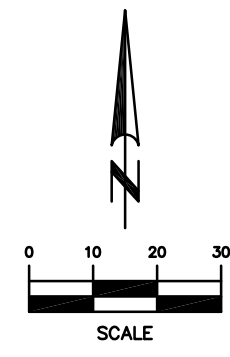
132ND STREET & 88TH AVENUE  
ORLAND PARK, IL

**LEGAL DESCRIPTION**

BEING A SUBDIVISION IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**DEVELOPER:**

DL3 SONS PROPERTIES INC.  
P.O. BOX 302  
MIDLOTHIAN, IL 60405  
(708) 612-1082



**DATA TABLE**

ZONING:	R-3*
GROSS AREA:	3.07 Ac
POND AREA @ HWL:	0.36 Ac
NET BUILDABLE ACRES (NBA):	2.71 Ac
DENSITY (DWELLING UNITS/NBA):	3.32
# OF SINGLE FAMILY LOTS:	9
LANDSCAPED AREA:	1.89 Ac
GROSS IMPERVIOUS AREA:	1.18 Ac
% OF SITE COVERAGE:	35%
*CURRENT ZONING:	R4 (COOK CO.)

NOTE: PROPOSED FRONT SETBACK ON LOTS 7-9 = 30'

REV.	DATE	REVISIONS
T.G.	7/8/19	ISSUED FOR REVIEW
B.H.	7/8/19	ISSUED FOR REVIEW
B.H.	8/28/19	VILLAGE COMMENTS
B.H.	9/30/19	VILLAGE COMMENTS

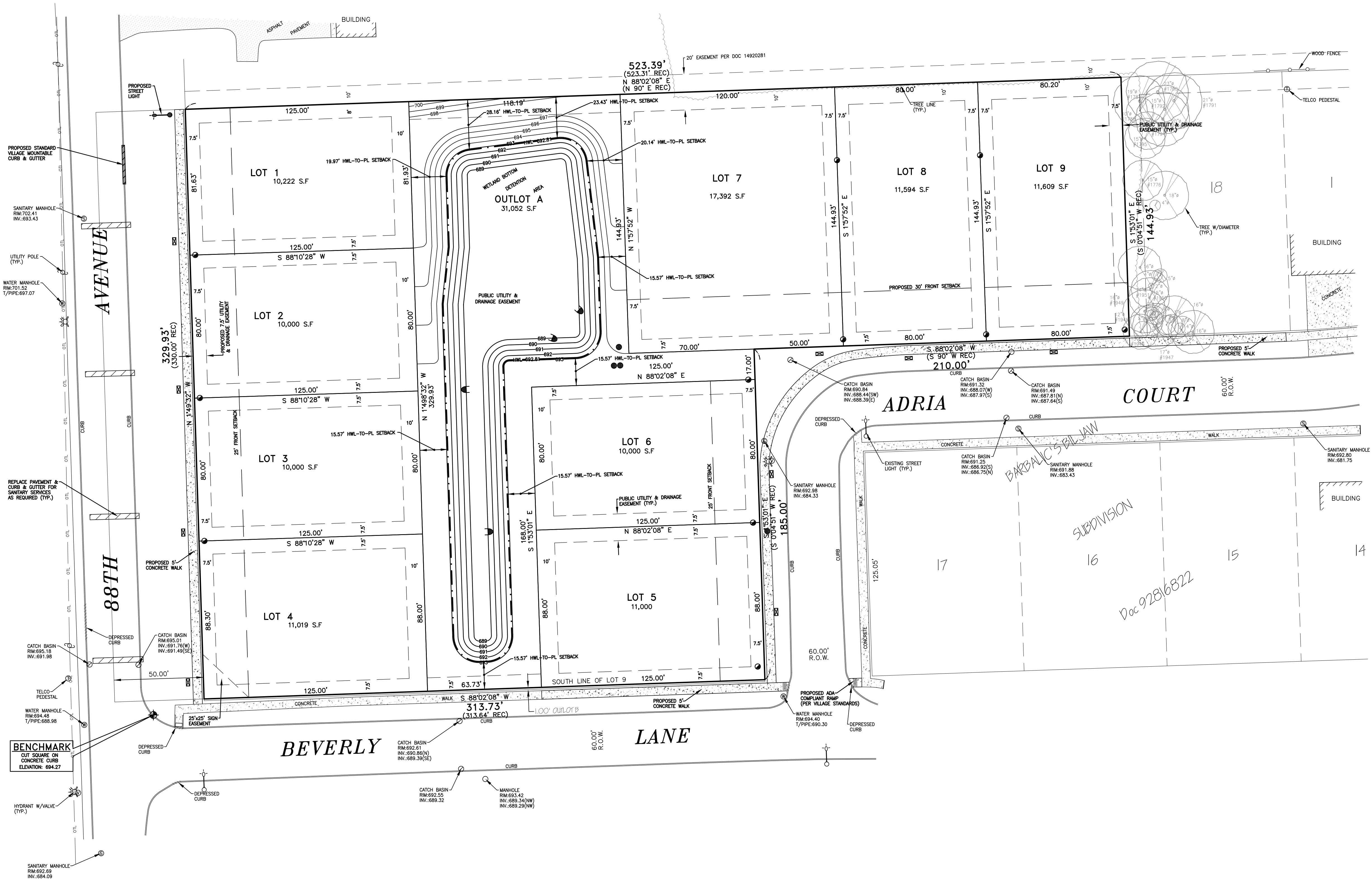
**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-005577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone: (708) 599-5337  
Fax: (708) 599-2281

MEGAN NICOLE RIDGE SUBDIVISION  
132ND & 88TH AVENUE, ORLAND PARK, IL  
PRELIMINARY SITE PLAN

DRAWN BY: T.G.  
DESIGNED BY: B.H.  
CHECKED BY: M.L.

SHEET  
**PSP1**  
18-09-070

Proposed Plans -  
Plan Commission 11.5.2019



REV.	DATE	REVISIONS
1	6/6/19	VILLAGE COMMENTS
2	7/8/19	REVISE STORM SEWER
3	8/1/19	ADDITIONAL POND SETBACKS
4	8/28/19	VILLAGE COMMENTS
5	9/30/19	VILLAGE COMMENTS

**LANDMARK**  
 ENGINEERING LLC  
 DESIGN FIRM REGISTRATION NO. 184-005577  
 7808 WEST 103RD STREET  
 PALOS HILLS, ILLINOIS 60465-1929  
 Phone: (708) 599-5337  
 Fax: (708) 599-2281

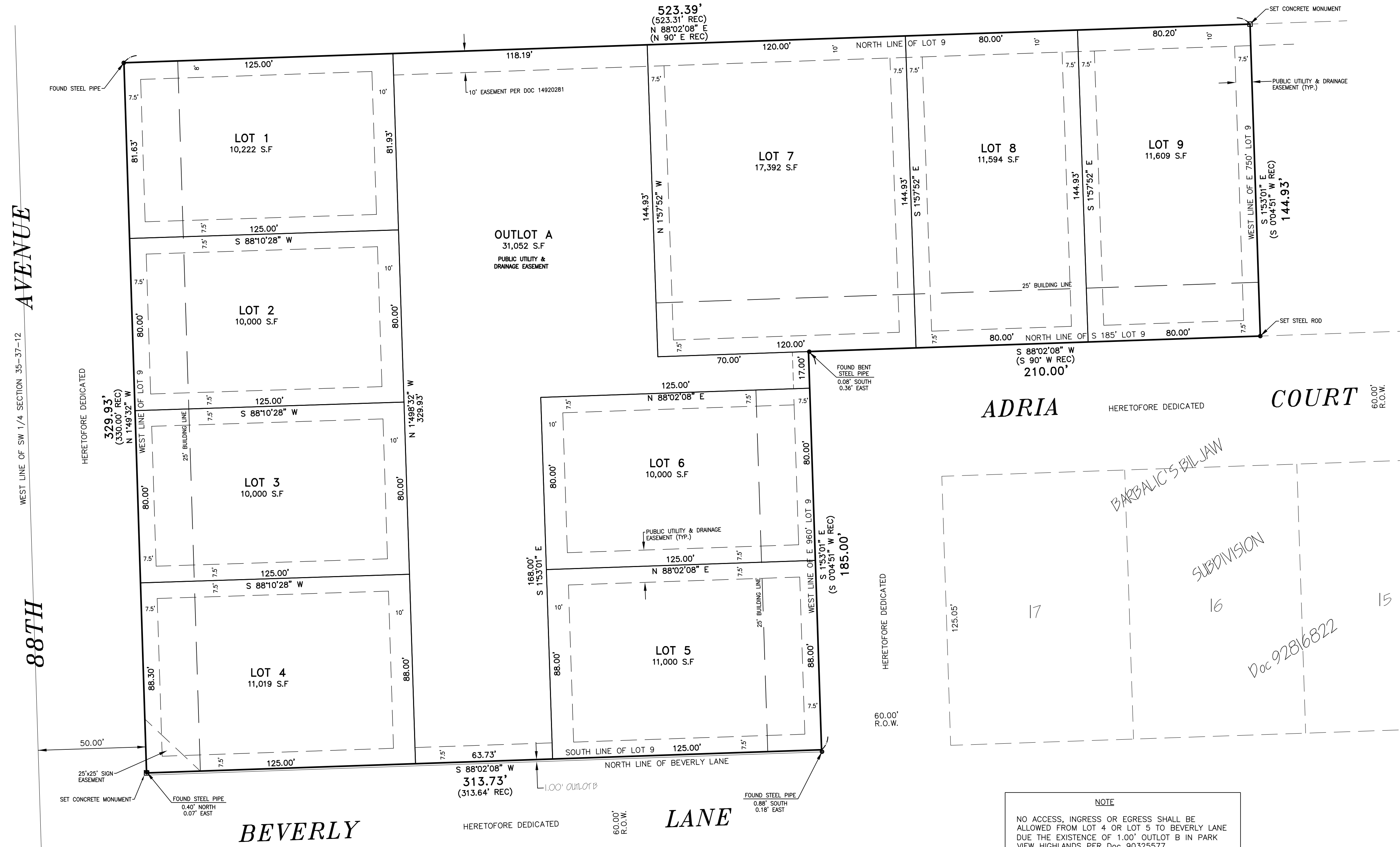
MEGAN NICOLE RIDGE SUBDIVISION  
 132ND & 88TH AVENUE, ORLAND PARK, IL  
 GEOMETRIC PLAN

DRAWN BY: T.G.  
 DESIGNED BY: B.H.  
 CHECKED BY: M.L.

SHEET  
**C3.0**  
 18-09-070

**MEGAN NICOLE RIDGE**

BEING A SUBDIVISION IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



AFFECTS COOK COUNTY PIN: 23-35-300-040-0000

SEND FUTURE TAX BILLS TO:  
D L 3 SONS PROPERTIES, INC.  
16352 S. KEWVALE AVENUE  
TINLEY PARK, ILL. 60478

**PUBLIC UTILITY & DRAINAGE EASEMENT PROVISIONS**

AN EASEMENT IS RESERVED FOR AND GRANTED TO THE VILLAGE OF ORLAND PARK, ILLINOIS, ITS SUCCESSORS AND ASSIGNS, OVER, UPON, ALONG, UNDER AND THROUGH THAT PORTION OF THE LAND MARKED "PUBLIC UTILITY & DRAINAGE EASEMENT" WITH DASHED LINES ON THE PLAT FOR THE CONSTRUCTION, RECONSTRUCTION, REPAIR, INSTALLATION, INSPECTION, MAINTENANCE, RELOCATION, RENEWAL AND REMOVAL OF WATER LINES, SANITARY SEWERS AND STORM SEWERS TOGETHER WITH ANY AND ALL NECESSARY VALVE VAULTS, FIRE HYDRANTS, MANHOLES, CATCH BASINS, CONNECTIONS, APPLIANCES AND OTHER STRUCTURES AND APPURTENANCES, OVERHEAD AND UNDERGROUND ELECTRIC AND COMMUNICATIONS CABLES AND APPURTENANCES, GAS MAINS AND APPURTENANCES, AND CABLE COMMUNICATION AND BROADCAST SIGNAL SYSTEMS IN, OVER, UNDER, ACROSS, ALONG AND UPON THE SURFACE OF THE PROPERTY SHOWN ON THE PLAT, TOGETHER WITH THE RIGHT OF ACCESS FOR NECESSARY LABOR, MATERIALS AND EQUIPMENT TO DO ANY OF THE ABOVE WORK. THE RIGHT IS ALSO GRANTED TO CUT DOWN, TRIM OR REMOVE, WITHOUT OBLIGATION TO RESTORE OR REPLACE ANY OBSTRUCTION, INCLUDING BUT NOT LIMITED TO TREES, SHRUBS, OTHER PLANTS, STRUCTURES OR IMPROVEMENTS ON THE EASEMENT THAT INTERFERE WITH THE OPERATION OF SUCH UTILITIES. NO BUILDING OR OTHER OBSTRUCTION SHALL BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE PUBLIC UTILITY AND DRAINAGE EASEMENT WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE'S, NOR SHALL ANY OTHER USE BE MADE THEREOF WHICH WILL INTERFERE WITH THE EASEMENTS RESERVED AND GRANTED HEREBY. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF. WHERE AN EASEMENT IS USED FOR BOTH SEWER AND OTHER UTILITIES, THE OTHER UTILITY INSTALLATION SHALL BE SUBJECT TO THE ORDINANCE OF THE VILLAGE OF ORLAND PARK AND TO VILLAGE APPROVAL AS TO DESIGN AND LOCATION.

**SIGN EASEMENT PROVISIONS**

AN EASEMENT IS HEREBY RESERVED FOR D L 3 SONS PROPERTIES, INC., ITS SUCCESSORS AND ASSIGNS, OVER, ON, ACROSS AND UNDER THAT PORTION OF THE LAND MARKED "SIGN EASEMENT" ON THE PLAT FOR THE FULL AND FREE RIGHT AND AUTHORITY TO INSTALL, CONSTRUCT AND OTHERWISE ESTABLISH, RELOCATE, REMOVE, RENEW, REPLACE, OPERATE, INSPECT, REPAIR AND MAINTAIN A SIGN, TOGETHER WITH RIGHT OF ACCESS ACROSS THE PROPERTY FOR NECESSARY WORKERS AND EQUIPMENT TO DO ANY OF THE ABOVE WORK.

**NOTE**  
NO ACCESS, INGRESS OR EGRESS SHALL BE ALLOWED FROM LOT 4 OR LOT 5 TO BEVERLY LANE DUE THE EXISTENCE OF 1.00' OUTLOT B IN PARK VIEW HIGHLANDS PER DOC 90325577.

**NOTE**  
STEEL RODS OR OTHER MONUMENTATION SHALL BE SET AT ALL PROPERTY CORNERS OF THE NEW LOTS.

**VILLAGE TREASURER**  
I CERTIFY THAT THERE ARE NO DELINQUENT OR CURRENT UNPAID SPECIAL ASSESSMENTS ON THE PROPERTY SHOWN ON THIS PLAT.  
DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_

**PLAN COMMISSION**  
THIS SUBDIVISION WAS APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF ORLAND PARK, AT A MEETING HELD THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ CHAIRMAN ATTEST: \_\_\_\_\_ SECRETARY

**VILLAGE BOARD**  
APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ORLAND PARK AT A MEETING HELD THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_

BY: \_\_\_\_\_ VILLAGE PRESIDENT ATTEST: \_\_\_\_\_ VILLAGE CLERK

**OWNER**  
D L 3 SONS PROPERTIES, INC. DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE PROPERTY DESCRIBED IN THE ANNEXED PLAT AND THAT, AS SUCH OWNER, IT HAS CAUSED THE SAME TO BE PLATTED AS INDICATED HEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.  
IT FURTHER CERTIFIES THAT THE PROPERTY HEREIN CONSOLIDATED LIES WITHIN PALOS SCHOOL DISTRICT 118 AND CONSOLIDATED HIGH SCHOOL DISTRICT 230.  
DATED AT \_\_\_\_\_ ILLINOIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

\_\_\_\_\_  
DWAYNE STAROSTKA, President

STATE OF ILLINOIS )  
COUNTY OF COOK ) SS  
I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT DWAYNE STAROSTKA OF D L 3 SONS PROPERTIES, INC., PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS PRESIDENT, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE SIGNED AND DELIVERED THE SAID INSTRUMENT AS HIS OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF D L 3 SONS PROPERTIES, INC., FOR THE USES AND PURPOSES THEREIN SET FORTH.  
GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ NOTARY PUBLIC  
MY COMMISSION EXPIRES \_\_\_\_\_

**LAND SURVEYOR**  
STATE OF ILLINOIS ) SS  
COUNTY OF COOK )  
I, MARK H. LANDSTROM, ILLINOIS PROFESSIONAL LAND SURVEYOR No. 2625, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED TRACT OF LAND:

LOT 9 (EXCEPT THE EAST 750 FEET THEREOF AND EXCEPT THE SOUTH 185 FEET OF THE WEST 210 FEET OF THE EAST 960 FEET THEREOF) IN GROVER C. ELMORE AND COMPANY'S PALOS PARK ESTATES, BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 5, 1950, AS DOCUMENT 14920281, IN COOK COUNTY, ILLINOIS;

AS SHOWN BY THE ANNEXED PLAT, WHICH IS TRUE AND CORRECT REPRESENTATION THEREOF. DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND BEARINGS SHOWN ARE BASED ON THE ILLINOIS EAST ZONE (2011) STATE PLANE COORDINATE SYSTEM AS DETERMINED BY GPS MEASUREMENT, AND THE AREA OF THE SUBDIVISION IS 133,888 SQUARE FEET = 3.074 ACRES (more or less).

I FURTHER CERTIFY THAT THE LAND INCLUDED IN THE ANNEXED PLAT IS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF ORLAND PARK, WHICH HAS ADOPTED A CITY PLAN AND EXERCISES THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODE.

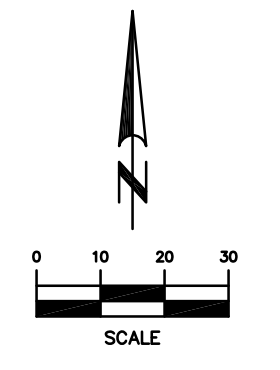
I FURTHER CERTIFY THAT ALL THE PROPERTY IS WITHIN ZONE X, UNSHADED AREAS OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS DESIGNATED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY ON THE FLOOD INSURANCE RATE MAP PANEL 17031C0614J, WITH AN EFFECTIVE DATE OF AUGUST 19, 2008, AND I HEREBY DESIGNATE THE VILLAGE OF ORLAND PARK TO RECORD THIS PLAT OF SUBDIVISION.

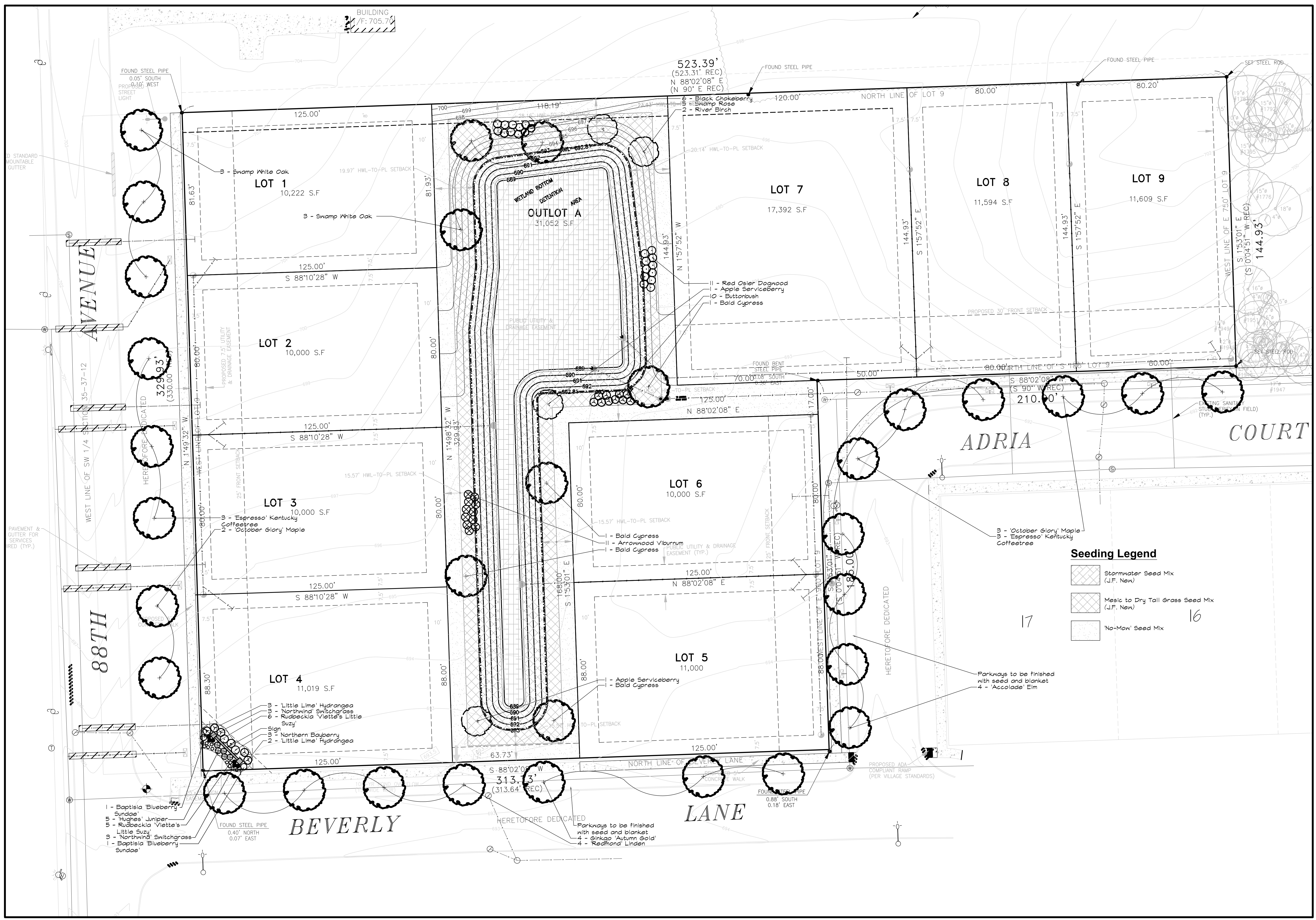
GIVEN UNDER MY HAND AND SEAL AT PALOS HILLS, ILLINOIS, THIS 8th DAY OF OCTOBER, A.D. 2019.

MARK H. LANDSTROM  
IPLS No. 2625  
LICENSE RENEWAL DATE: 11/30/2020

PREPARED FOR:  
DL3 SONS PROPERTIES INC.

PREPARED BY:  
**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-065577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone (708) 599-3737  
SURVEY No. 18-09-070-SUB-R3





CLARENCE DAVIDS & COMPANY  
 23900 W. 127th Street - Plainfield, IL 60585  
 (815) 439 - 1177 office (815) 439 - 2271 fax  
 clarence@clard.com

**Megan Nicole Ridge Subdivision**  
 132nd and 88th Ave.  
 Orland Park, IL  
**Landscape Plan**

Proj. #: 19.1295.FV-sb	Date: 4/11/19
Sheet: 1 of 5	Revised: in 7/3/19
Drawn By: sb	Revised: in 9/4/19
Account Rep: aw	Revised: in 10/10/19

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Scale: 1" = 20'-0"





**NATIVE SEEDING**  
(J.F. New)

**PART 1 GENERAL**

**1.1 QUALITY ASSURANCE**

- A. The seeding contractor shall have at least three years experience with native prairie seeding and shall have successfully performed at least five similar seeding projects.
- B. Seed should be obtained from local sources within 200 miles of the site if possible.

**1.2 SEASONAL CONSIDERATIONS: GENERAL GUIDELINES**

- A. November 1 Thru February 28. Seeding during this time should be protected from displacement due to water and wind erosion. Seeding on bare, graded surfaces must be protected with appropriate erosion control blankets on slopes steeper than 5:1, and with blown and crimped straw mulch at 1 ½ tons per acre on lesser slopes. Seed drilled into existing vegetation or flat ground not subject to erosion may not need erosion protection.
- B. March 1 Thru June 29 Seeding during this period is appropriate but germination of a portion of the seed may not occur until the following season due to lack of cold stratification to break seed dormancy. Blown and crimped straw mulch is recommended at 1 ½ - 2 tons per acre on bare soils. Mulch may not be required if seed is drilled into existing vegetation or flat ground not subject to erosion.
- C. June 30 Thru August 30. Installation of native seed should be suspended unless irrigation can be provided..
- D. September 1 Thru October 31. Seeding on graded, bare-soil surfaces must be protected with appropriate erosion control blankets on slopes <sup>3</sup> 5:1, and with blown and crimped straw mulch at 1 ½ tons per acre on lesser slopes. Seed drilled on flat ground not subject to erosion or into existing vegetation may not require erosion protection.
- E. These limits are to be considered general guidelines only and may be modified with the approval of the Restoration Consultant according to site conditions, local weather patterns, seed mix type, and other factors.

**1.3 SEED MIXTURES**

- A. All seed shall be true to genus and species. All seed packaging shall be tagged showing seed species, sources, and weights. The seed weights shall be based on pure live seed (pls) percentage for all species.
- B. Seed shall be shipped, stored and handled in a manner that will insure protection from damage and to maintain dormancy until planted.
- C. The composition and placement of seed mixes will be as shown on the plans. Species substitutions shall be approved by the Restoration Consultant.

**1.4 SEED PROTECTION**

- A. Areas with potential for high wave action or goose depredation that may dislodge newly planted seed, all seeded areas will be secured with 6" or 8" "U"-shaped wire erosion control blanket staples. Staple length is determined by the density of the planting substrate; softer substrates require longer length to hold seed bed adequately.
- B. In areas where the potential for goose depredation exists, such as retention basins or other areas adjacent to open water, waterfowl barriers shall be installed over seeded areas. Barriers shall consist of plastic enclosures supported with wooden stakes, adequately constructed to inhibit access by waterfowl for one growing season. Enclosures shall extend at least two feet in height above the plant tops. Methodology is to be approved by the restoration consultant. Barriers shall be removed after one growing season.

**1.5 SUBMITTALS**

- A. Materials: Prior to delivery of any materials to the site, submit to the Owner a complete list of all live herbaceous perennial plants, tubers, bulbs, and dormant rootstocks of herbaceous perennial plants to be used during this portion of the work. Include complete data on source, quantity, and quality. This submittal shall in no way be construed as permitting substitution for specific items described on the plans or in these specifications unless approved in writing by the Restoration Consultant.
- B. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.
- C. After the work is complete, submit to the Owner "as-built" plans including a listing of all species installed, and quantities installed. Mark in red ink on the original planting plan any field changes or deviations from the original plans.

**EROSION CONTROL**  
(J.F. New)

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. This section includes installation of North American Green S-75 (Or equivalent) erosion control blanket and blown straw mulch.

**1.2 QUALITY ASSURANCE**

- A. Qualifications of workers: provide at least one person who shall be present at all times during execution of this portion of the work, who shall be thoroughly familiar with this type of work and the type of materials being used. Said person shall also direct all work performed under this section.
- B. Standards: all materials used during this portion of the work shall meet or exceed applicable federal, state, county and local laws and regulations.

**1.3 SUBMITTALS**

- A. Materials: Prior to delivery of any materials to the site, submit to the Owner a complete list of all materials to be used during this portion of the work. Include complete data on source, quantity, and quality. This submittal will in no way be construed as permitting substitution for specific items described on the Plan set or in these Specifications unless approved in writing by the Restoration Consultant.
- B. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.
- C. After the work is complete, submit to the Owner "as-built" plans including a listing of all species installed, and quantities installed. Mark in red ink on the original planting plan any field changes or deviations from the original plans.

**1.4 PRODUCTS**

- A. All areas exiting as bare soil at the time of seed installation shall receive erosion control material application.
- B. Slopes <sup>3</sup> 5:1 shall receive a machine produced mat of straw fiber covered on both sides with a photo degradable extruded plastic or woven biodegradable netting having maximum openings of 0.5" to 1.0". The blanket shall be packaged in a perforated plastic bag and conform to the following physical specifications: Minimum blanket roll width: 42", Minimum unit weight: 0.8 lbs/yd2. North American Green S-75 shall be utilized for all
- C. Slopes < 5:1 shall receive clean, weed free native or agricultural straw mulch (oat straw will not be allowed).

**PART 1 EXECUTION**

**2.1 METHOD-EROSION CONTROL BLANKETS**

- A. Refer to the Plans for location of erosion blanket treatment areas.
- B. Install seed prior to applying erosion control blankets per the native seeding specification.
- C. If installation occurs between July 15th and November 1st, install cover crop with erosion control blanket at the time of construction, and hold native seed mix until the recommended optimum seeding dates. Before seeding native mix, remove blanket and mow off cover crop. Reinstall blanket after native seeding per manufacturer's specifications.
- D. Any day that seeding is performed the seeded area must be covered with appropriate erosion control measures. Anchor erosion control blanket at top of slope as shown on plans or as recommended by manufacturer. Install parallel to channel flow or in a diagonal cross slope pattern in short stretches where practical, and as recommended by manufacturer.
- E. Erosion control blanket shall be in full intimate contact with the topsoil but not stretched to the point where the integrity of its performance is jeopardized.
- F. Secure erosion blanket with staples as recommended by the manufacturer.
- G. Overlap erosion control blanket shingle-style not less than two inches in the direction of the current and install staples over seams every 36".
- H. Bury the erosion control blankets in an approximate 6" trench at the crown and toe of the slope or as recommended by the manufacturer.

**2.2 METHOD-CRIMPED STRAW MULCH**

- A. Install straw mulch in all seeded areas requiring erosion control that are not to be protected by erosion control blanket per the Plans.
- C. Straw mulch shall be applied by a mechanical means suitable for blowing straw at a rate of 1.5-2 tons per acre.
- D. Immediately proceeding blown straw application, the straw shall be crimped by one of the following means:
  1. A mulch anchoring tool. This is a mechanical tractor drawn implement designed to punch mulch into the soil effectively.
  2. A standard farm disc equipped with a blade that shall not cut the straw but place it firmly into the ground approximately 2.5" - 3" in depth.

**SEEDBED PREPARATION AND REGRADING**  
(J.F. New)

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. This section includes preparation of soil prior to seeding and/or removal of erosion rills and disturbance in the areas of the site existing as disturbed/unvegetated soil or eroded slopes.

**1.2 QUALITY ASSURANCE**

- A. Qualifications of workers: provide at least one person who shall be present at all times during execution of this portion of the work, who shall be thoroughly familiar with this type of work and the type of materials being used. Said person shall also direct all work performed under this section.
- B. Standards: all materials used during this portion of the work shall meet or exceed applicable federal, state, county and local laws and regulations.

**1.3 SUBMITTALS**

- A. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.

**PART 2 EXECUTION**

**2.1 METHOD-SOIL PREP AND REGRADING**

- A. **SHALLOW SLOPE, UNVEGETATED**--In areas existing in an unvegetated state at the inception of installation activities on the site and possessing a slope of < 5:1, soil shall be dragged with a disc, harrow, landscape rake, or box grader so that soil is tilled to a minimum depth of 4". For unvegetated areas with a slope greater than 10:1, ensure that the disc tracks or furrows run parallel to the contour so as not to encourage rilling.
- B. **SEVERE SLOPE, VEGETATED**--In areas existing in a vegetated state at the inception of installation activities, possessing a slope of <sup>3</sup> 5:1, and having significant soil loss due to erosion rill formation, soil shall be returned to original contour using a harrow, landscape rake, or box grader. In areas where soil loss is extreme, friable topsoil (available onsite) shall be imported by the Contractor at the direction of the Restoration Consultant.
- C. Topsoil shall be free of stones, lumps, plants, roots, and other debris over 2" in any dimension. Topsoil must also be free of plants or plant parts of quack grass, reed canary grass, Canada thistle, or others as specified by the restoration consultant.
- D. Any irregularities or undulations resulting from tilling or grading shall be fine graded and level prior to seeding.
- E. Soils shall not be compacted. A 150# person walking on soil should leave a ½" depression. Soils shall have a measured compaction following regrading no greater than 5 psi, based on Lang or Cone penetrometer measurements at the time of seeding or planting unless otherwise stated on the Plans or in the Specifications. If 10% or more of penetrometer readings are greater than 5 psi, disc, rotovate, and/or chisel plow said areas as necessary to reduce compaction.
- F. Re-check soil compaction as described above after tillage. Repeat treatment as necessary until 90% or more of planting area meets the standard.

**2.2 CLEAN-UP, REMOVAL, AND REPAIR**

- A. Clean up: Contractor shall keep work area free of debris. After the work is complete, clean up any remaining materials, debris, trash, etc. Avoid driving or walking over areas to minimize disturbance.
- B. Removal: after work has been completed remove any tools, equipment, empty containers, and all other debris generated by the Contractor.
- C. Repair: repair any damages caused by the Contractor during completion of the work described in this section.

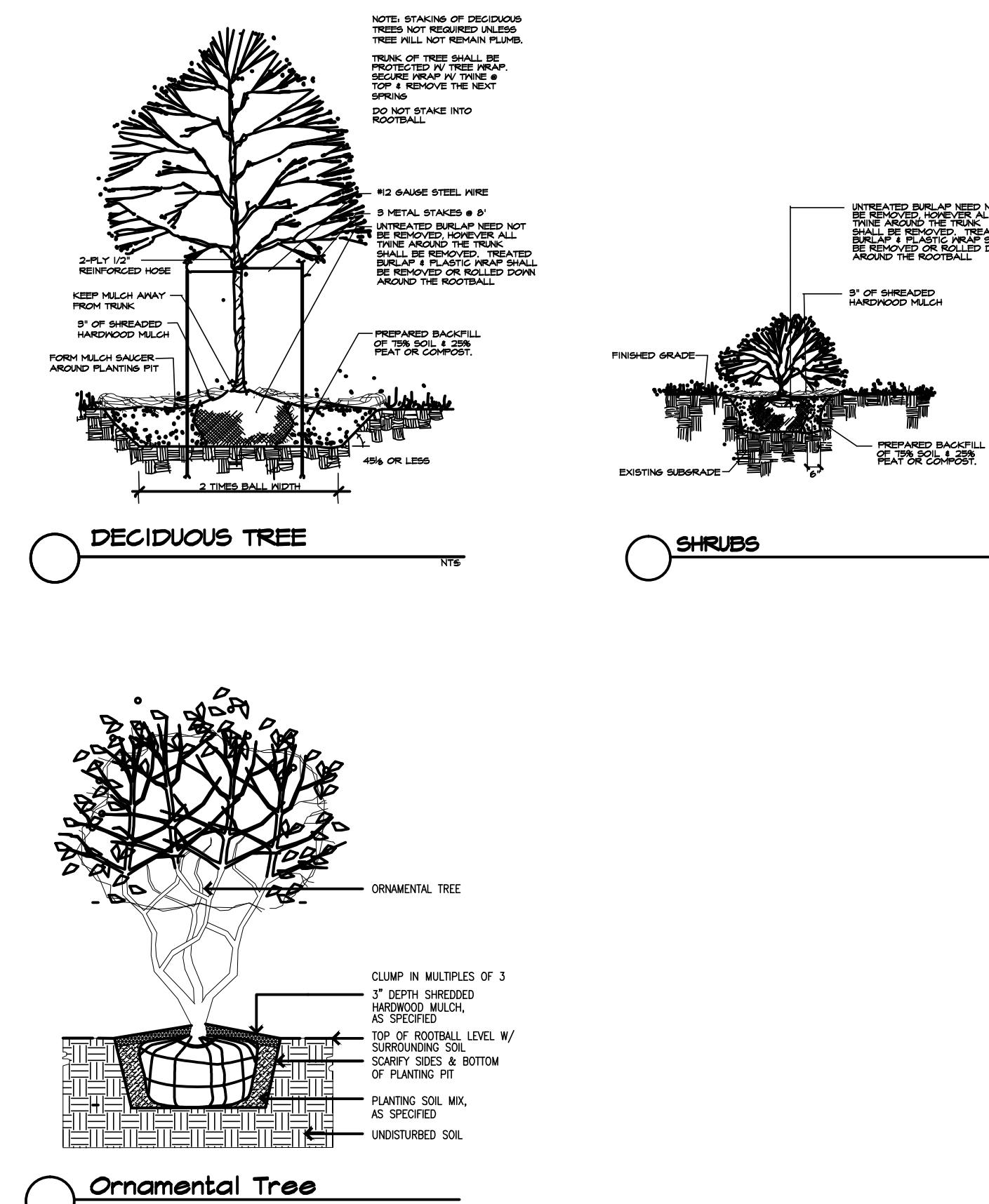
**2.3 INSPECTION**

- A. It is the responsibility of the Contractor to notify the Restoration Consultant a minimum of 48 hours prior to initiation of seedbed preparation and regrading activities to allow Restoration Consultant to schedule to be on site to direct and approve regrading and seedbed preparation activities.

**2.4 ACCEPTANCE AND GUARANTEE**

- A. Final acceptance: this portion of the work shall be considered 100% complete after the Contractor has completed soil preparation, and completed all required clean up as described in 2.2 of this section.

**Planting Details**



**Note:** In all plantings, mulch is not to cover root flare and should be kept away from the trunk of the tree or shrub. Root flare should remain visible after planting

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**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL

**Plant Requirements, Schedule and Details**

Scale: N/A

Date: 4/11/19	Revised: in 7/3/19	Revised: in 9/4/19	Revised: in 10/10/19
Proj. #: 19.1295.FV-sb	Sheet: 3 of 5	Drawn By: sb	Account Rep: aw

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**MONITORING AND MANAGEMENT PLAN FOR NATURALIZED LANDSCAPE AREAS LOCATED ON SINGLE-FAMILY RESIDENTIAL PROPERTIES**

**Introduction**

This document is intended to act as a Monitoring and Management Plan template for single-family residential homeowners wishing to install naturalized landscaping on their property. A Monitoring and Management Plan is required for single-family residential homeowners intending to install naturalized landscaping that exceed twelve inches (12") in height, as per **Section 6-305.F.2.c** of the Village of Orland Park Land Development Code. The purpose of the Monitoring and Management Plan is to help homeowners successfully establish naturalized landscaping on their property in lieu of conventional lawns, to provide standards that prevent the spread of nuisance species and measure the progress of the habitat, and guidelines for monitoring and reporting the success of the naturalized landscapes.

In all cases, requirements set forth in the Land Development Code shall supersede any conflict between the information provided in this document and the Land Development Code. A property owner shall apply to the Development Services Department and receive a written approval of a landscape plan and Monitoring and Management Plan prior to the installation of naturalized landscaping. Please see Page 9 of this document for a complete citation of Section 6-305.F.2.c.

For assistance with any aspect of this process, please contact the Development Services Department at **(708) 403-5300**.

**Benefits of Naturalized Landscaping**

Native plant species play a vital role in protecting water resources, providing wildlife habitat and creating beautiful landscapes. These benefits are sometimes referred to "ecosystem services" and provide benefits to human health, environment and economy. As people's appreciation of the natural beauty and benefits of native plants have grown, so has an interest in creating natural habitats around our own homes. The five main elements for successful naturalized landscape include:

- 1) Planning
- 2) Removal
- 3) Installation
- 4) Management
- 5) Monitoring

**1. Planning**

The first step in preparing a naturalized landscaping is to evaluate existing conditions and map the area where the landscaping will be installed. The Village allows up to **thirty percent (30%)** of the total existing open space in a resident's **rear and side yard**, setback a minimum of **three (3) feet** of any property line, to consist of naturalized landscaping that exceeds **twelve (12) inches** in height.

As per the Village's Land Development Code, a **Front Yard** means an area extending the full width of a lot between the front lot line and the nearest principal structure; a **Rear Yard** means an area extending the full width of a lot between the rear lot line and the nearest principal structure and a **Side Yard** means an area extending the depth of a lot from the front yard to the rear yard between the side lot line and the nearest principal structure. An example of where a front, side and rear yard are located is provided in **Figure 1. (Omitted)**

A **site plan** is required and should include a drawing of the lot drawn to scale on a sheet of paper not less than **8 1/2" x 11" inches** which contains: the location of property lines; location of structures, fences, existing drainage patterns and paved areas; location of each natural landscaping area; a list by scientific and common name of species intended to be planted and maintained within each area; and the setback distance of each natural area that will be located near any property line.

Any proposed soil amendments and levels of shade and sunlight should also be included on the plan, if property. Although the actual conditions and layout will likely vary dramatically from property to property, the basic elements of the example can be applied to most projects (i.e. north arrow, scale, property lines, etc.).

Selection of native plant species that are suitable for the type of soil, soil moisture, sunlight, on the property as well as providing the desired aesthetic appearance is critical for success. For instance, a property with full sun and rich soils can be planted as prairie with a combination of grasses and bright colorful forbs. A wooded habitat with dry, well drained soils can be planted with spring woodland or savanna species. An area with poorly drained soils can be planted with wetland species. Understanding the property's environmental conditions will help define the most appropriate planting area and design a successful naturalized landscape that the property owner will enjoy.

Naturalized landscaping provides opportunities to select a diverse variety of plants suitable for the site that will bloom throughout the year. Although they are not as colorful, it is important to include a variety of grass species in your planting as they contribute to the health of the naturalized landscape, provide root structure to help prevent weed growth and provide late fall and winter cover and visual interest. Plant spacing will depend on how much the plant will spread and grow out. A general rule of thumb that is often followed is to plant plugs twelve (12) inches to eighteen (18) inches on center. If establishing vegetation by seed, use a seed mix that includes a diverse combination of native forb and grass species using a minimum of twelve (12) to sixteen (16) pounds per acre. A cover crop of "annual" rye and oats are also typically included in a seed mix to minimize competition from undesirable species during the first year of establishment. Do not use **perennial** rye since this will compete with your native perennial species and is very difficult to eliminate once planted.

**2. Removal of Existing Vegetation**

The establishment of a naturalized habitat consisting of native plants that exceed twelve inches (12") in height including ferns, grasses, sedges, rushes, forbs, shrubs and trees is allowed under the Land Development Code. This is an intentional process and does not refer to allowing lawns or weeds to "go natural" on their own. Therefore, under most conditions the existing non-native vegetation must be eliminated in order to successfully plant the native vegetation through transplanting live plants or by seed.

Existing vegetation can be eliminated by physical removal, smothering, or chemical treatment. Physical removal is the most labor intensive option and can be accomplished by using tools such as a sod cutter, shovel or mechanical equipment to cut the turf below the root zone. Smothering is less labor intensive but can take a full growing season (5 to 6 months) to kill the turfgrass. Examples of smothering include covering the proposed planting area with materials such as black plastic sheeting, tarps, cardboard and mulch, used construction materials like sheetrock or plywood, used carpeting, or other opaque material. The key is to eliminate all sunlight for an extended period of time. The quickest method of turf elimination is the use of non-specific, short-duration chemical herbicides such as glyphosate. Because glyphosate affects metabolism in plants but not animals, it has very low toxicity to humans. Although it is possible to use these chemicals safely, it is extremely important to carefully follow manufacturer's directions for use, especially when working near wetlands or water resources.

**3. Installation**

Native landscaping relies on the plant species that have lived in our region for thousands of years and have evolved to local growing conditions including climate, soils, precipitation and wildlife. Therefore, whenever possible it is recommended to utilize native plants and seed that are derived from local genetic sources, typically from within a 150 mile radius. These plants are commonly referred to as a "local genotype". The use of local genotypes helps ensure the plants will perform optimally and require the least amount of supplemental watering or management. There are many nurseries, native plant retailers, and native plant sales that are able to provide native species from local genotypes.

Native herbaceous vegetation can be established using live plugs, potted plants or seed. Using live plugs or potted plants can be more costly than seed but provides the fastest establishment of a native landscape. Plugs are small rooted plants that typically become established in weeks rather than months (as by seed) and can reach a flowering size in the first year. Plants may also be available in quarts or gallon sizes to provide a more immediate aesthetic appearance. This can be particularly useful in high visibility or high traffic areas. Seed can be the least costly installation method and can be particularly useful for planting large areas. However, establishment by seed may require additional soil preparation, specialized equipment and can take two to three years to develop the appearance of a naturalized landscape. Other benefits of plugs are that they are easy to identify and weed around and provide greater control over the placement of species.

**4. Management**

When properly planted and established, naturalized landscapes are low maintenance compared to conventional landscaping. However, this does not mean "no maintenance", especially during the first few years after planting. Native plants spend the first two to three years developing roots and typically require watering and weeding until their deep roots are established. If it does not rain, water plants weekly over the first year making sure to allow the water to soak deep into the soil. Once the roots are established, additional watering will not be needed. Fertilizing of native plants is not required at all. In fact, adding fertilizer provides an advantage to non-native or invasive plant species and actually encourages the growth of undesirable weeds. Therefore, a homeowner would be paying for fertilizer they don't need and paying even more to correct the problems created by the fertilizer. Although native vegetation also does not require the application of pesticides, a limited amount of herbicide may be necessary to control invasive species as part of the long-term management of a naturalized landscape.

**a. Short-Term**

Annual weed species often dominate a new planting. The weed species can be controlled by hand-pulling, mowing or spot spraying/hand-wicking with herbicide. The early identification and elimination of undesirable species is the most effective form of control. Therefore, it is important to develop good plant identifications skills for the plants you want to keep in the landscape and those you do not. High mowing should be timed and performed to eliminate or prevent the development of seed heads and the production of seed from undesirable species while avoiding damage to desirable species. For instance, native species tend to be shorter than the non-native weeds during the late spring. Therefore, the height of a mower can be set above the native vegetation to cut as low as possible without injuring the native species (typically about 8 inches). Otherwise, a hand held weed-eater or hand scythe can be used to target and cut undesirable species close to the ground or to cut higher when in close proximity to native vegetation. By the second or third year the native plants will be more established and weeding will become minimal as the native landscape matures.

(see appendix on sheet 5)

**b. Long-Term**

Long-term maintenance will likely require a combination of spring mowing, hand-pulling, spot-herbicide applications and supplemental planting. Prior to European settlement, periodic fires were a natural occurrence in the region so many of our native plants and ecosystems evolved to be dependent on fire. Therefore, controlled burns are a common tool for managing natural areas including prairies, wetlands and forests. Residents interested in utilizing controlled burns will need to comply with all state and local regulations and may wish to hire a professional that specializes in natural resource management. Since controlled burns may not be appropriate management tools for suburban areas, annual fall or spring mowing can be used to replace many the benefits of fire in naturalized landscapes on residential properties. Mowing should be performed in the late fall or early spring, before the start of the growing season, at a height of approximately 6 to 8 inches. This will remove the previous year's growth, allow sunlight to reach the ground, promote healthy vegetation growth, and maintain a neater appearance. To prevent smothering, thatch material will likely need to be collected and removed from the naturalized landscape. Landscape material can be composted on-site or removed through the Villages' Yard Waste program. Waste Management provides Orland Park residents with yard waste collection from April 1 to November 30 using the proper paper collection bags or carts. Contact Waste Management of the South Suburbs at 800-796-9696 for more information.

Invasive species are plants, animal or fungus species that are not native to a specific location, which have the tendency to spread aggressively, and are believed to cause damage to the environment, human health, or human economy. Owners of naturalized landscapes must continuously monitor the habitat for invasive plant species since they spread rapidly in today's landscape and can quickly degrade a naturalized area. Early identification and eradication is the most cost effective form of invasive species management since undesirable plants are not allowed to establish or go to seed. In most cases the invasive plant can simply be pulled out by hand. However, certain species such as common buckthorn (*Rhamnus cathartica*), Amur honeysuckle (*Lonicera maackii*), Tartarian honeysuckle (*Lonicera tartarica*), cut-leaved teasel (*Dipsacus laciniatus*) or common reed (*Phragmites australis*) may require a combination of cutting and herbicide treatment. Property owners may want to refer to organizations such as the Midwest Invasive Plant Network at [www.mipn.org](http://www.mipn.org) for more information including species identification and proper eradication methods.

Over time, residents may wish to increase the species diversity of the naturalized landscape area. This can be accomplished by transplanting live plants or adding native seed. Live plants or seed may also need to be added to areas where planted species have not been successful or the eradication of weeds has left bare patches. The addition of new plants can increase the biodiversity of the habitat, attract new species of wildlife (i.e. species of butterflies, birds, etc.) and help to prevent the development of bare spots by maintaining full coverage.

(see appendix on sheet 5)

**5. Monitoring**

A properly installed naturalized planting will provide an aesthetically attractive, environmentally beneficial low maintenance landscape. After the naturalized landscape has initially been established, residents should continually monitor the habitat to protect their investment and ensure the naturalized landscape will continue to provide enjoyment. The intent of the Single-Family Residential Naturalized Landscaping ordinance is to promote the use of native plants and natural habitat on residential properties while avoiding the pitfalls that can occur from poor implementation or communication. In order to comply with the Ordinance a property must be inspected by a Village inspector or designee annually, or as determined by the Development Services Department, and the following performance criteria must be met:

- a. By the end of the third growing season at least 90 percent of the planted naturalized landscape area, visually estimated by aerial cover, shall be covered with live vegetation.
- b. By the end of the third growing season at least 70 percent of the vegetation in the planted naturalized landscape areas shall be plant species native to the Chicago Region.
- c. None of the three-most dominant species present may be non-native or weedy, including but not limited to the following:

<u>Woody Plants</u>	
<i>Acer negundo</i>	Box elder
<i>Alnus glutinosa</i>	Black Alder
<i>Elaeagnus umbellata</i>	Autumn olive
<i>Euonymus alatus</i>	Burning bush
<i>Lonicera</i> spp.	Honeysuckle
<i>Rhamnus</i> spp.	Buckthorn
<i>Robinia pseudoacacia</i>	Black locust
<i>Rosa multiflora</i>	Multiflora rose
<i>Ulmus pumila</i>	Siberian elm

<u>Broadleaf Plants</u>	
<i>Alliaria petiolata</i>	Garlic mustard
<i>Ambrosia</i> spp.	Ragweed
<i>Arctium</i> spp.	Burdock
<i>Carduus nutans</i>	Musk thistle
<i>Centaurea maculosa</i>	Spotted knapweed
<i>Cirsium arvense</i>	Canada thistle
<i>Conium maculatum</i>	Spotted hemlock
<i>Coronilla varia</i>	Crown vetch
<i>Daucus carota</i>	Wild carrot
<i>Dipsacus</i> spp.	Teasel
<i>Euphorbia escula</i>	Leafy spurge
<i>Hesperis matronalis</i>	Dame's rocket
<i>Lotus corniculatus</i>	Bird's-foot trefoil
<i>Lythrum salicaria</i>	Purple loosestrife
<i>Medicago</i> spp.	Alfalfa/medick
<i>Mellilotus</i> spp.	Sweetclover
<i>Pastinaca sativa</i>	Wild parsnip
<i>Polygonum cuspidatum</i>	Japanese knotweed
<i>Solidago altissima</i>	Tall goldenrod
<i>Solidago sempervirens</i>	Seaside goldenrod
<i>Trifolium</i> spp.	Clover
<i>Typha</i> spp.	Cattails

<u>Grass-like Plants</u>	
<i>Agropyron repens</i>	Quackgrass
<i>Bromus tectorum</i>	Cheatgrass
<i>Bromus japonicus</i>	Japanese brome
<i>Bromus inermis</i>	Smooth brome
<i>Phalaris arundinacea</i>	Reed canarygrass
<i>Phragmites australis</i>	Common reed
<i>Poa pratensis</i>	Kentucky bluegrass

**6. APPROVAL**

VILLAGE OF ORLAND PARK	PETITIONER/OWNER
Approved By: _____	Submitted By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Property Address: _____
Date: _____	Contact Phone: _____
	Contact Email: _____
	Date: _____

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**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL

**Maintenance and Monitoring Plan**


  
Scale: N/A

Date: 4/11/19	Revised: in 7/3/19	Revised: in 9/4/19	Revised: in 10/10/19
Proj. #: 19.1295.FV-sb	Sheet: 4 of 5	Drawn By: sb	Account Rep: aw

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Appendix 1  
Near-term Management & Maintenance Tasks for Naturalized Landscapes.

Activity	Calendar																						
	2x /month	Monthly	Every other month	Quarterly	Semi-annual	Annual	After major storms *	As needed	Year 1	Year 2	Year 3	J	F	M	A	M	J	J	A	S	O	N	D
<b>Debris/Litter Management</b> Remove trash (e.g., paper, plastic, brush, grass clippings, etc.) from inlet/outlet structures, basin slopes, and bottom and dispose in appropriate off-site location.			X				X		X	X	X												
<b>Stormwater Structure Management</b> Perform inspection of control structure/spillway and clean-out/repair and dispose of debris in an appropriate off-site location. Inspect basin/pond slopes and embankments. Perform corrective maintenance any time the pond takes longer than design time to return to +6 inches of NWL.	X (until stable)				X		X		X	X	X												X
<b>SESC Management</b> Maintain SESC devices in functional condition at all times and correct deficiencies immediately. Conduct inspection within 24 hours of 1" storm event. Repair damage to slopes/embankment, including undercut or eroded areas if 1.0 sq. m. in size or 5 lin. ft. or 4 in x 4 in wide or greater. Repair and revegetate eroded areas.							X		X				X	X	X	X	X	X	X	X	X	X	X
<b>Vegetation Management</b> <i>General Weed Management</i> Control invasive/non-invasive weeds as appropriate to each species. This may require different treatment times for different plant species. Treatment mechanisms may include mowing, hand cutting, prescribed burning, herbicide application, or a combination of methods. Species include but are not limited to the following: Buckthorn Bush honeysuckle Cattails Common reed Purple loosestrife Reed canarygrass Sweet Clover <i>General Weed Management CONT.</i> Thistles Teasel <i>Prescribed burning</i> Have a qualified burn contractor conduct prescribed burning as fuel and weather conditions allow. If conditions prevent burning, conduct a high mow the following growing season. <i>Mowing</i> Conduct variable-height mowing to prevent weed seed production. Conduct single-season mow in place of prescribed burning. <i>Clearing/Removal</i> Remove wetland plants killed by sediment build up to prepare bed for replanting. Dispose of material at an appropriate off-site location. <i>Replanting</i> Replace/supplement wetland and upland vegetation to meet performance standards.							X						X	X	X	X	X	X	X	X	X	X	
<b>Other Management Actions</b> Manage wildlife and control mosquitos.							X						X	X	X	X	X	X	X	X	X	X	X
<b>Vegetation Monitoring</b> <i>Installation and Establishment</i> Conduct routine vegetation monitoring for compliance with performance standards, note progress of vegetation development and presence and extent of invasive plants.					X				X	X	X										X	X	
<b>Reporting</b> <i>Installation</i> Submit installation documentation within 10 days of completing landscape work. <i>Establishment</i> Prepare and submit to village an annual monitoring report. Growing Season: 1 March to 31 October * Major Storms >1 inch within a 24-hour period.									X	X	X												X

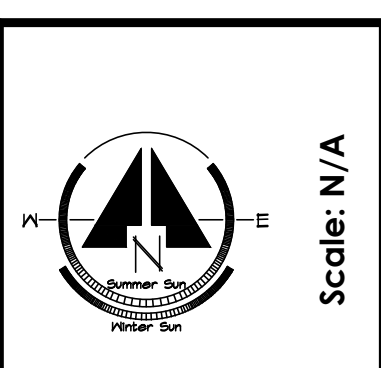
Appendix 2  
Long-term Management & Maintenance Tasks for Naturalized Landscapes.

Activity	Schedule																						
	Every other month	Quarterly	Semi-annual	Annual	As needed	After major storms *	Every 2 to 3 years	Every 5 to 10 years	J	F	M	A	M	J	J	A	S	O	N	D			
<b>Debris/Litter Management</b> Remove trash (e.g., paper, plastic, brush, grass clippings, etc.) from inlet/outlet structures, basin slopes, and bottom and dispose in appropriate off-site location.	X					X																	
<b>Structural Management</b> Perform structural inspection of control structure/spillway and clean-out/repair and dispose of debris in an appropriate off-site location. Inspect basin/pond slopes and embankments. Repair damage to slopes/embankment, including undercut or eroded areas if 1 m2 in size or 5 lin. ft. or 4 in x 4 in wide or greater. Perform corrective maintenance any time a basin takes longer than design time to return to +6 inches of NWL. Remove sediment and return basin to original grades when plants are choked with sediment, pool volume has become significantly reduced (>20 percent), or basin becomes eutrophic.		X											X									X	
<b>Vegetation Management</b> <i>General Weed Management</i> Control invasive/non-invasive weeds as appropriate to each species. This may require different treatment times for different plant species. Treatment mechanisms may include mowing, hand cutting, prescribed burning, herbicide application, or a combination of methods. Species include but are not limited to the following: Buckthorn Bush honeysuckle Cattails Common reed Purple loosestrife <i>General Weed Management CONT.</i> Reed Canarygrass Sweet Clover Teasel Thistles <i>Prescribed burning</i> Have a qualified burn contractor conduct prescribed burning as fuel and weather conditions allow. If conditions prevent burning, conduct a high mow the following growing season. <i>Mowing</i> Conduct a high mow (12 inches) to prevent weed seed production. Conduct single-season mow in place of prescribed burning. <i>Clearing/Removal</i> Remove wetland plants killed by sediment build up to prepare bed for replanting and dispose of at an appropriate off-site location. <i>Replanting</i> Install supplemental plugs and/or seed when a) more than half of the emergent plantings do not persist, b) the slope has any area greater than 1.0 sq. m. devoid of vegetation, c) the shoreline has any area more than 5 ft long devoid of vegetation, or d) any area is actively eroding.																					X	X	X
<b>Other Management Actions</b> Review inspection program and checklists to determine if more detailed inspections or other information are needed, to determine if fees cover maintenance costs, and to update phone numbers and addresses of inspectors, contractors, etc. Maintain and upkeep fencing, refresh planting beds, enforce access restrictions, etc. Manage wildlife and control mosquitos.						X								X									
<b>Vegetation Monitoring</b> Conduct more formal vegetation assessment (e.g., contract a specialist to evaluate status of vegetation development, determine the presence and extent of invasive plants, make recommendations for management, and prepare a status report). Prepare and submit to Village a periodic monitoring report. Growing Season: 1 March to 31 October * Major Storms >1 inch within a 24-hour period.																							X



CLARENCE DAVIDS & COMPANY  
23900 W. 127th Street - Plainfield, IL 60585  
(815) 439 - 1177 office (815) 439 - 2291 fax  
clarencedavids.com

Megan Nicole Ridge Subdivision  
132nd and 88th Ave.  
Orland Park, IL  
Maintenance and Monitoring Appendix 1 + 2



Date: 4/11/19  
Revised: 7/3/19  
Revised: 9/4/19  
Revised: 10/10/19  
Scale: N/A  
Proj. #: 19.1295.FV-sb  
Sheet: 5 of 5  
Drawn By: sb  
Account Rep: aw

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# PRELIMINARY SITE PLAN FOR MEGAN NICOLE RIDGE SUBDIVISION

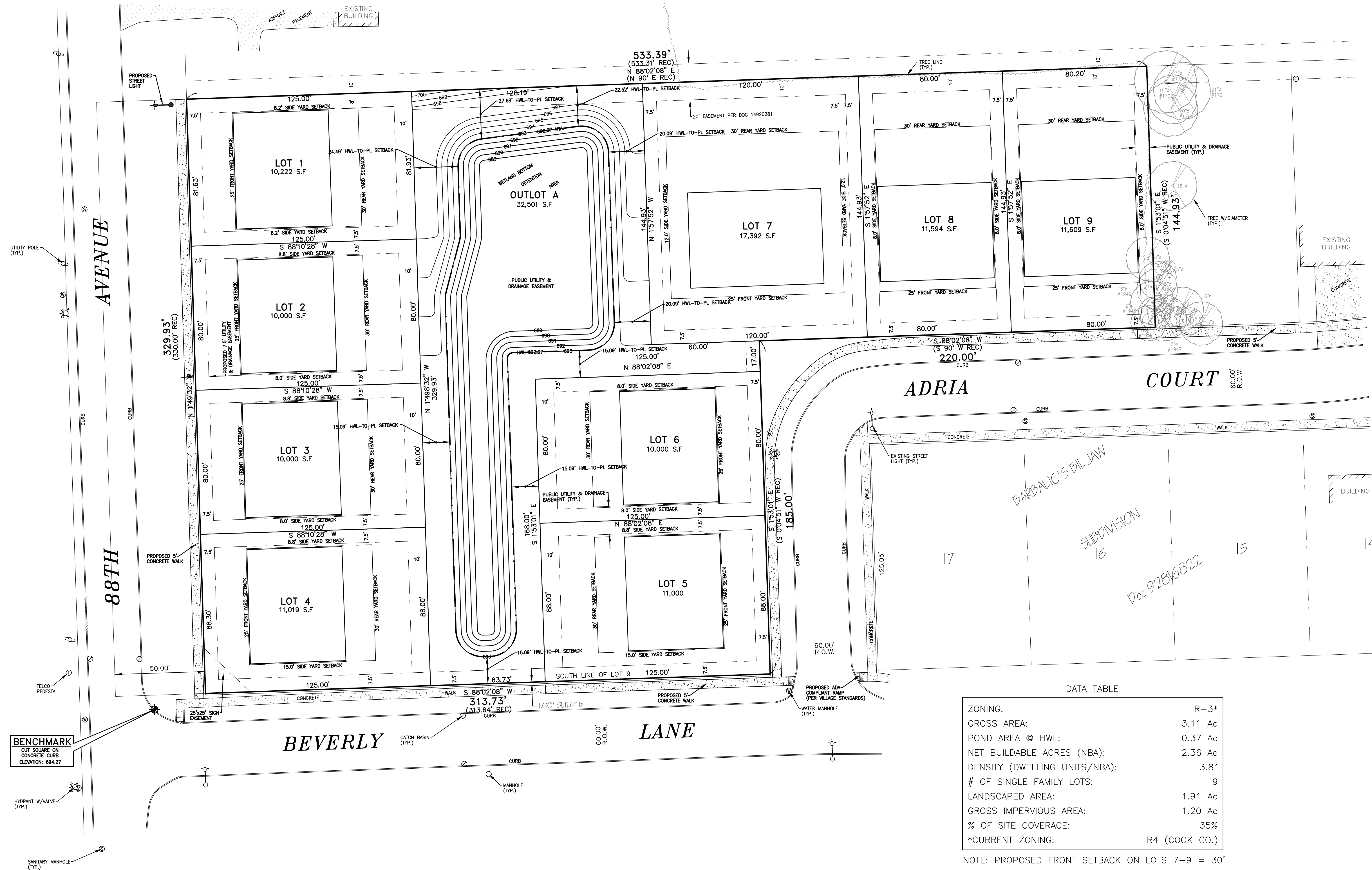
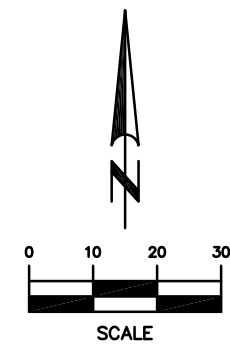
132ND STREET & 88TH AVENUE  
ORLAND PARK, IL

**LEGAL DESCRIPTION**

BEING A SUBDIVISION IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

**DEVELOPER:**

DL3 SONS PROPERTIES INC.  
P.O. BOX 302  
MIDLOTHIAN, IL 60405  
(708) 612-1082



**DATA TABLE**

ZONING:	R-3*
GROSS AREA:	3.11 Ac
POND AREA @ HWL:	0.37 Ac
NET BUILDABLE ACRES (NBA):	2.36 Ac
DENSITY (DWELLING UNITS/NBA):	3.81
# OF SINGLE FAMILY LOTS:	9
LANDSCAPED AREA:	1.91 Ac
GROSS IMPERVIOUS AREA:	1.20 Ac
% OF SITE COVERAGE:	35%
*CURRENT ZONING:	R4 (COOK CO.)

NOTE: PROPOSED FRONT SETBACK ON LOTS 7-9 = 30'

REV.	DATE	REVISIONS
T.G.	7/8/19	ISSUED FOR REVIEW
B.H.	7/8/19	ISSUED FOR REVIEW
B.H.	8/28/19	VILLAGE COMMENTS
B.H.	9/30/19	VILLAGE COMMENTS
B.H.	1/15/20	VILLAGE COMMENTS

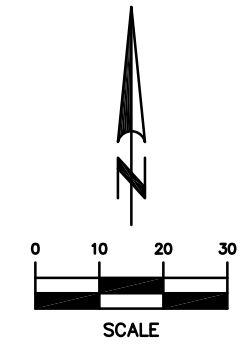
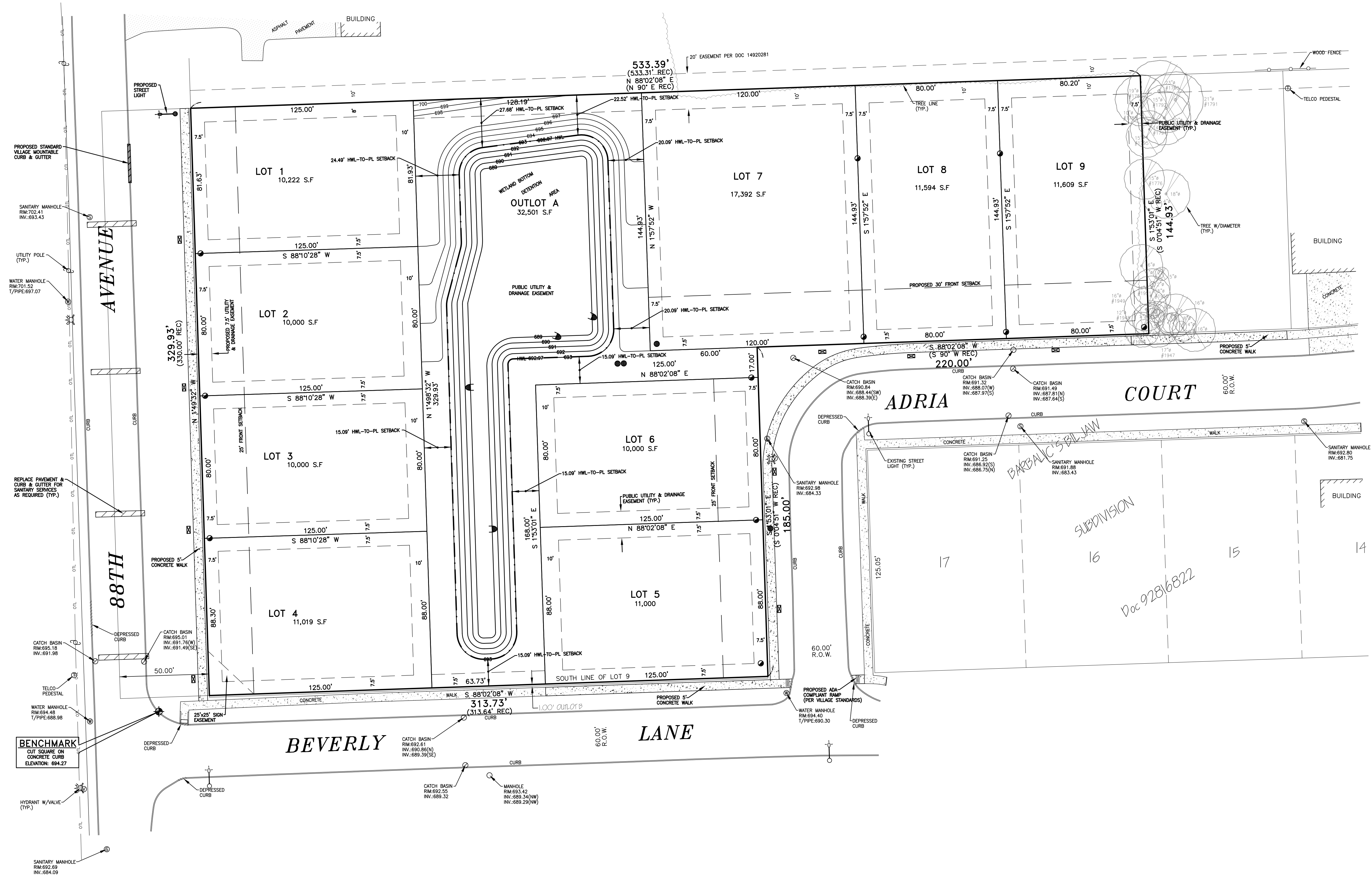
**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-005577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone: (708) 599-5337  
Fax: (708) 599-2281

MEGAN NICOLE RIDGE SUBDIVISION  
132ND & 88TH AVENUE, ORLAND PARK, IL  
PRELIMINARY SITE PLAN

DRAWN BY: T.G.  
DESIGNED BY: B.H.  
CHECKED BY: M.L.

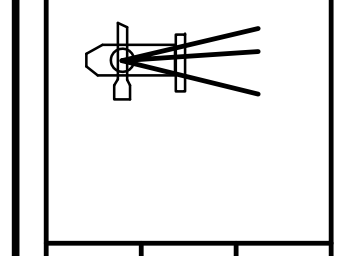
SHEET  
**PSP1**  
18-09-070

Proposed Plans -  
Plan Commission 4.7.2020  
Committee of the Whole 4.20.2020



REV.	DATE	REVISIONS
B.H.	7/8/19	REVISE STORM SEWER
B.H.	8/17/19	ADDITIONAL POND SETBACKS
T.G.	8/28/19	VILLAGE COMMENTS
B.H.	9/30/19	VILLAGE COMMENTS
B.H.	1/15/20	VILLAGE COMMENTS

**LANDMARK**  
 ENGINEERING, LLC  
 DESIGN PROFESSIONAL NO. 194-009577  
 7808 WEST 103RD STREET  
 PALOS HILLS, ILLINOIS 60465-1529  
 Phone: (708) 599-3737  
 Fax: (708) 599-2281



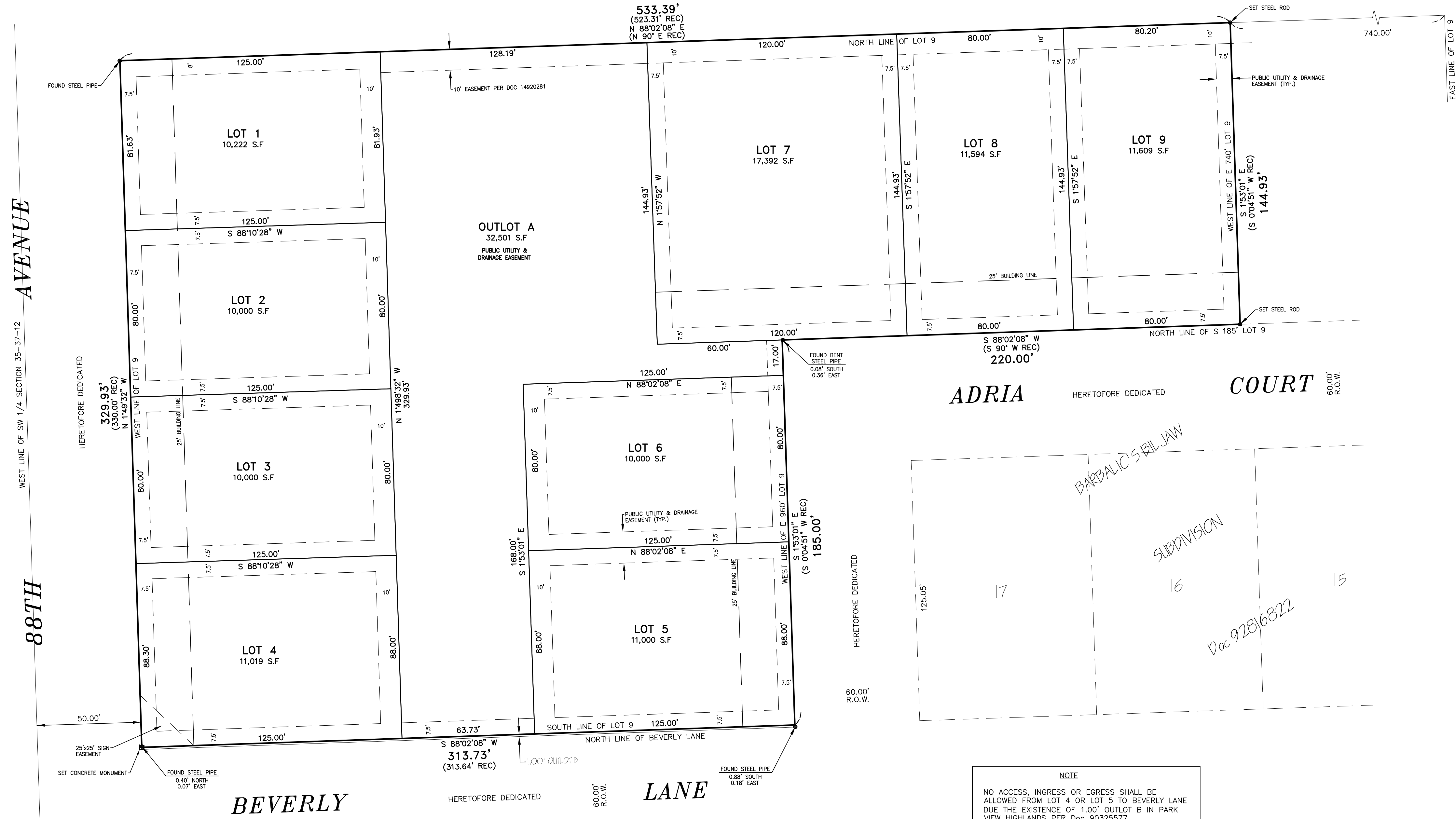
MEGAN NICOLE RIDGE SUBDIVISION  
 132ND & 88TH AVENUE, ORLAND PARK, IL  
 GEOMETRIC PLAN

DRAWN BY: T.G.  
 DESIGNED BY: B.H.  
 CHECKED BY: M.L.

SHEET  
**C3.0**  
 18-09-070

**MEGAN NICOLE RIDGE**

BEING A SUBDIVISION IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



AFFECTS COOK COUNTY PIN: 23-35-300-040-0000

SEND FUTURE TAX BILLS TO:  
D L 3 SONS PROPERTIES, INC.  
16352 S. KEDVALE AVENUE  
TINLEY PARK, ILL. 60478

**PUBLIC UTILITY & DRAINAGE EASEMENT PROVISIONS**

AN EASEMENT IS RESERVED FOR AND GRANTED TO THE VILLAGE OF ORLAND PARK, ILLINOIS, ITS SUCCESSORS AND ASSIGNS, OVER, UPON, ALONG, UNDER AND THROUGH THAT PORTION OF THE LAND MARKED "PUBLIC UTILITY & DRAINAGE EASEMENT" WITH DASHED LINES ON THE PLAT FOR THE CONSTRUCTION, RECONSTRUCTION, REPAIR, INSTALLATION, INSPECTION, MAINTENANCE, RELOCATION, RENEWAL AND REMOVAL OF WATER LINES, SANITARY SEWERS AND STORM SEWERS TOGETHER WITH ANY AND ALL NECESSARY VALVE VAULTS, FIRE HYDRANTS, MANHOLES, CATCH BASINS, CONNECTIONS, APPLIANCES AND OTHER STRUCTURES AND APPURTENANCES, OVERHEAD AND UNDERGROUND ELECTRIC AND COMMUNICATIONS CABLES AND APPURTENANCES, GAS MAINS AND APPURTENANCES, AND CABLE COMMUNICATION AND BROADCAST SIGNAL SYSTEMS IN, OVER, UNDER, ACROSS, ALONG AND UPON THE SURFACE OF THE PROPERTY SHOWN ON THE PLAT, TOGETHER WITH THE RIGHT OF ACCESS FOR NECESSARY LABOR, MATERIALS AND EQUIPMENT TO DO ANY OF THE ABOVE WORK. THE RIGHT IS ALSO GRANTED TO CUT DOWN, TRIM OR REMOVE, WITHOUT OBLIGATION TO RESTORE OR REPLACE ANY OBSTRUCTION, INCLUDING BUT NOT LIMITED TO TREES, SHRUBS, OTHER PLANTS, STRUCTURES OR IMPROVEMENTS ON THE EASEMENT THAT INTERFERE WITH THE OPERATION OF SUCH UTILITIES. NO BUILDING OR OTHER OBSTRUCTION SHALL BE PLACED OVER GRANTEES' FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE PUBLIC UTILITY AND DRAINAGE EASEMENT WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEES, NOR SHALL ANY OTHER USE BE MADE THEREOF WHICH WILL INTERFERE WITH THE EASEMENTS RESERVED AND GRANTED HEREBY. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF. WHERE AN EASEMENT IS USED FOR BOTH SEWER AND OTHER UTILITIES, THE OTHER UTILITY INSTALLATION SHALL BE SUBJECT TO THE ORDINANCE OF THE VILLAGE OF ORLAND PARK AND TO VILLAGE APPROVAL AS TO DESIGN AND LOCATION.

**SIGN EASEMENT PROVISIONS**

AN EASEMENT IS HEREBY RESERVED FOR D L 3 SONS PROPERTIES, INC., ITS SUCCESSORS AND ASSIGNS, OVER, ON, ACROSS AND UNDER THAT PORTION OF THE LAND MARKED "SIGN EASEMENT" ON THE PLAT FOR THE FULL AND FREE RIGHT AND AUTHORITY TO INSTALL, CONSTRUCT AND OTHERWISE ESTABLISH, RELOCATE, REMOVE, RENEW, REPLACE, OPERATE, INSPECT, REPAIR AND MAINTAIN A SIGN, TOGETHER WITH RIGHT OF ACCESS ACROSS THE PROPERTY FOR NECESSARY WORKERS AND EQUIPMENT TO DO ANY OF THE ABOVE WORK.

**NOTE**  
NO ACCESS, INGRESS OR EGRESS SHALL BE ALLOWED FROM LOT 4 OR LOT 5 TO BEVERLY LANE DUE THE EXISTENCE OF 1.00' OUTLOT B IN PARK VIEW HIGHLANDS PER DOC 90325577.

**NOTE**  
STEEL RODS OR OTHER MONUMENTATION SHALL BE SET AT ALL PROPERTY CORNERS OF THE NEW LOTS.

**VILLAGE TREASURER**  
I CERTIFY THAT THERE ARE NO DELINQUENT OR CURRENT UNPAID SPECIAL ASSESSMENTS ON THE PROPERTY SHOWN ON THIS PLAT.  
DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_

**PLAN COMMISSION**  
THIS SUBDIVISION WAS APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF ORLAND PARK, AT A MEETING HELD THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ CHAIRMAN ATTEST: \_\_\_\_\_ SECRETARY

**VILLAGE BOARD**  
APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ORLAND PARK AT A MEETING HELD THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_\_\_

BY: \_\_\_\_\_ VILLAGE PRESIDENT ATTEST: \_\_\_\_\_ VILLAGE CLERK

**OWNER**  
D L 3 SONS PROPERTIES, INC. DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE PROPERTY DESCRIBED IN THE ANNEXED PLAT AND THAT, AS SUCH OWNER, IT HAS CAUSED THE SAME TO BE PLATTED AS INDICATED HEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.  
IT FURTHER CERTIFIES THAT THE PROPERTY HEREIN CONSOLIDATED LIES WITHIN PALOS SCHOOL DISTRICT 118 AND CONSOLIDATED HIGH SCHOOL DISTRICT 230.  
DATED AT \_\_\_\_\_ ILLINOIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

\_\_\_\_\_  
DWAYNE STAROSTKA, President

STATE OF ILLINOIS )  
COUNTY OF COOK ) SS

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT DWAYNE STAROSTKA OF D L 3 SONS PROPERTIES, INC., PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS PRESIDENT, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE SIGNED AND DELIVERED THE SAID INSTRUMENT AS HIS OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF D L 3 SONS PROPERTIES, INC., FOR THE USES AND PURPOSES THEREIN SET FORTH.  
GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_

BY: \_\_\_\_\_ NOTARY PUBLIC  
MY COMMISSION EXPIRES \_\_\_\_\_

**LAND SURVEYOR**  
STATE OF ILLINOIS ) SS  
COUNTY OF COOK )  
I, MARK H. LANDSTROM, ILLINOIS PROFESSIONAL LAND SURVEYOR No. 2625, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED TRACT OF LAND:

LOT 9 (EXCEPT THE EAST 740 FEET THEREOF AND EXCEPT THE SOUTH 185 FEET OF THE WEST 220 FEET OF THE EAST 960 FEET THEREOF) IN GROVER C. ELMORE AND COMPANY'S PALOS PARK ESTATES, BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 5, 1950, AS DOCUMENT 14920281, IN COOK COUNTY, ILLINOIS;

AS SHOWN BY THE ANNEXED PLAT, WHICH IS TRUE AND CORRECT REPRESENTATION THEREOF. DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND BEARINGS SHOWN ARE BASED ON THE ILLINOIS EAST ZONE (2011) STATE PLANE COORDINATE SYSTEM AS DETERMINED BY GPS MEASUREMENT, AND THE AREA OF THE SUBDIVISION IS 135,338 SQUARE FEET = 3.107 ACRES (more or less).

I FURTHER CERTIFY THAT THE LAND INCLUDED IN THE ANNEXED PLAT IS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF ORLAND PARK, WHICH HAS ADOPTED A CITY PLAN AND EXERCISES THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODE.

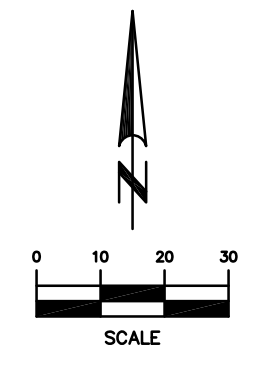
I FURTHER CERTIFY THAT ALL THE PROPERTY IS WITHIN ZONE X, UNSHADED AREAS OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS DESIGNATED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY ON THE FLOOD INSURANCE RATE MAP PANEL 17031C0614J, WITH AN EFFECTIVE DATE OF AUGUST 19, 2008, AND I HEREBY DESIGNATE THE VILLAGE OF ORLAND PARK TO RECORD THIS PLAT OF SUBDIVISION.

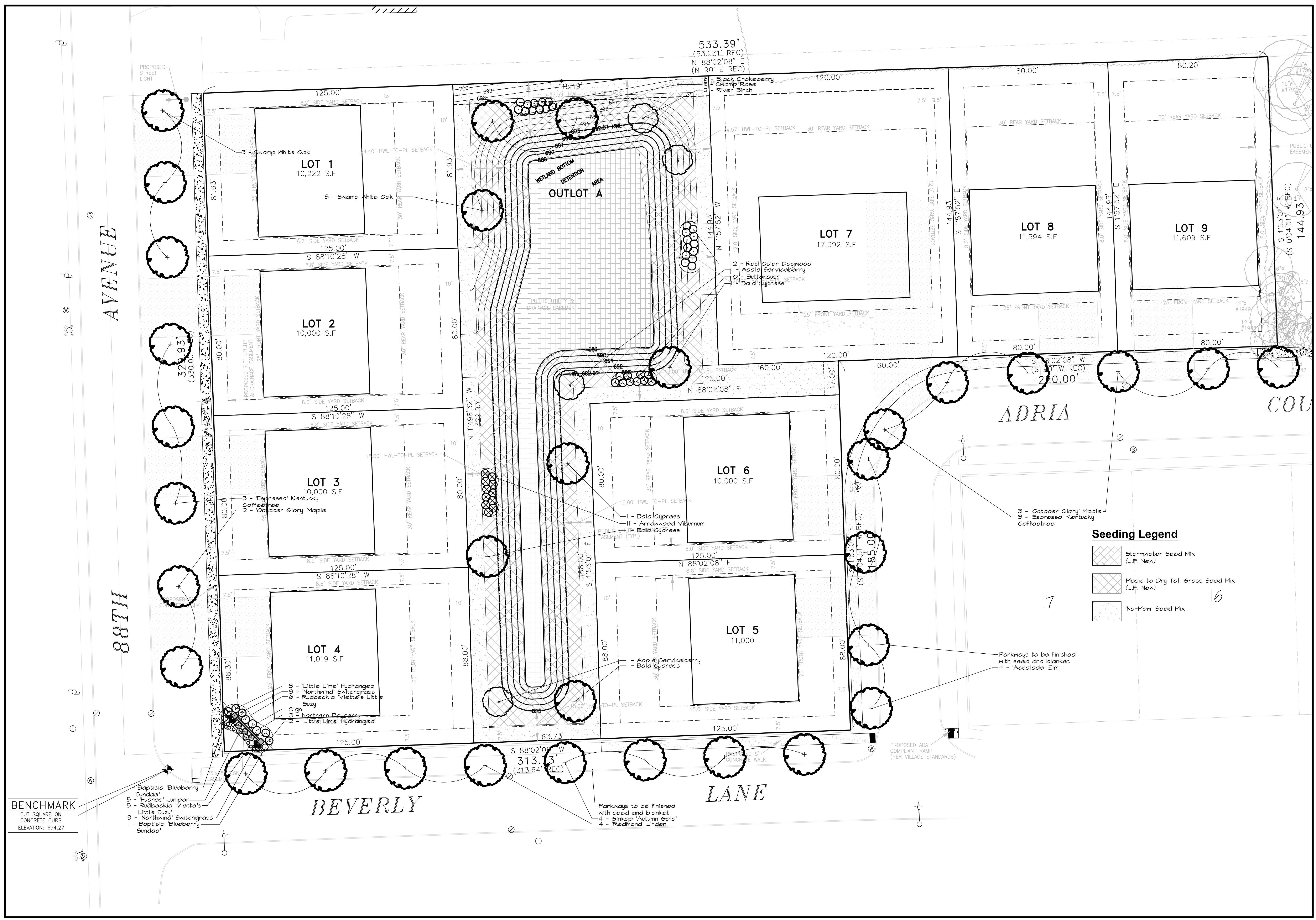
GIVEN UNDER MY HAND AND SEAL AT PALOS HILLS, ILLINOIS, THIS 30th DAY OF MARCH, A.D. 2020.

MARK H. LANDSTROM  
IPLS No. 2625  
LICENSE RENEWAL DATE: 11/30/2020

PREPARED FOR:  
DL3 SONS PROPERTIES INC.

PREPARED BY:  
**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-065577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone (708) 599-3737  
SURVEY No. 18-09-070-SUB-R4





**BENCHMARK**  
CUT SQUARE ON  
CONCRETE CURB  
ELEVATION: 694.27

- 1 - Baptisia Blueberry
- 2 - Sundae
- 3 - Hughes' Juniper
- 4 - Rudbeckia Viette's Little Suzy
- 5 - Little Lime Hydrangea
- 6 - Northwind Switchgrass
- 7 - Baptisia Blueberry
- 8 - Sundae

**Seeding Legend**

- Stormwater Seed Mix (J.F. New)
- Mesic to Dry Tall Grass Seed Mix (J.F. New)
- No-Mow Seed Mix

**CLARENCE DAVIDS & COMPANY**  
23900 W. 127th Street - Plainfield, IL 60585  
(815) 439 - 1177 office (815) 439 - 2271 fax  
clarencedavids.com



**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL  
**Landscape Plan**

**Scale: 1" = 20'-0"**

Proj. #: 19.1295.FV-sb	Date: 4/11/19
Sheet: 1 of 5	Revised: in 7/3/19
Drawn By: sb	Revised: in 9/4/19
Account Rep: aw	Revised: in 1/15/20

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**NATIVE SEEDING**  
(J.F. New)

**PART 1 GENERAL**

**1.1 QUALITY ASSURANCE**

- A. The seeding contractor shall have at least three years experience with native prairie seeding and shall have successfully performed at least five similar seeding projects.
- B. Seed should be obtained from local sources within 200 miles of the site if possible.

**1.2 SEASONAL CONSIDERATIONS: GENERAL GUIDELINES**

- A. November 1 Thru February 28. Seeding during this time should be protected from displacement due to water and wind erosion. Seeding on bare, graded surfaces must be protected with appropriate erosion control blankets on slopes steeper than 5:1, and with blown and crimped straw mulch at 1 ½ tons per acre on lesser slopes. Seed drilled into existing vegetation or flat ground not subject to erosion may not need erosion protection.
- B. March 1 Thru June 29 Seeding during this period is appropriate but germination of a portion of the seed may not occur until the following season due to lack of cold stratification to break seed dormancy. Blown and crimped straw mulch is recommended at 1 ½ - 2 tons per acre on bare soils. Mulch may not be required if seed is drilled into existing vegetation or flat ground not subject to erosion.
- C. June 30 Thru August 30. Installation of native seed should be suspended unless irrigation can be provided..
- D. September 1 Thru October 31. Seeding on graded, bare-soil surfaces must be protected with appropriate erosion control blankets on slopes <sup>3</sup> 5:1, and with blown and crimped straw mulch at 1 ½ tons per acre on lesser slopes. Seed drilled on flat ground not subject to erosion or into existing vegetation may not require erosion protection.
- E. These limits are to be considered general guidelines only and may be modified with the approval of the Restoration Consultant according to site conditions, local weather patterns, seed mix type, and other factors.

**1.3 SEED MIXTURES**

- A. All seed shall be true to genus and species. All seed packaging shall be tagged showing seed species, sources, and weights. The seed weights shall be based on pure live seed (pls) percentage for all species.
- B. Seed shall be shipped, stored and handled in a manner that will insure protection from damage and to maintain dormancy until planted.
- C. The composition and placement of seed mixes will be as shown on the plans. Species substitutions shall be approved by the Restoration Consultant.

**1.4 SEED PROTECTION**

- A. Areas with potential for high wave action or goose depredation that may dislodge newly planted seed, all seeded areas will be secured with 6" or 8" "U"-shaped wire erosion control blanket staples. Staple length is determined by the density of the planting substrate; softer substrates require longer length to hold seed bed adequately.
- B. In areas where the potential for goose depredation exists, such as retention basins or other areas adjacent to open water, waterfowl barriers shall be installed over seeded areas. Barriers shall consist of plastic enclosures supported with wooden stakes, adequately constructed to inhibit access by waterfowl for one growing season. Enclosures shall extend at least two feet in height above the plant tops. Methodology is to be approved by the restoration consultant. Barriers shall be removed after one growing season.

**1.5 SUBMITTALS**

- A. Materials: Prior to delivery of any materials to the site, submit to the Owner a complete list of all live herbaceous perennial plants, tubers, bulbs, and dormant rootstocks of herbaceous perennial plants to be used during this portion of the work. Include complete data on source, quantity, and quality. This submittal shall in no way be construed as permitting substitution for specific items described on the plans or in these specifications unless approved in writing by the Restoration Consultant.
- B. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.
- C. After the work is complete, submit to the Owner "as-built" plans including a listing of all species installed, and quantities installed. Mark in red ink on the original planting plan any field changes or deviations from the original plans.

**EROSION CONTROL**  
(J.F. New)

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. This section includes installation of North American Green S-75 (Or equivalent) erosion control blanket and blown straw mulch.

**1.2 QUALITY ASSURANCE**

- A. Qualifications of workers: provide at least one person who shall be present at all times during execution of this portion of the work, who shall be thoroughly familiar with this type of work and the type of materials being used. Said person shall also direct all work performed under this section.
- B. Standards: all materials used during this portion of the work shall meet or exceed applicable federal, state, county and local laws and regulations.

**1.3 SUBMITTALS**

- A. Materials: Prior to delivery of any materials to the site, submit to the Owner a complete list of all materials to be used during this portion of the work. Include complete data on source, quantity, and quality. This submittal will in no way be construed as permitting substitution for specific items described on the Plan set or in these Specifications unless approved in writing by the Restoration Consultant.
- B. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.
- C. After the work is complete, submit to the Owner "as-built" plans including a listing of all species installed, and quantities installed. Mark in red ink on the original planting plan any field changes or deviations from the original plans.

**1.4 PRODUCTS**

- A. All areas exiting as bare soil at the time of seed installation shall receive erosion control material application.
- B. Slopes <sup>3</sup> 5:1 shall receive a machine produced mat of straw fiber covered on both sides with a photo degradable extruded plastic or woven biodegradable netting having maximum openings of 0.5" to 1.0". The blanket shall be packaged in a perforated plastic bag and conform to the following physical specifications: Minimum blanket roll width: 42", Minimum unit weight: 0.8 lbs/yd2. North American Green S-75 shall be utilized for all
- C. Slopes < 5:1 shall receive clean, weed free native or agricultural straw mulch (oat straw will not be allowed).

**PART 1 EXECUTION**

**2.1 METHOD-EROSION CONTROL BLANKETS**

- A. Refer to the Plans for location of erosion blanket treatment areas.
- B. Install seed prior to applying erosion control blankets per the native seeding specification.
- C. If installation occurs between July 15th and November 1st, install cover crop with erosion control blanket at the time of construction, and hold native seed mix until the recommended optimum seeding dates. Before seeding native mix, remove blanket and mow off cover crop. Reinstall blanket after native seeding per manufacturer's specifications.
- D. Any day that seeding is performed the seeded area must be covered with appropriate erosion control measures. Anchor erosion control blanket at top of slope as shown on plans or as recommended by manufacturer. Install parallel to channel flow or in a diagonal cross slope pattern in short stretches where practical, and as recommended by manufacturer.
- E. Erosion control blanket shall be in full intimate contact with the topsoil but not stretched to the point where the integrity of its performance is jeopardized.
- F. Secure erosion blanket with staples as recommended by the manufacturer.
- G. Overlap erosion control blanket shingle-style not less than two inches in the direction of the current and install staples over seams every 36".
- H. Bury the erosion control blankets in an approximate 6" trench at the crown and toe of the slope or as recommended by the manufacturer.

**2.2 METHOD-CRIMPED STRAW MULCH**

- A. Install straw mulch in all seeded areas requiring erosion control that are not to be protected by erosion control blanket per the Plans.
- C. Straw mulch shall be applied by a mechanical means suitable for blowing straw at a rate of 1.5-2 tons per acre.
- D. Immediately proceeding blown straw application, the straw shall be crimped by one of the following means:
  1. A mulch anchoring tool. This is a mechanical tractor drawn implement designed to punch mulch into the soil effectively.
  2. A standard farm disc equipped with a blade that shall not cut the straw but place it firmly into the ground approximately 2.5" - 3" in depth.

**SEEDBED PREPARATION AND REGRADING**  
(J.F. New)

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. This section includes preparation of soil prior to seeding and/or removal of erosion rills and disturbance in the areas of the site existing as disturbed/unvegetated soil or eroded slopes.

**1.2 QUALITY ASSURANCE**

- A. Qualifications of workers: provide at least one person who shall be present at all times during execution of this portion of the work, who shall be thoroughly familiar with this type of work and the type of materials being used. Said person shall also direct all work performed under this section.
- B. Standards: all materials used during this portion of the work shall meet or exceed applicable federal, state, county and local laws and regulations.

**1.3 SUBMITTALS**

- A. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.

**PART 2 EXECUTION**

**2.1 METHOD-SOIL PREP AND REGRADING**

- A. **SHALLOW SLOPE, UNVEGETATED**--In areas existing in an unvegetated state at the inception of installation activities on the site and possessing a slope of < 5:1, soil shall be dragged with a disc, harrow, landscape rake, or box grader so that soil is tilled to a minimum depth of 4". For unvegetated areas with a slope greater than 10:1, ensure that the disc tracks or furrows run parallel to the contour so as not to encourage rilling.
- B. **SEVERE SLOPE, VEGETATED**--In areas existing in a vegetated state at the inception of installation activities, possessing a slope of <sup>3</sup> 5:1, and having significant soil loss due to erosion rill formation, soil shall be returned to original contour using a harrow, landscape rake, or box grader. In areas where soil loss is extreme, friable topsoil (available onsite) shall be imported by the Contractor at the direction of the Restoration Consultant.
- C. Topsoil shall be free of stones, lumps, plants, roots, and other debris over 2" in any dimension. Topsoil must also be free of plants or plant parts of quack grass, reed canary grass, Canada thistle, or others as specified by the restoration consultant.
- D. Any irregularities or undulations resulting from tilling or grading shall be fine graded and level prior to seeding.
- E. Soils shall not be compacted. A 150# person walking on soil should leave a ½" depression. Soils shall have a measured compaction following regrading no greater than 5 psi, based on Lang or Cone penetrometer measurements at the time of seeding or planting unless otherwise stated on the Plans or in the Specifications. If 10% or more of penetrometer readings are greater than 5 psi, disc, rotovate, and/or chisel plow said areas as necessary to reduce compaction.
- F. Re-check soil compaction as described above after tillage. Repeat treatment as necessary until 90% or more of planting area meets the standard.

**2.2 CLEAN-UP, REMOVAL, AND REPAIR**

- A. Clean up: Contractor shall keep work area free of debris. After the work is complete, clean up any remaining materials, debris, trash, etc. Avoid driving or walking over areas to minimize disturbance.
- B. Removal: after work has been completed remove any tools, equipment, empty containers, and all other debris generated by the Contractor.
- C. Repair: repair any damages caused by the Contractor during completion of the work described in this section.

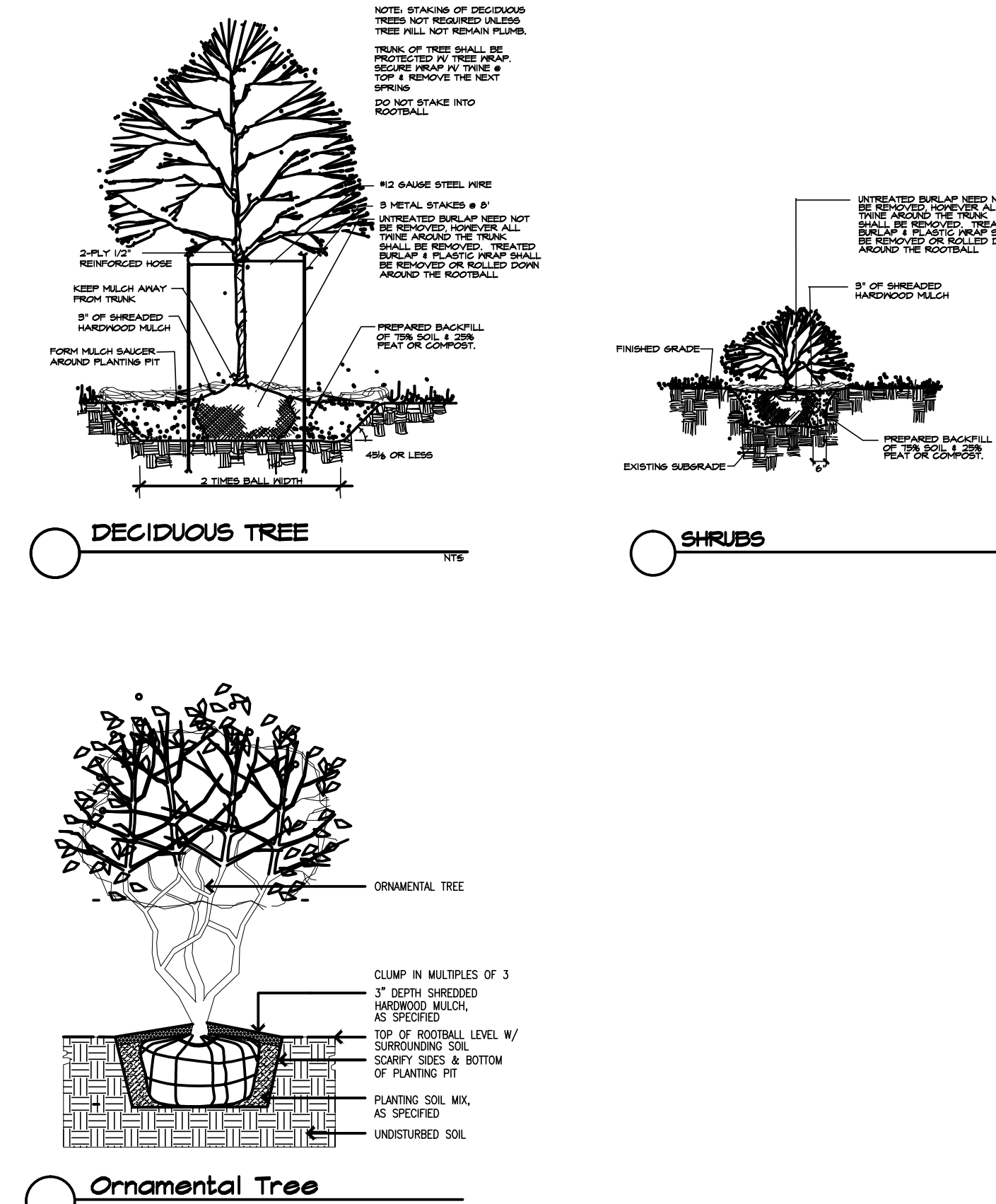
**2.3 INSPECTION**

- A. It is the responsibility of the Contractor to notify the Restoration Consultant a minimum of 48 hours prior to initiation of seedbed preparation and regrading activities to allow Restoration Consultant to schedule to be on site to direct and approve regrading and seedbed preparation activities.

**2.4 ACCEPTANCE AND GUARANTEE**

- A. Final acceptance: this portion of the work shall be considered 100% complete after the Contractor has completed soil preparation, and completed all required clean up as described in 2.2 of this section.

**Planting Details**



**Note:** In all plantings, mulch is not to cover root flare and should be kept away from the trunk of the tree or shrub. Root flare should remain visible after planting

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**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL

**Plant Requirements, Schedule and Details**


  
Scale: N/A

Date: 4/11/19	Revised: in 7/3/19	Revised: in 9/4/19	Revised: in 1/15/20
Proj. #: 19.1295.FV-sb	Sheet: 3 of 5	Drawn By: sb	Account Rep: aw

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**MONITORING AND MANAGEMENT PLAN FOR NATURALIZED LANDSCAPE AREAS LOCATED ON SINGLE-FAMILY RESIDENTIAL PROPERTIES**

**Introduction**

This document is intended to act as a Monitoring and Management Plan template for single-family residential homeowners wishing to install naturalized landscaping on their property. A Monitoring and Management Plan is required for single-family residential homeowners intending to install naturalized landscaping that exceed twelve inches (12") in height, as per **Section 6-305.F.2.c** of the Village of Orland Park Land Development Code. The purpose of the Monitoring and Management Plan is to help homeowners successfully establish naturalized landscaping on their property in lieu of conventional lawns, to provide standards that prevent the spread of nuisance species and measure the progress of the habitat, and guidelines for monitoring and reporting the success of the naturalized landscapes.

In all cases, requirements set forth in the Land Development Code shall supersede any conflict between the information provided in this document and the Land Development Code. A property owner shall apply to the Development Services Department and receive a written approval of a landscape plan and Monitoring and Management Plan prior to the installation of naturalized landscaping. Please see Page 9 of this document for a complete citation of Section 6-305.F.2.c.

For assistance with any aspect of this process, please contact the Development Services Department at (708) 403-5300.

**Benefits of Naturalized Landscaping**

Native plant species play a vital role in protecting water resources, providing wildlife habitat and creating beautiful landscapes. These benefits are sometimes referred to "ecosystem services" and provide benefits to human health, environment and economy. As people's appreciation of the natural beauty and benefits of native plants have grown, so has an interest in creating natural habitats around our own homes. The five main elements for successful naturalized landscape include:

- 1) Planning
- 2) Removal
- 3) Installation
- 4) Management
- 5) Monitoring

**1. Planning**

The first step in preparing a naturalized landscaping is to evaluate existing conditions and map the area where the landscaping will be installed. The Village allows up to **thirty percent (30%)** of the total existing open space in a resident's **rear and side yard**, setback a minimum of **three (3) feet** of any property line, to consist of naturalized landscaping that exceeds **twelve (12) inches** in height.

As per the Village's Land Development Code, a **Front Yard** means an area extending the full width of a lot between the front lot line and the nearest principal structure; a **Rear Yard** means an area extending the full width of a lot between the rear lot line and the nearest principal structure and a **Side Yard** means an area extending the depth of a lot from the front yard to the rear yard between the side lot line and the nearest principal structure. An example of where a front, side and rear yard are located is provided in **Figure 1. (Omitted)**

A **site plan** is required and should include a drawing of the lot drawn to scale on a sheet of paper not less than **8 1/2" x 11" inches** which contains: the location of property lines; location of structures, fences, existing drainage patterns and paved areas; location of each natural landscaping area; a list by scientific and common name of species intended to be planted and maintained within each area; and the setback distance of each natural area that will be located near any property line.

Any proposed soil amendments and levels of shade and sunlight should also be included on the plan, if proposed. Although the actual conditions and layout will likely vary dramatically from property to property, the basic elements of the example can be applied to most projects (i.e. north arrow, scale, property lines, etc.).

Selection of native plant species that are suitable for the type of soil, soil moisture, sunlight, on the property as well as providing the desired aesthetic appearance is critical for success. For instance, a property with full sun and rich soils can be planted as prairie with a combination of grasses and bright colorful forbs. A wooded habitat with dry, well drained soils can be planted with spring woodland or savanna species. An area with poorly drained soils can be planted with wetland species. Understanding the property's environmental conditions will help define the most appropriate planting area and design a successful naturalized landscape that the property owner will enjoy.

Naturalized landscaping provides opportunities to select a diverse variety of plants suitable for the site that will bloom throughout the year. Although they are not as colorful, it is important to include a variety of grass species in your planting as they contribute to the health of the naturalized landscape, provide root structure to help prevent weed growth and provide late fall and winter cover and visual interest. Plant spacing will depend on how much the plant will spread and grow out. A general rule of thumb that is often followed is to plant plugs twelve (12) inches to eighteen (18) inches on center. If establishing vegetation by seed, use a seed mix that includes a diverse combination of native forb and grass species using a minimum of twelve (12) to sixteen (16) pounds per acre. A cover crop of "annual" rye and oats are also typically included in a seed mix to minimize competition from undesirable species during the first year of establishment. Do not use **perennial** rye since this will compete with your native perennial species and is very difficult to eliminate once planted.

**2. Removal of Existing Vegetation**

The establishment of a naturalized habitat consisting of native plants that exceed twelve inches (12") in height including ferns, grasses, sedges, rushes, forbs, shrubs and trees is allowed under the Land Development Code. This is an intentional process and does not refer to allowing lawns or weeds to "go natural" on their own. Therefore, under most conditions the existing non-native vegetation must be eliminated in order to successfully plant the native vegetation through transplanting live plants or by seed.

Existing vegetation can be eliminated by physical removal, smothering, or chemical treatment. Physical removal is the most labor intensive option and can be accomplished by using tools such as a sod cutter, shovel or mechanical equipment to cut the turf below the root zone. Smothering is less labor intensive but can take a full growing season (5 to 6 months) to kill the turfgrass. Examples of smothering include covering the proposed planting area with materials such as black plastic sheeting, tarps, cardboard and mulch, used construction materials like sheetrock or plywood, used carpeting, or other opaque material. The key is to eliminate all sunlight for an extended period of time. The quickest method of turf elimination is the use of non-specific, short-duration chemical herbicides such as glyphosate. Because glyphosate affects metabolism in plants but not animals, it has very low toxicity to humans. Although it is possible to use these chemicals safely, it is extremely important to carefully follow manufacturer's directions for use, especially when working near wetlands or water resources.

**3. Installation**

Native landscaping relies on the plant species that have lived in our region for thousands of years and have evolved to local growing conditions including climate, soils, precipitation and wildlife. Therefore, whenever possible it is recommended to utilize native plants and seed that are derived from local genetic sources, typically from within a 150 mile radius. These plants are commonly referred to as a "local genotype". The use of local genotypes helps ensure the plants will perform optimally and require the least amount of supplemental watering or management. There are many nurseries, native plant retailers, and native plant sales that are able to provide native species from local genotypes.

Native herbaceous vegetation can be established using live plugs, potted plants or seed. Using live plugs or potted plants can be more costly than seed but provides the fastest establishment of a native landscape. Plugs are small rooted plants that typically become established in weeks rather than months (as by seed) and can reach a flowering size in the first year. Plants may also be available in quarts or gallon sizes to provide a more immediate aesthetic appearance. This can be particularly useful in high visibility or high traffic areas. Seed can be the least costly installation method and can be particularly useful for planting large areas. However, establishment by seed may require additional soil preparation, specialized equipment and can take two to three years to develop the appearance of a naturalized landscape. Other benefits of plugs are that they are easy to identify and weed around and provide greater control over the placement of species.

**4. Management**

When properly planted and established, naturalized landscapes are low maintenance compared to conventional landscaping. However, this does not mean "no maintenance", especially during the first few years after planting. Native plants spend the first two to three years developing roots and typically require watering and weeding until their deep roots are established. If it does not rain, water plants weekly over the first year making sure to allow the water to soak deep into the soil. Once the roots are established, additional watering will not be needed. Fertilizing of native plants is not required at all. In fact, adding fertilizer provides an advantage to non-native or invasive plant species and actually encourages the growth of undesirable weeds. Therefore, a homeowner would be paying for fertilizer they don't need and paying even more to correct the problems created by the fertilizer. Although native vegetation also does not require the application of pesticides, a limited amount of herbicide may be necessary to control invasive species as part of the long-term management of a naturalized landscape.

**a. Short-Term**

Annual weed species often dominate a new planting. The weed species can be controlled by hand-pulling, mowing or spot spraying/hand-wicking with herbicide. The early identification and elimination of undesirable species is the most effective form of control. Therefore, it is important to develop good plant identifications skills for the plants you want to keep in the landscape and those you do not. High mowing should be timed and performed to eliminate or prevent the development of seed heads and the production of seed from undesirable species while avoiding damage to desirable species. For instance, native species tend to be shorter than the non-native weeds during the late spring. Therefore, the height of a mower can be set above the native vegetation to cut as low as possible without injuring the native species (typically about 8 inches). Otherwise, a hand held weed-eater or hand scythe can be used to target and cut undesirable species close to the ground or to cut higher when in close proximity to native vegetation. By the second or third year the native plants will be more established and weeding will become minimal as the native landscape matures.

(see appendix on sheet 5)

**b. Long-Term**

Long-term maintenance will likely require a combination of spring mowing, hand-pulling, spot-herbicide applications and supplemental planting. Prior to European settlement, periodic fires were a natural occurrence in the region so many of our native plants and ecosystems evolved to be dependent on fire. Therefore, controlled burns are a common tool for managing natural areas including prairies, wetlands and forests. Residents interested in utilizing controlled burns will need to comply with all state and local regulations and may wish to hire a professional that specializes in natural resource management. Since controlled burns may not be appropriate management tools for suburban areas, annual fall or spring mowing can be used to replace many the benefits of fire in naturalized landscapes on residential properties. Mowing should be performed in the late fall or early spring, before the start of the growing season, at a height of approximately 6 to 8 inches. This will remove the previous year's growth, allow sunlight to reach the ground, promote healthy vegetation growth, and maintain a neater appearance. To prevent smothering, thatch material will likely need to be collected and removed from the naturalized landscape. Landscape material can be composted on-site or removed through the Villages' Yard Waste program. Waste Management provides Orland Park residents with yard waste collection from April 1 to November 30 using the proper paper collection bags or carts. Contact Waste Management of the South Suburbs at 800-796-9696 for more information.

Invasive species are plants, animal or fungus species that are not native to a specific location, which have the tendency to spread aggressively, and are believed to cause damage to the environment, human health, or human economy. Owners of naturalized landscapes must continuously monitor the habitat for invasive plant species since they spread rapidly in today's landscape and can quickly degrade a naturalized area. Early identification and eradication is the most cost effective form of invasive species management since undesirable plants are not allowed to establish or go to seed. In most cases the invasive plant can simply be pulled out by hand. However, certain species such as common buckthorn (*Rhamnus cathartica*), Amur honeysuckle (*Lonicera maackii*), Tartarian honeysuckle (*Lonicera tartarica*), cut-leaved teasel (*Dipsacus laciniatus*) or common reed (*Phragmites australis*) may require a combination of cutting and herbicide treatment. Property owners may want to refer to organizations such as the Midwest Invasive Plant Network at [www.mipn.org](http://www.mipn.org) for more information including species identification and proper eradication methods.

Over time, residents may wish to increase the species diversity of the naturalized landscape area. This can be accomplished by transplanting live plants or adding native seed. Live plants or seed may also need to be added to areas where planted species have not been successful or the eradication of weeds has left bare patches. The addition of new plants can increase the biodiversity of the habitat, attract new species of wildlife (i.e. species of butterflies, birds, etc.) and help to prevent the development of bare spots by maintaining full coverage.

(see appendix on sheet 5)

**5. Monitoring**

A properly installed naturalized planting will provide an aesthetically attractive, environmentally beneficial low maintenance landscape. After the naturalized landscape has initially been established, residents should continually monitor the habitat to protect their investment and ensure the naturalized landscape will continue to provide enjoyment. The intent of the Single-Family Residential Naturalized Landscaping ordinance is to promote the use of native plants and natural habitat on residential properties while avoiding the pitfalls that can occur from poor implementation or communication. In order to comply with the Ordinance a property must be inspected by a Village inspector or designee annually, or as determined by the Development Services Department, and the following performance criteria must be met:

- a. By the end of the third growing season at least 90 percent of the planted naturalized landscape area, visually estimated by aerial cover, shall be covered with live vegetation.
- b. By the end of the third growing season at least 70 percent of the vegetation in the planted naturalized landscape areas shall be plant species native to the Chicago Region.
- c. None of the three-most dominant species present may be non-native or weedy, including but not limited to the following:

<u>Woody Plants</u>	
<i>Acer negundo</i>	Box elder
<i>Alnus glutinosa</i>	Black Alder
<i>Elaeagnus umbellata</i>	Autumn olive
<i>Euonymus alatus</i>	Burning bush
<i>Lonicera</i> spp.	Honeysuckle
<i>Rhamnus</i> spp.	Buckthorn
<i>Robinia pseudoacacia</i>	Black locust
<i>Rosa multiflora</i>	Multiflora rose
<i>Ulmus pumila</i>	Siberian elm

<u>Broadleaf Plants</u>	
<i>Alliaria petiolata</i>	Garlic mustard
<i>Ambrosia</i> spp.	Ragweed
<i>Arctium</i> spp.	Burdock
<i>Carduus nutans</i>	Musk thistle
<i>Centaurea maculosa</i>	Spotted knapweed
<i>Cirsium arvense</i>	Canada thistle
<i>Conium maculatum</i>	Spotted hemlock
<i>Coronilla varia</i>	Crown vetch
<i>Daucus carota</i>	Wild carrot
<i>Dipsacus</i> spp.	Teasel
<i>Euphorbia escula</i>	Leafy spurge
<i>Hesperis matronalis</i>	Dame's rocket
<i>Lotus corniculatus</i>	Bird's-foot trefoil
<i>Lythrum salicaria</i>	Purple loosestrife
<i>Medicago</i> spp.	Alfalfa/medick
<i>Mellilotus</i> spp.	Sweetclover
<i>Pastinaca sativa</i>	Wild parsnip
<i>Polygonum cuspidatum</i>	Japanese knotweed
<i>Solidago altissima</i>	Tall goldenrod
<i>Solidago sempervirens</i>	Seaside goldenrod
<i>Trifolium</i> spp.	Clover
<i>Typha</i> spp.	Cattails

<u>Grass-like Plants</u>	
<i>Agropyron repens</i>	Quackgrass
<i>Bromus tectorum</i>	Cheatgrass
<i>Bromus japonicus</i>	Japanese brome
<i>Bromus inermis</i>	Smooth brome
<i>Phalaris arundinacea</i>	Reed canarygrass
<i>Phragmites australis</i>	Common reed
<i>Poa pratensis</i>	Kentucky bluegrass

**6. APPROVAL**

<b>VILLAGE OF ORLAND PARK</b>	<b>PETITIONER/OWNER</b>
Approved By: _____	Submitted By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Property Address: _____
Date: _____	Contact Phone: _____
	Contact Email: _____
	Date: _____

- d. If any of these criteria are not met, a remedial action plan shall be prepared that specifies a proposed course of action to bring the naturalized landscape area into compliance.
- e. These criteria shall be maintained in perpetuity.

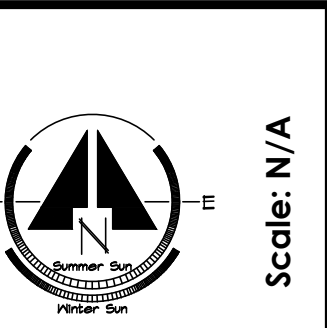
Upon installation of a naturalized landscape area, the site shall be inspected by a Village inspector or designee to verify compliance with the approved landscape plan and proper maintenance of the natural landscape area. After a successful inspection, the property owner will be provided with a letter from the Village certifying that the naturalized landscape has been inspected and meets the criteria of the Village Ordinance. Permission for single-family residential natural landscaping may be revoked with cause, such as failure of the owners to manage the areas or to respond to notices of creation of a nuisance or violation of the weed control ordinance, as determined by the Development Services Department.



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**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL

**Maintenance and Monitoring Plan**



Scale: N/A

Proj. #: 19-1295.FV-sb	Date: 4/11/19
Sheet 4 of 5	Revised: in 7/3/19
Drawn By: sb	Revised: in 9/4/19
Account Rep: aw	Revised: in 1/15/20

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Appendix 1  
Near-term Management & Maintenance Tasks for Naturalized Landscapes.

Activity	Calendar																							
	2x /month	Monthly	Every other month	Quarterly	Semi-annual	Annual	After major storms *	As needed	Year 1	Year 2	Year 3	J	F	M	A	M	J	J	A	S	O	N	D	
<b>Debris/Litter Management</b> Remove trash (e.g., paper, plastic, brush, grass clippings, etc.) from inlet/outlet structures, basin slopes, and bottom and dispose in appropriate off-site location.			X				X		X	X	X													
<b>Stormwater Structure Management</b> Perform inspection of control structure/spillway and clean-out/repair and dispose of debris in an appropriate off-site location. Inspect basin/pond slopes and embankments. Perform corrective maintenance any time the pond takes longer than design time to return to +6 inches of NWL.	X (until stable)				X		X		X	X	X													X
<b>SESC Management</b> Maintain SESC devices in functional condition at all times and correct deficiencies immediately. Conduct inspection within 24 hours of 1" storm event. Repair damage to slopes/embankment, including undercut or eroded areas if 1.0 sq. m. in size or 5 lin. ft. or 4 in x 4 in wide or greater. Repair and revegetate eroded areas.							X		X				X	X	X	X	X	X	X	X	X	X	X	X
<b>Vegetation Management</b> <i>General Weed Management</i> Control invasive/non-invasive weeds as appropriate to each species. This may require different treatment times for different plant species. Treatment mechanisms may include mowing, hand cutting, prescribed burning, herbicide application, or a combination of methods. Species include but are not limited to the following: Buckthorn Bush honeysuckle Cattails Common reed Purple loosestrife Reed canarygrass Sweet Clover <i>General Weed Management CONT.</i> Thistles Teasel <i>Prescribed burning</i> Have a qualified burn contractor conduct prescribed burning as fuel and weather conditions allow. If conditions prevent burning, conduct a high mow the following growing season. <i>Mowing</i> Conduct variable-height mowing to prevent weed seed production. Conduct single-season mow in place of prescribed burning. <i>Clearing/Removal</i> Remove wetland plants killed by sediment build up to prepare bed for replanting. Dispose of material at an appropriate off-site location. <i>Replanting</i> Replace/supplement wetland and upland vegetation to meet performance standards.							X		X				X	X	X	X	X	X	X	X	X	X	X	X
<b>Other Management Actions</b> Manage wildlife and control mosquitos.							X						X	X	X	X	X	X	X	X	X	X	X	X
<b>Vegetation Monitoring</b> <i>Installation and Establishment</i> Conduct routine vegetation monitoring for compliance with performance standards, note progress of vegetation development and presence and extent of invasive plants.					X				X	X	X												X	X
<b>Reporting</b> <i>Installation</i> Submit installation documentation within 10 days of completing landscape work. <i>Establishment</i> Prepare and submit to village an annual monitoring report. Growing Season: 1 March to 31 October * Major Storms >1 inch within a 24-hour period.								X		X	X	X												

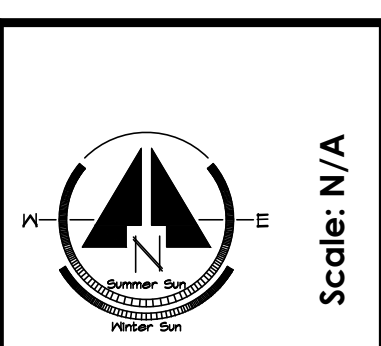
Appendix 2  
Long-term Management & Maintenance Tasks for Naturalized Landscapes.

Activity	Schedule																								
	Every other month	Quarterly	Semi-annual	Annual	As needed	After major storms *	Every 2 to 3 years	Every 5 to 10 years	J	F	M	A	M	J	J	A	S	O	N	D					
<b>Debris/Litter Management</b> Remove trash (e.g., paper, plastic, brush, grass clippings, etc.) from inlet/outlet structures, basin slopes, and bottom and dispose in appropriate off-site location.	X					X																			
<b>Structural Management</b> Perform structural inspection of control structure/spillway and clean-out/repair and dispose of debris in an appropriate off-site location. Inspect basin/pond slopes and embankments. Repair damage to slopes/embankment, including undercut or eroded areas if 1 m2 in size or 5 lin. ft. or 4 in x 4 in wide or greater. Perform corrective maintenance any time a basin takes longer than design time to return to +6 inches of NWL. Remove sediment and return basin to original grades when plants are choked with sediment, pool volume has become significantly reduced (>20 percent), or basin becomes eutrophic.		X											X										X		
<b>Vegetation Management</b> <i>General Weed Management</i> Control invasive/non-invasive weeds as appropriate to each species. This may require different treatment times for different plant species. Treatment mechanisms may include mowing, hand cutting, prescribed burning, herbicide application, or a combination of methods. Species include but are not limited to the following: Buckthorn Bush honeysuckle Cattails Common reed Purple loosestrife <i>General Weed Management CONT.</i> Reed Canarygrass Sweet Clover Teasel Thistles <i>Prescribed burning</i> Have a qualified burn contractor conduct prescribed burning as fuel and weather conditions allow. If conditions prevent burning, conduct a high mow the following growing season. <i>Mowing</i> Conduct a high mow (12 inches) to prevent weed seed production. Conduct single-season mow in place of prescribed burning. <i>Clearing/Removal</i> Remove wetland plants killed by sediment build up to prepare bed for replanting and dispose of at an appropriate off-site location. <i>Replanting</i> Install supplemental plugs and/or seed when a) more than half of the emergent plantings do not persist, b) the slope has an area greater than 1.0 sq. m. devoid of vegetation, c) the shoreline has any area more than 5 ft long devoid of vegetation, or d) any area is actively eroding.																							X	X	X
<b>Other Management Actions</b> Review inspection program and checklists to determine if more detailed inspections or other information are needed, to determine if fees cover maintenance costs, and to update phone numbers and addresses of inspectors, contractors, etc. Maintain and upkeep fencing, refresh planting beds, enforce access restrictions, etc. Manage wildlife and control mosquitos.						X								X											
<b>Vegetation Monitoring</b> Conduct more formal vegetation assessment (e.g., contract a specialist to evaluate status of vegetation development, determine the presence and extent of invasive plants, make recommendations for management, and prepare a status report). Reporting Prepare and submit to Village a periodic monitoring report. Growing Season: 1 March to 31 October * Major Storms >1 inch within a 24-hour period.																									



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Megan Nicole Ridge Subdivision  
132nd and 88th Ave.  
Orland Park, IL  
Maintenance and Monitoring Appendix 1 + 2



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Revised: in 9/4/19  
Revised: in 1/15/20  
Scale: N/A

Proj. #: 19-1295-FV-sb  
Sheet: 5 of 5  
Drawn By: sb  
Account Rep: aw

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# PRELIMINARY SITE PLAN FOR MEGAN NICOLE RIDGE SUBDIVISION

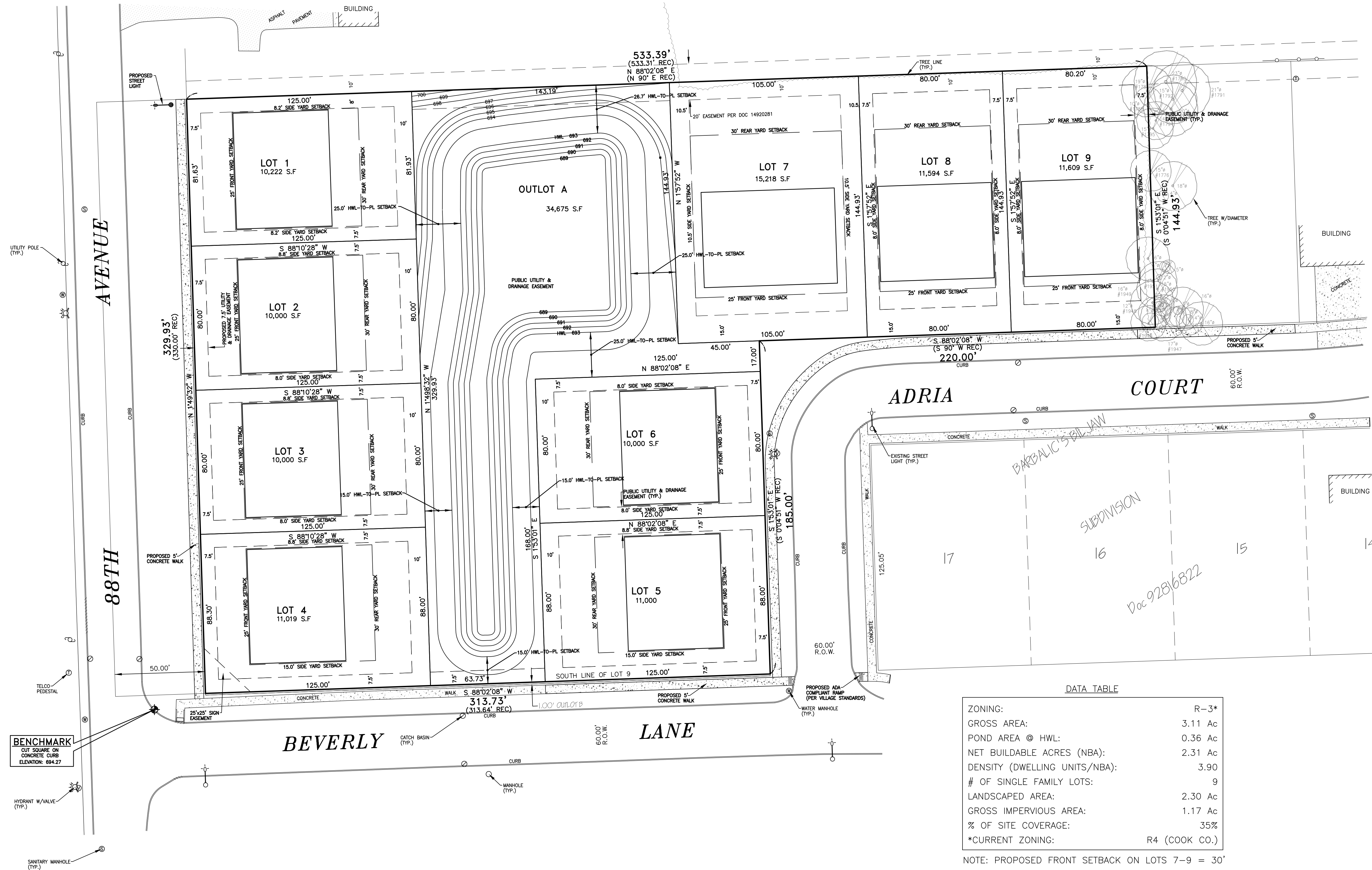
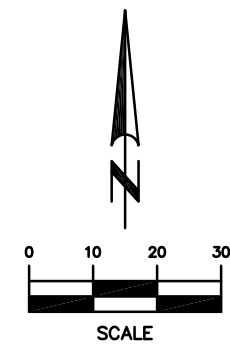
132ND STREET & 88TH AVENUE  
ORLAND PARK, IL

LEGAL DESCRIPTION

BEING A SUBDIVISION IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

DEVELOPER:

DL3 SONS PROPERTIES INC.  
P.O. BOX 302  
MIDLOTHIAN, IL 60405  
(708) 612-1082



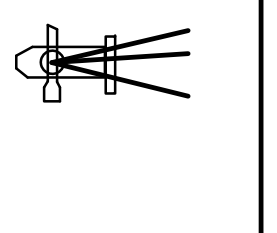
DATA TABLE

ZONING:	R-3*
GROSS AREA:	3.11 Ac
POND AREA @ HWL:	0.36 Ac
NET BUILDABLE ACRES (NBA):	2.31 Ac
DENSITY (DWELLING UNITS/NBA):	3.90
# OF SINGLE FAMILY LOTS:	9
LANDSCAPED AREA:	2.30 Ac
GROSS IMPERVIOUS AREA:	1.17 Ac
% OF SITE COVERAGE:	35%
*CURRENT ZONING:	R4 (COOK CO.)

NOTE: PROPOSED FRONT SETBACK ON LOTS 7-9 = 30'

REV.	DATE	REVISIONS
B.H.	7/8/19	ISSUED FOR REVIEW
B.H.	8/28/19	VILLAGE COMMENTS
B.H.	9/30/19	VILLAGE COMMENTS
B.H.	1/15/20	VILLAGE COMMENTS
B.H.	5/20/20	POND SETBACK REVISIONS

**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-005577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone: (708) 599-5337  
Fax: (708) 599-2281



MEGAN NICOLE RIDGE SUBDIVISION  
132ND & 88TH AVENUE, ORLAND PARK, IL  
PRELIMINARY SITE PLAN

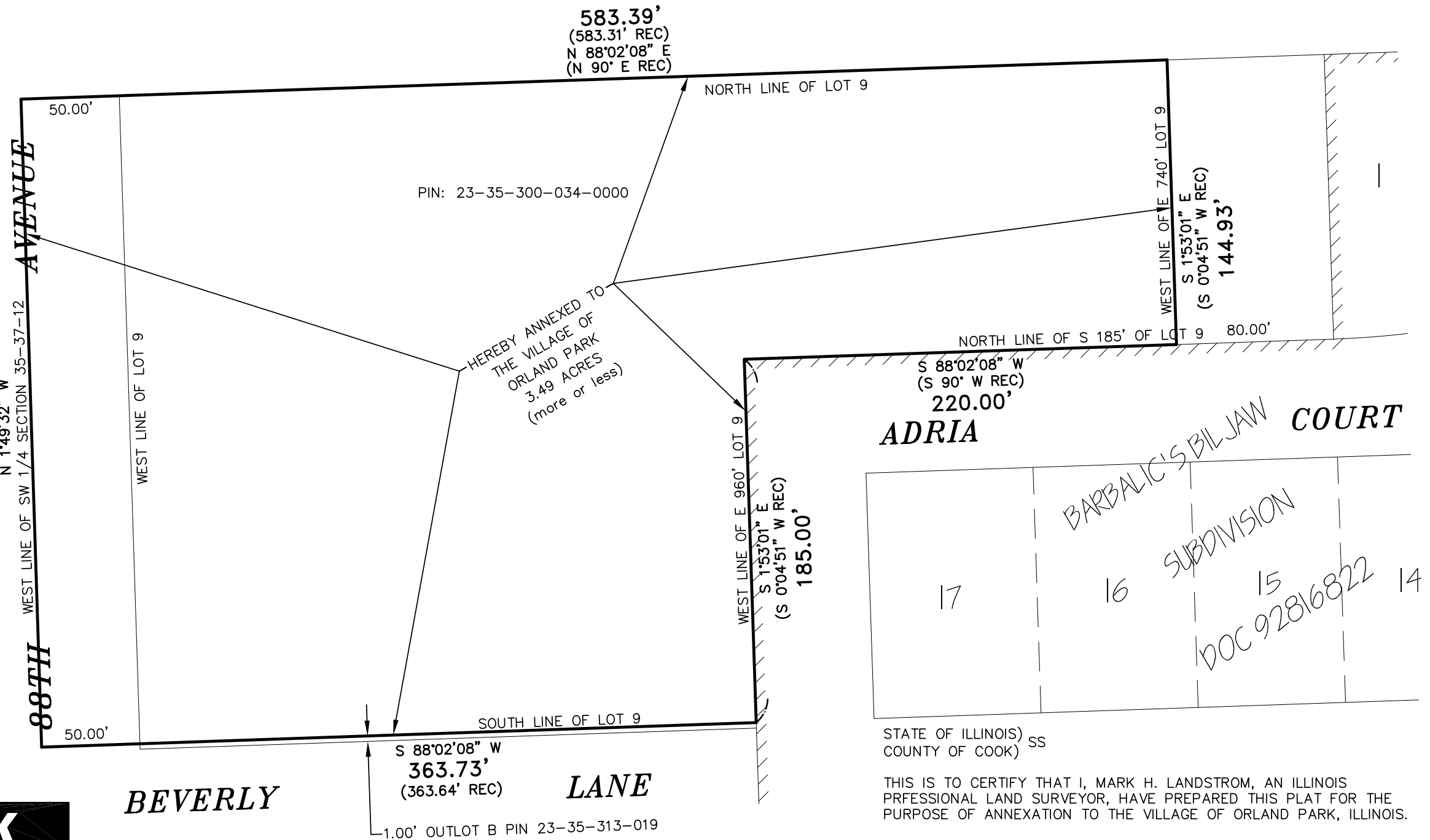
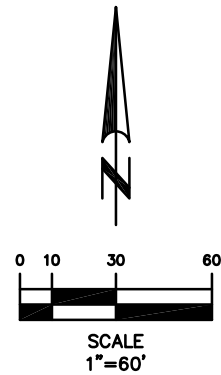
DRAWN BY: T.G.  
DESIGNED BY: B.H.  
CHECKED BY: M.L.

SHEET  
**PSP1**  
18-09-070

# PLAT OF ANNEXATION TO THE VILLAGE OF ORLAND PARK

LOT 9 (EXCEPT THE EAST 740 FEET THEREOF AND EXCEPT THE SOUTH 185 FEET OF THE WEST 220 FEET OF THE EAST 960 FEET THEREOF) IN GROVER C. ELMORE AND COMPANY'S PALOS PARK ESTATES, BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 16, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 5, 1950, AS DOCUMENT 14920281, IN COOK COUNTY, ILLINOIS.

LEGEND	
LIMITS OF LAND PER LEGAL DESCRIPTION	—————
ADJACENT LAND PARCEL LINE	—————
EXISTING CORPORATE LIMITS OF THE VILLAGE OF ORLAND PARK	//////



PREPARED FOR:  
DL3 SONS PROPERTIES INC.  
PREPARED BY:



DESIGN FIRM REGISTRATION NO. 184-005577

7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone (708) 599-3737

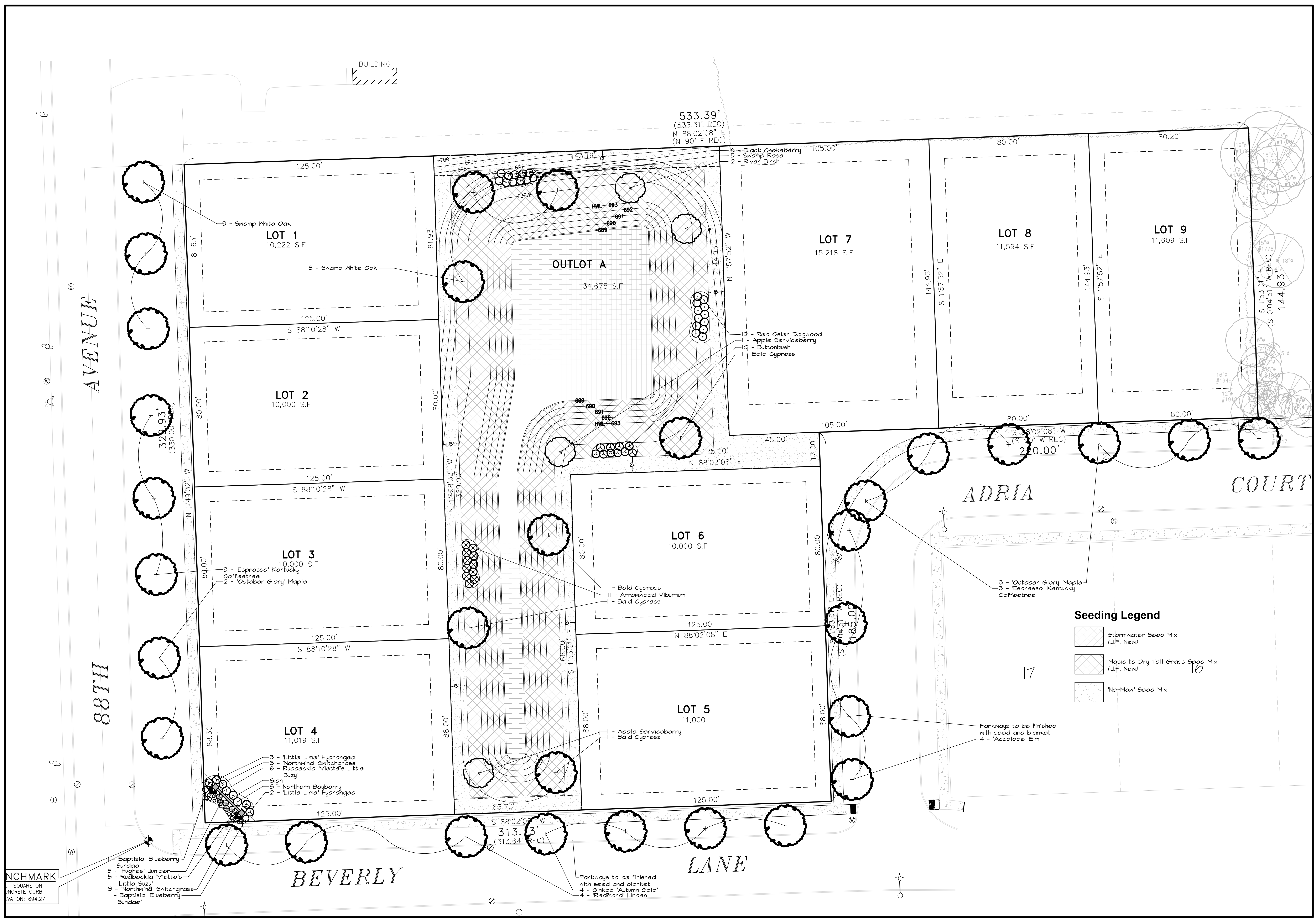
PROJECT No. 18-09-070-ANNEX-R2

STATE OF ILLINOIS) SS  
COUNTY OF COOK)

THIS IS TO CERTIFY THAT I, MARK H. LANDSTROM, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, HAVE PREPARED THIS PLAT FOR THE PURPOSE OF ANNEXATION TO THE VILLAGE OF ORLAND PARK, ILLINOIS.

GIVEN UNDER MY HAND AND SEAL THIS 26TH DAY OF MAY A.D. 2020.

\_\_\_\_\_  
MARK H. LANDSTROM  
IPLS No. 2625  
LICENSE RENEWAL DATE: NOVEMBER 30, 2020



NCHMARK  
1 SQUARE ON  
CONCRETE CURB  
ELEVATION: 694.27

**CLARENCE DAVIDS & COMPANY**  
23900 W. 127th Street - Plainfield, IL 60585  
(815) 439 - 1177 office (815) 439 - 2271 fax  
clarencedavids.com

**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL

**Landscape Plan**

Proj. #: 19.1295.FV-sb	Date: 4/11/19
Sheet: 1 of 5	Revised: in 7/3/19
Drawn By: sb	Revised: in 9/4/19
Account Rep: aw	Revised: in 5/26/20

Scale: 1" = 20'-0"

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**NATIVE SEEDING**  
(J.F. New)

**PART 1 GENERAL**

**1.1 QUALITY ASSURANCE**

- A. The seeding contractor shall have at least three years experience with native prairie seeding and shall have successfully performed at least five similar seeding projects.
- B. Seed should be obtained from local sources within 200 miles of the site if possible.

**1.2 SEASONAL CONSIDERATIONS: GENERAL GUIDELINES**

- A. November 1 Thru February 28. Seeding during this time should be protected from displacement due to water and wind erosion. Seeding on bare, graded surfaces must be protected with appropriate erosion control blankets on slopes steeper than 5:1, and with blown and crimped straw mulch at 1 ½ tons per acre on lesser slopes. Seed drilled into existing vegetation or flat ground not subject to erosion may not need erosion protection.
- B. March 1 Thru June 29 Seeding during this period is appropriate but germination of a portion of the seed may not occur until the following season due to lack of cold stratification to break seed dormancy. Blown and crimped straw mulch is recommended at 1 ½ - 2 tons per acre on bare soils. Mulch may not be required if seed is drilled into existing vegetation or flat ground not subject to erosion.
- C. June 30 Thru August 30. Installation of native seed should be suspended unless irrigation can be provided..
- D. September 1 Thru October 31. Seeding on graded, bare-soil surfaces must be protected with appropriate erosion control blankets on slopes <sup>3</sup> 5:1, and with blown and crimped straw mulch at 1 ½ tons per acre on lesser slopes. Seed drilled on flat ground not subject to erosion or into existing vegetation may not require erosion protection.
- E. These limits are to be considered general guidelines only and may be modified with the approval of the Restoration Consultant according to site conditions, local weather patterns, seed mix type, and other factors.

**1.3 SEED MIXTURES**

- A. All seed shall be true to genus and species. All seed packaging shall be tagged showing seed species, sources, and weights. The seed weights shall be based on pure live seed (pls) percentage for all species.
- B. Seed shall be shipped, stored and handled in a manner that will insure protection from damage and to maintain dormancy until planted.
- C. The composition and placement of seed mixes will be as shown on the plans. Species substitutions shall be approved by the Restoration Consultant.

**1.4 SEED PROTECTION**

- A. Areas with potential for high wave action or goose depredation that may dislodge newly planted seed, all seeded areas will be secured with 6" or 8" "U"-shaped wire erosion control blanket staples. Staple length is determined by the density of the planting substrate; softer substrates require longer length to hold seed bed adequately.
- B. In areas where the potential for goose depredation exists, such as retention basins or other areas adjacent to open water, waterfowl barriers shall be installed over seeded areas. Barriers shall consist of plastic enclosures supported with wooden stakes, adequately constructed to inhibit access by waterfowl for one growing season. Enclosures shall extend at least two feet in height above the plant tops. Methodology is to be approved by the restoration consultant. Barriers shall be removed after one growing season.

**1.5 SUBMITTALS**

- A. Materials: Prior to delivery of any materials to the site, submit to the Owner a complete list of all live herbaceous perennial plants, tubers, bulbs, and dormant rootstocks of herbaceous perennial plants to be used during this portion of the work. Include complete data on source, quantity, and quality. This submittal shall in no way be construed as permitting substitution for specific items described on the plans or in these specifications unless approved in writing by the Restoration Consultant.
- B. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.
- C. After the work is complete, submit to the Owner "as-built" plans including a listing of all species installed, and quantities installed. Mark in red ink on the original planting plan any field changes or deviations from the original plans.

**EROSION CONTROL**  
(J.F. New)

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. This section includes installation of North American Green S-75 (Or equivalent) erosion control blanket and blown straw mulch.

**1.2 QUALITY ASSURANCE**

- A. Qualifications of workers: provide at least one person who shall be present at all times during execution of this portion of the work, who shall be thoroughly familiar with this type of work and the type of materials being used. Said person shall also direct all work performed under this section.
- B. Standards: all materials used during this portion of the work shall meet or exceed applicable federal, state, county and local laws and regulations.

**1.3 SUBMITTALS**

- A. Materials: Prior to delivery of any materials to the site, submit to the Owner a complete list of all materials to be used during this portion of the work. Include complete data on source, quantity, and quality. This submittal will in no way be construed as permitting substitution for specific items described on the Plan set or in these Specifications unless approved in writing by the Restoration Consultant.
- B. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.
- C. After the work is complete, submit to the Owner "as-built" plans including a listing of all species installed, and quantities installed. Mark in red ink on the original planting plan any field changes or deviations from the original plans.

**1.4 PRODUCTS**

- A. All areas exiting as bare soil at the time of seed installation shall receive erosion control material application.
- B. Slopes <sup>3</sup> 5:1 shall receive a machine produced mat of straw fiber covered on both sides with a photo degradable extruded plastic or woven biodegradable netting having maximum openings of 0.5" to 1.0". The blanket shall be packaged in a perforated plastic bag and conform to the following physical specifications: Minimum blanket roll width: 42", Minimum unit weight: 0.8 lbs/yd2. North American Green S-75 shall be utilized for all
- C. Slopes < 5:1 shall receive clean, weed free native or agricultural straw mulch (oat straw will not be allowed).

**PART 1 EXECUTION**

**2.1 METHOD-EROSION CONTROL BLANKETS**

- A. Refer to the Plans for location of erosion blanket treatment areas.
- B. Install seed prior to applying erosion control blankets per the native seeding specification.
- C. If installation occurs between July 15th and November 1st, install cover crop with erosion control blanket at the time of construction, and hold native seed mix until the recommended optimum seeding dates. Before seeding native mix, remove blanket and mow off cover crop. Reinstall blanket after native seeding per manufacturer's specifications.
- D. Any day that seeding is performed the seeded area must be covered with appropriate erosion control measures. Anchor erosion control blanket at top of slope as shown on plans or as recommended by manufacturer. Install parallel to channel flow or in a diagonal cross slope pattern in short stretches where practical, and as recommended by manufacturer.
- E. Erosion control blanket shall be in full intimate contact with the topsoil but not stretched to the point where the integrity of its performance is jeopardized.
- F. Secure erosion blanket with staples as recommended by the manufacturer.
- G. Overlap erosion control blanket shingle-style not less than two inches in the direction of the current and install staples over seams every 36".
- H. Bury the erosion control blankets in an approximate 6" trench at the crown and toe of the slope or as recommended by the manufacturer.

**2.2 METHOD-CRIMPED STRAW MULCH**

- A. Install straw mulch in all seeded areas requiring erosion control that are not to be protected by erosion control blanket per the Plans.
- C. Straw mulch shall be applied by a mechanical means suitable for blowing straw at a rate of 1.5-2 tons per acre.
- D. Immediately proceeding blown straw application, the straw shall be crimped by one of the following means:
  1. A mulch anchoring tool. This is a mechanical tractor drawn implement designed to punch mulch into the soil effectively.
  2. A standard farm disc equipped with a blade that shall not cut the straw but place it firmly into the ground approximately 2.5" - 3" in depth.

**SEEDBED PREPARATION AND REGRADING**  
(J.F. New)

**PART 1 GENERAL**

**1.1 DESCRIPTION**

- A. This section includes preparation of soil prior to seeding and/or removal of erosion rills and disturbance in the areas of the site existing as disturbed/unvegetated soil or eroded slopes.

**1.2 QUALITY ASSURANCE**

- A. Qualifications of workers: provide at least one person who shall be present at all times during execution of this portion of the work, who shall be thoroughly familiar with this type of work and the type of materials being used. Said person shall also direct all work performed under this section.
- B. Standards: all materials used during this portion of the work shall meet or exceed applicable federal, state, county and local laws and regulations.

**1.3 SUBMITTALS**

- A. Equipment: Prior to commencement of any work, submit to the Owner a written description of all mechanical equipment and its intended use during the execution of the work.

**PART 2 EXECUTION**

**2.1 METHOD-SOIL PREP AND REGRADING**

- A. **SHALLOW SLOPE, UNVEGETATED**--In areas existing in an unvegetated state at the inception of installation activities on the site and possessing a slope of < 5:1, soil shall be dragged with a disc, harrow, landscape rake, or box grader so that soil is tilled to a minimum depth of 4". For unvegetated areas with a slope greater than 10:1, ensure that the disc tracks or furrows run parallel to the contour so as not to encourage rilling.
- B. **SEVERE SLOPE, VEGETATED**--In areas existing in a vegetated state at the inception of installation activities, possessing a slope of <sup>3</sup> 5:1, and having significant soil loss due to erosion rill formation, soil shall be returned to original contour using a harrow, landscape rake, or box grader. In areas where soil loss is extreme, friable topsoil (available onsite) shall be imported by the Contractor at the direction of the Restoration Consultant.
- C. Topsoil shall be free of stones, lumps, plants, roots, and other debris over 2" in any dimension. Topsoil must also be free of plants or plant parts of quack grass, reed canary grass, Canada thistle, or others as specified by the restoration consultant.
- D. Any irregularities or undulations resulting from tilling or grading shall be fine graded and level prior to seeding.
- E. Soils shall not be compacted. A 150# person walking on soil should leave a ½" depression. Soils shall have a measured compaction following regrading no greater than 5 psi, based on Lang or Cone penetrometer measurements at the time of seeding or planting unless otherwise stated on the Plans or in the Specifications. If 10% or more of penetrometer readings are greater than 5 psi, disc, rotovate, and/or chisel plow said areas as necessary to reduce compaction.
- F. Re-check soil compaction as described above after tillage. Repeat treatment as necessary until 90% or more of planting area meets the standard.

**2.2 CLEAN-UP, REMOVAL, AND REPAIR**

- A. Clean up: Contractor shall keep work area free of debris. After the work is complete, clean up any remaining materials, debris, trash, etc. Avoid driving or walking over areas to minimize disturbance.
- B. Removal: after work has been completed remove any tools, equipment, empty containers, and all other debris generated by the Contractor.
- C. Repair: repair any damages caused by the Contractor during completion of the work described in this section.

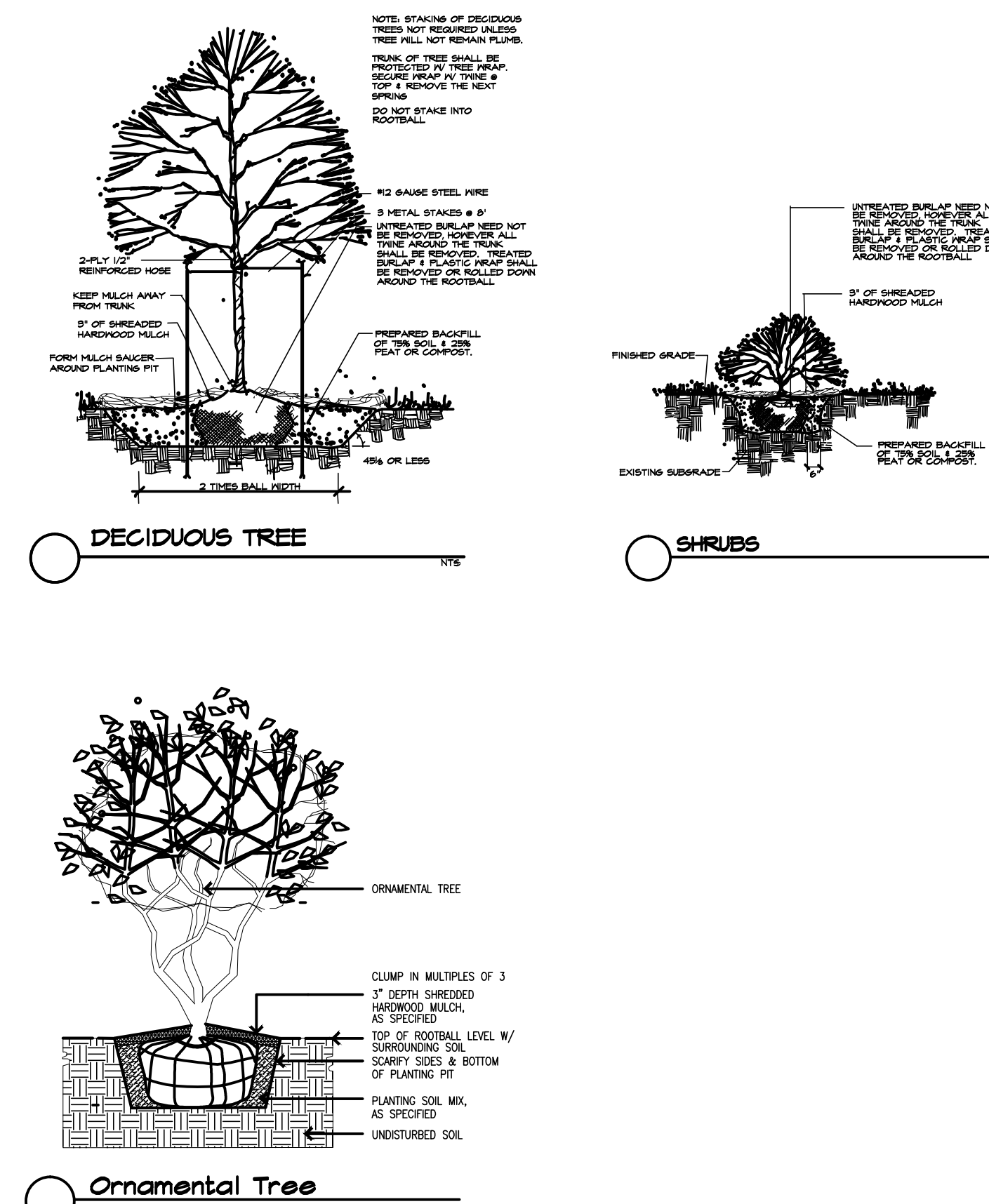
**2.3 INSPECTION**

- A. It is the responsibility of the Contractor to notify the Restoration Consultant a minimum of 48 hours prior to initiation of seedbed preparation and regrading activities to allow Restoration Consultant to schedule to be on site to direct and approve regrading and seedbed preparation activities.

**2.4 ACCEPTANCE AND GUARANTEE**

- A. Final acceptance: this portion of the work shall be considered 100% complete after the Contractor has completed soil preparation, and completed all required clean up as described in 2.2 of this section.

**Planting Details**



**Note:** In all plantings, mulch is not to cover root flare and should be kept away from the trunk of the tree or shrub. Root flare should remain visible after planting

**CLARENCE DAVIDS & COMPANY**  
 23900 W. 127th Street - Plainfield, IL 60585  
 (815) 439 - 1177 office (815) 439 - 2291 fax  
 clarence@clard.com

**Megan Nicole Ridge Subdivision**  
 132nd and 88th Ave.  
 Orland Park, IL

**Plant Requirements, Schedule and Details**

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Proj. #: 19.1295.FV-sb	Date: 4/11/19
Sheet: 3 of 5	Revised: in 7/3/19
Drawn By: sb	Revised: in 9/4/19
Account Rep: aw	Revised: in 5/26/20

Scale: N/A



**MONITORING AND MANAGEMENT PLAN FOR NATURALIZED LANDSCAPE AREAS LOCATED ON SINGLE-FAMILY RESIDENTIAL PROPERTIES**

**Introduction**

This document is intended to act as a Monitoring and Management Plan template for single-family residential homeowners wishing to install naturalized landscaping on their property. A Monitoring and Management Plan is required for single-family residential homeowners intending to install naturalized landscaping that exceed twelve inches (12") in height, as per **Section 6-305.F.2.c** of the Village of Orland Park Land Development Code. The purpose of the Monitoring and Management Plan is to help homeowners successfully establish naturalized landscaping on their property in lieu of conventional lawns, to provide standards that prevent the spread of nuisance species and measure the progress of the habitat, and guidelines for monitoring and reporting the success of the naturalized landscapes.

In all cases, requirements set forth in the Land Development Code shall supersede any conflict between the information provided in this document and the Land Development Code. A property owner shall apply to the Development Services Department and receive a written approval of a landscape plan and Monitoring and Management Plan prior to the installation of naturalized landscaping. Please see Page 9 of this document for a complete citation of Section 6-305.F.2.c.

For assistance with any aspect of this process, please contact the Development Services Department at **(708) 403-5300**.

**Benefits of Naturalized Landscaping**

Native plant species play a vital role in protecting water resources, providing wildlife habitat and creating beautiful landscapes. These benefits are sometimes referred to "ecosystem services" and provide benefits to human health, environment and economy. As people's appreciation of the natural beauty and benefits of native plants have grown, so has an interest in creating natural habitats around our own homes. The five main elements for successful naturalized landscape include:

- 1) Planning
- 2) Removal
- 3) Installation
- 4) Management
- 5) Monitoring

**1. Planning**

The first step in preparing a naturalized landscaping is to evaluate existing conditions and map the area where the landscaping will be installed. The Village allows up to **thirty percent (30%)** of the total existing open space in a resident's **rear and side yard**, setback a minimum of **three (3) feet** of any property line, to consist of naturalized landscaping that exceeds **twelve (12) inches** in height.

As per the Village's Land Development Code, a **Front Yard** means an area extending the full width of a lot between the front lot line and the nearest principal structure; a **Rear Yard** means an area extending the full width of a lot between the rear lot line and the nearest principal structure and a **Side Yard** means an area extending the depth of a lot from the front yard to the rear yard between the side lot line and the nearest principal structure. An example of where a front, side and rear yard are located is provided in **Figure 1. (Omitted)**

A **site plan** is required and should include a drawing of the lot drawn to scale on a sheet of paper not less than **8 1/2" x 11" inches** which contains: the location of property lines; location of structures, fences, existing drainage patterns and paved areas; location of each natural landscaping area; a list by scientific and common name of species intended to be planted and maintained within each area; and the setback distance of each natural area that will be located near any property line.

Any proposed soil amendments and levels of shade and sunlight should also be included on the plan, if possible. Although the actual conditions and layout will likely vary dramatically from property to property, the basic elements of the example can be applied to most projects (i.e. north arrow, scale, property lines, etc.).

Selection of native plant species that are suitable for the type of soil, soil moisture, sunlight, on the property as well as providing the desired aesthetic appearance is critical for success. For instance, a property with full sun and rich soils can be planted as prairie with a combination of grasses and bright colorful forbs. A wooded habitat with dry, well drained soils can be planted with spring woodland or savanna species. An area with poorly drained soils can be planted with wetland species. Understanding the property's environmental conditions will help define the most appropriate planting area and design a successful naturalized landscape that the property owner will enjoy.

Naturalized landscaping provides opportunities to select a diverse variety of plants suitable for the site that will bloom throughout the year. Although they are not as colorful, it is important to include a variety of grass species in your planting as they contribute to the health of the naturalized landscape, provide root structure to help prevent weed growth and provide late fall and winter cover and visual interest. Plant spacing will depend on how much the plant will spread and grow out. A general rule of thumb that is often followed is to plant plugs twelve (12) inches to eighteen (18) inches on center. If establishing vegetation by seed, use a seed mix that includes a diverse combination of native forb and grass species using a minimum of twelve (12) to sixteen (16) pounds per acre. A cover crop of "annual" rye and oats are also typically included in a seed mix to minimize competition from undesirable species during the first year of establishment. Do not use **perennial** rye since this will compete with your native perennial species and is very difficult to eliminate once planted.

**2. Removal of Existing Vegetation**

The establishment of a naturalized habitat consisting of native plants that exceed twelve inches (12") in height including ferns, grasses, sedges, rushes, forbs, shrubs and trees is allowed under the Land Development Code. This is an intentional process and does not refer to allowing lawns or weeds to "go natural" on their own. Therefore, under most conditions the existing non-native vegetation must be eliminated in order to successfully plant the native vegetation through transplanting live plants or by seed.

Existing vegetation can be eliminated by physical removal, smothering, or chemical treatment. Physical removal is the most labor intensive option and can be accomplished by using tools such as a sod cutter, shovel or mechanical equipment to cut the turf below the root zone. Smothering is less labor intensive but can take a full growing season (5 to 6 months) to kill the turfgrass. Examples of smothering include covering the proposed planting area with materials such as black plastic sheeting, tarps, cardboard and mulch, used construction materials like sheetrock or plywood, used carpeting, or other opaque material. The key is to eliminate all sunlight for an extended period of time. The quickest method of turf elimination is the use of non-specific, short-duration chemical herbicides such as glyphosate. Because glyphosate affects metabolism in plants but not animals, it has very low toxicity to humans. Although it is possible to use these chemicals safely, it is extremely important to carefully follow manufacturer's directions for use, especially when working near wetlands or water resources.

**3. Installation**

Native landscaping relies on the plant species that have lived in our region for thousands of years and have evolved to local growing conditions including climate, soils, precipitation and wildlife. Therefore, whenever possible it is recommended to utilize native plants and seed that are derived from local genetic sources, typically from within a 150 mile radius. These plants are commonly referred to as a "local genotype". The use of local genotypes helps ensure the plants will perform optimally and require the least amount of supplemental watering or management. There are many nurseries, native plant retailers, and native plant sales that are able to provide native species from local genotypes.

Native herbaceous vegetation can be established using live plugs, potted plants or seed. Using live plugs or potted plants can be more costly than seed but provides the fastest establishment of a native landscape. Plugs are small rooted plants that typically become established in weeks rather than months (as by seed) and can reach a flowering size in the first year. Plants may also be available in quarts or gallon sizes to provide a more immediate aesthetic appearance. This can be particularly useful in high visibility or high traffic areas. Seed can be the least costly installation method and can be particularly useful for planting large areas. However, establishment by seed may require additional soil preparation, specialized equipment and can take two to three years to develop the appearance of a naturalized landscape. Other benefits of plugs are that they are easy to identify and weed around and provide greater control over the placement of species.

**4. Management**

When properly planted and established, naturalized landscapes are low maintenance compared to conventional landscaping. However, this does not mean "no maintenance", especially during the first few years after planting. Native plants spend the first two to three years developing roots and typically require watering and weeding until their deep roots are established. If it does not rain, water plants weekly over the first year making sure to allow the water to soak deep into the soil. Once the roots are established, additional watering will not be needed. Fertilizing of native plants is not required at all. In fact, adding fertilizer provides an advantage to non-native or invasive plant species and actually encourages the growth of undesirable weeds. Therefore, a homeowner would be paying for fertilizer they don't need and paying even more to correct the problems created by the fertilizer. Although native vegetation also does not require the application of pesticides, a limited amount of herbicide may be necessary to control invasive species as part of the long-term management of a naturalized landscape.

**a. Short-Term**

Annual weed species often dominate a new planting. The weed species can be controlled by hand-pulling, mowing or spot spraying/hand-wicking with herbicide. The early identification and elimination of undesirable species is the most effective form of control. Therefore, it is important to develop good plant identifications skills for the plants you want to keep in the landscape and those you do not. High mowing should be timed and performed to eliminate or prevent the development of seed heads and the production of seed from undesirable species while avoiding damage to desirable species. For instance, native species tend to be shorter than the non-native weeds during the late spring. Therefore, the height of a mower can be set above the native vegetation to cut as low as possible without injuring the native species (typically about 8 inches). Otherwise, a hand held weed-eater or hand scythe can be used to target and cut undesirable species close to the ground or to cut higher when in close proximity to native vegetation. By the second or third year the native plants will be more established and weeding will become minimal as the native landscape matures.

(see appendix on sheet 5)

**b. Long-Term**

Long-term maintenance will likely require a combination of spring mowing, hand-pulling, spot-herbicide applications and supplemental planting. Prior to European settlement, periodic fires were a natural occurrence in the region so many of our native plants and ecosystems evolved to be dependent on fire. Therefore, controlled burns are a common tool for managing natural areas including prairies, wetlands and forests. Residents interested in utilizing controlled burns will need to comply with all state and local regulations and may wish to hire a professional that specializes in natural resource management. Since controlled burns may not be appropriate management tools for suburban areas, annual fall or spring mowing can be used to replace many the benefits of fire in naturalized landscapes on residential properties. Mowing should be performed in the late fall or early spring, before the start of the growing season, at a height of approximately 6 to 8 inches. This will remove the previous year's growth, allow sunlight to reach the ground, promote healthy vegetation growth, and maintain a neater appearance. To prevent smothering, thatch material will likely need to be collected and removed from the naturalized landscape. Landscape material can be composted on-site or removed through the Villages' Yard Waste program. Waste Management provides Orland Park residents with yard waste collection from April 1 to November 30 using the proper paper collection bags or carts. Contact Waste Management of the South Suburbs at 800-796-9696 for more information.

Invasive species are plants, animal or fungus species that are not native to a specific location, which have the tendency to spread aggressively, and are believed to cause damage to the environment, human health, or human economy. Owners of naturalized landscapes must continuously monitor the habitat for invasive plant species since they spread rapidly in today's landscape and can quickly degrade a naturalized area. Early identification and eradication is the most cost effective form of invasive species management since undesirable plants are not allowed to establish or go to seed. In most cases the invasive plant can simply be pulled out by hand. However, certain species such as common buckthorn (*Rhamnus cathartica*), Amur honeysuckle (*Lonicera maackii*), Tartarian honeysuckle (*Lonicera tartarica*), cut-leaved teasel (*Dipsacus laciniatus*) or common reed (*Phragmites australis*) may require a combination of cutting and herbicide treatment. Property owners may want to refer to organizations such as the Midwest Invasive Plant Network at [www.mipn.org](http://www.mipn.org) for more information including species identification and proper eradication methods.

Over time, residents may wish to increase the species diversity of the naturalized landscape area. This can be accomplished by transplanting live plants or adding native seed. Live plants or seed may also need to be added to areas where planted species have not been successful or the eradication of weeds has left bare patches. The addition of new plants can increase the biodiversity of the habitat, attract new species of wildlife (i.e. species of butterflies, birds, etc.) and help to prevent the development of bare spots by maintaining full coverage.

(see appendix on sheet 5)

**5. Monitoring**

A properly installed naturalized planting will provide an aesthetically attractive, environmentally beneficial low maintenance landscape. After the naturalized landscape has initially been established, residents should continually monitor the habitat to protect their investment and ensure the naturalized landscape will continue to provide enjoyment. The intent of the Single-Family Residential Naturalized Landscaping ordinance is to promote the use of native plants and natural habitat on residential properties while avoiding the pitfalls that can occur from poor implementation or communication. In order to comply with the Ordinance a property must be inspected by a Village inspector or designee annually, or as determined by the Development Services Department, and the following performance criteria must be met:

- a. By the end of the third growing season at least 90 percent of the planted naturalized landscape area, visually estimated by aerial cover, shall be covered with live vegetation.
- b. By the end of the third growing season at least 70 percent of the vegetation in the planted naturalized landscape areas shall be plant species native to the Chicago Region.
- c. None of the three-most dominant species present may be non-native or weedy, including but not limited to the following:

<u>Woody Plants</u>	
<i>Acer negundo</i>	Box elder
<i>Alnus glutinosa</i>	Black Alder
<i>Elaeagnus umbellata</i>	Autumn olive
<i>Euonymus alatus</i>	Burning bush
<i>Lonicera</i> spp.	Honeysuckle
<i>Rhamnus</i> spp.	Buckthorn
<i>Robinia pseudoacacia</i>	Black locust
<i>Rosa multiflora</i>	Multiflora rose
<i>Ulmus pumila</i>	Siberian elm

<u>Broadleaf Plants</u>	
<i>Alliaria petiolata</i>	Garlic mustard
<i>Ambrosia</i> spp.	Ragweed
<i>Arctium</i> spp.	Burdock
<i>Carduus nutans</i>	Musk thistle
<i>Centaurea maculosa</i>	Spotted knapweed
<i>Cirsium arvense</i>	Canada thistle
<i>Conium maculatum</i>	Spotted hemlock
<i>Coronilla varia</i>	Crown vetch
<i>Daucus carota</i>	Wild carrot
<i>Dipsacus</i> spp.	Teasel
<i>Euphorbia escula</i>	Leafy spurge
<i>Hesperis matronalis</i>	Dame's rocket
<i>Lotus corniculatus</i>	Bird's-foot trefoil
<i>Lythrum salicaria</i>	Purple loosestrife
<i>Medicago</i> spp.	Alfalfa/medick
<i>Mellilotus</i> spp.	Sweetclover
<i>Pastinaca sativa</i>	Wild parsnip
<i>Polygonum cuspidatum</i>	Japanese knotweed
<i>Solidago altissima</i>	Tall goldenrod
<i>Solidago sempervirens</i>	Seaside goldenrod
<i>Trifolium</i> spp.	Clover
<i>Typha</i> spp.	Cattails

<u>Grass-like Plants</u>	
<i>Agropyron repens</i>	Quackgrass
<i>Bromus tectorum</i>	Cheatgrass
<i>Bromus japonicus</i>	Japanese brome
<i>Bromus inermis</i>	Smooth brome
<i>Phalaris arundinacea</i>	Reed canarygrass
<i>Phragmites australis</i>	Common reed
<i>Poa pratensis</i>	Kentucky bluegrass

**6. APPROVAL**

<b>VILLAGE OF ORLAND PARK</b>	<b>PETITIONER/OWNER</b>
Approved By: _____	Submitted By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Property Address: _____
Date: _____	Contact Phone: _____
	Contact Email: _____
	Date: _____

CLARENCE DAVIDS & COMPANY  
23900 W. 127th Street - Plainfield, IL 60585  
(815) 439 - 1177 office (815) 439 - 2291 fax  
clarencedavids.com



**Megan Nicole Ridge Subdivision**  
132nd and 88th Ave.  
Orland Park, IL

**Maintenance and Monitoring Plan**

Scale: N/A

Date: 4/11/19	Revised: in 7/3/19	Revised: in 9/4/19	Revised: in 5/26/20
Proj. #: 19-1295.FV-sb	Sheet: 4 of 5	Drawn By: sb	Account Rep: aw

This plan and all concepts are the sole property of Clarence Davids & Co. and no reproduction or use in whole or in part, without the express written consent of Clarence Davids & Co. shall be made.

Appendix 1  
Near-term Management & Maintenance Tasks for Naturalized Landscapes.

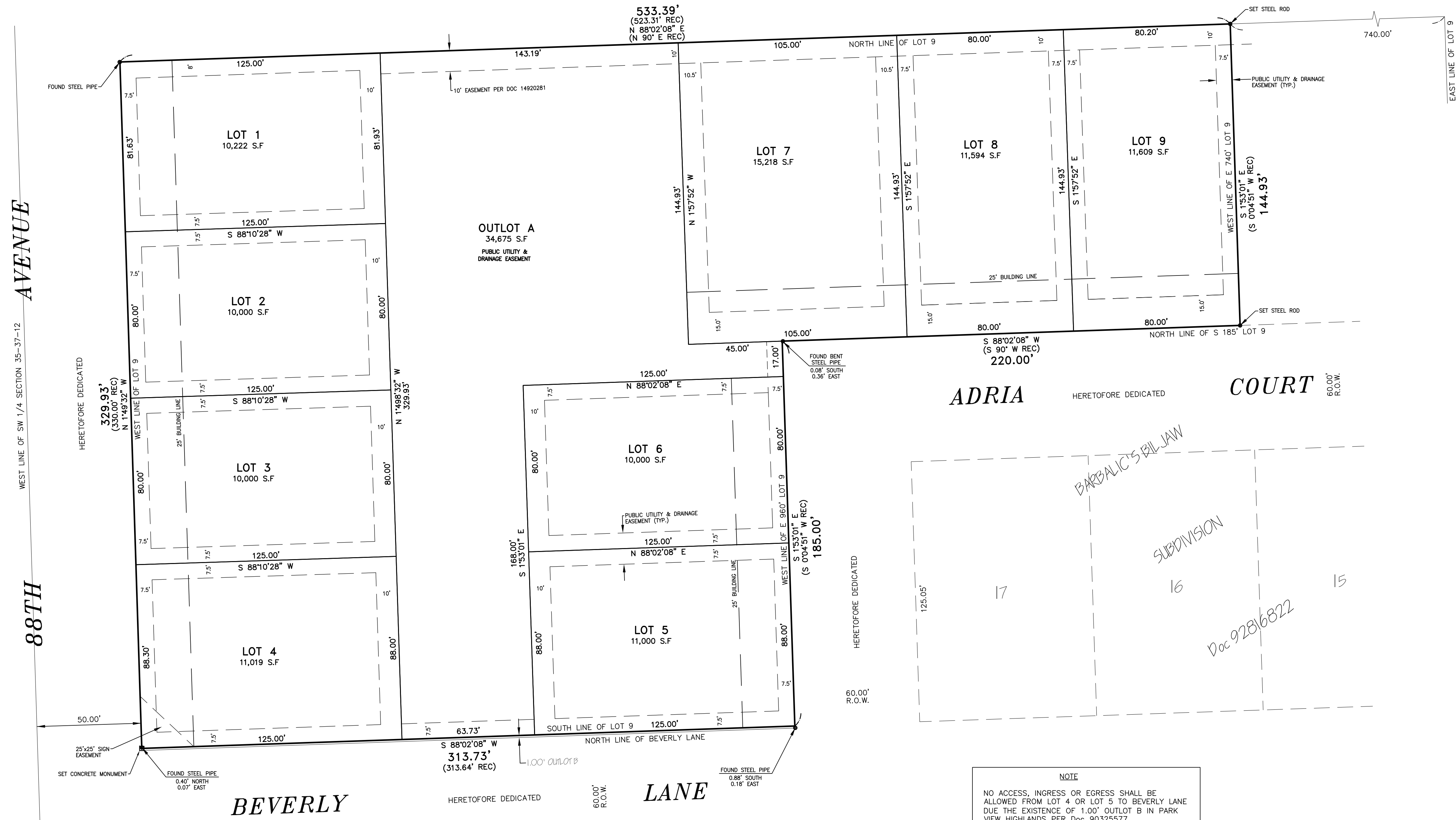
Activity	Calendar																							
	2x /month	Monthly	Every other month	Quarterly	Semi-annual	Annual	After major storms *	As needed	Year 1	Year 2	Year 3	J	F	M	A	M	J	J	A	S	O	N	D	
<b>Debris/Litter Management</b> Remove trash (e.g., paper, plastic, brush, grass clippings, etc.) from inlet/outlet structures, basin slopes, and bottom and dispose in appropriate off-site location.			X				X		X	X	X													
<b>Stormwater Structure Management</b> Perform inspection of control structure/spillway and clean-out/repair and dispose of debris in an appropriate off-site location. Inspect basin/pond slopes and embankments. Perform corrective maintenance any time the pond takes longer than design time to return to +6 inches of NWL.	X (until stable)				X		X		X	X	X													X
<b>SESC Management</b> Maintain SESC devices in functional condition at all times and correct deficiencies immediately. Conduct inspection within 24 hours of 1" storm event. Repair damage to slopes/embankment, including undercut or eroded areas if 1.0 sq. m. in size or 5 lin. ft. or 4 in x 4 in wide or greater. Repair and revegetate eroded areas.							X		X				X	X	X	X	X	X	X	X	X	X	X	X
<b>Vegetation Management</b> <i>General Weed Management</i> Control invasive/non-invasive weeds as appropriate to each species. This may require different treatment times for different plant species. Treatment mechanisms may include mowing, hand cutting, prescribed burning, herbicide application, or a combination of methods. Species include but are not limited to the following: Buckthorn Bush honeysuckle Cattails Common reed Purple loosetrife Reed canarygrass Sweet Clover <i>General Weed Management CONT.</i> Thistles Teasel <i>Prescribed burning</i> Have a qualified burn contractor conduct prescribed burning as fuel and weather conditions allow. If conditions prevent burning, conduct a high mow the following growing season. <i>Mowing</i> Conduct variable-height mowing to prevent weed seed production. Conduct single-season mow in place of prescribed burning. <i>Clearing/Removal</i> Remove wetland plants killed by sediment build up to prepare bed for replanting. Dispose of material at an appropriate off-site location. <i>Replanting</i> Replace/supplement wetland and upland vegetation to meet performance standards.							X		X				X	X	X	X	X	X	X	X	X	X	X	X
<b>Other Management Actions</b> Manage wildlife and control mosquitos.							X						X	X	X	X	X	X	X	X	X	X	X	X
<b>Vegetation Monitoring</b> <i>Installation and Establishment</i> Conduct routine vegetation monitoring for compliance with performance standards, note progress of vegetation development and presence and extent of invasive plants.						X			X	X	X												X	X
<b>Reporting</b> <i>Installation</i> Submit installation documentation within 10 days of completing landscape work. <i>Establishment</i> Prepare and submit to village an annual monitoring report. Growing Season: 1 March to 31 October * Major Storms >1 inch within a 24-hour period.									X														X	X

Appendix 2  
Long-term Management & Maintenance Tasks for Naturalized Landscapes.

Activity	Schedule																						
	Every other month	Quarterly	Semi-annual	Annual	As needed	After major storms *	Every 2 to 3 years	Every 5 to 10 years	J	F	M	A	M	J	J	A	S	O	N	D			
<b>Debris/Litter Management</b> Remove trash (e.g., paper, plastic, brush, grass clippings, etc.) from inlet/outlet structures, basin slopes, and bottom and dispose in appropriate off-site location.	X					X										X	X	X	X				
<b>Structural Management</b> Perform structural inspection of control structure/spillway and clean-out/repair and dispose of debris in an appropriate off-site location. Inspect basin/pond slopes and embankments. Repair damage to slopes/embankment, including undercut or eroded areas if 1 m2 in size or 5 lin. ft. or 4 in x 4 in wide or greater. Perform corrective maintenance any time a basin takes longer than design time to return to +6 inches of NWL. Remove sediment and return basin to original grades when plants are choked with sediment, pool volume has become significantly reduced (>20 percent), or basin becomes eutrophic.		X											X										X
<b>Vegetation Management</b> <i>General Weed Management</i> Control invasive/non-invasive weeds as appropriate to each species. This may require different treatment times for different plant species. Treatment mechanisms may include mowing, hand cutting, prescribed burning, herbicide application, or a combination of methods. Species include but are not limited to the following: Buckthorn Bush honeysuckle Cattails Common reed Purple loosetrife <i>General Weed Management CONT.</i> Reed Canarygrass Sweet Clover Teasel Thistles <i>Prescribed burning</i> Have a qualified burn contractor conduct prescribed burning as fuel and weather conditions allow. If conditions prevent burning, conduct a high mow the following growing season. <i>Mowing</i> Conduct a high mow (12 inches) to prevent weed seed production. Conduct single-season mow in place of prescribed burning. <i>Clearing/Removal</i> Remove wetland plants killed by sediment build up to prepare bed for replanting and dispose of at an appropriate off-site location. <i>Replanting</i> Install supplemental plugs and/or seed when a) more than half of the emergent plantings do not persist, b) the slope has an area greater than 1.0 sq. m. devoid of vegetation, c) the shoreline has any area more than 5 ft long devoid of vegetation, or d) any area is actively eroding.																						X	X
<b>Other Management Actions</b> Review inspection program and checklists to determine if more detailed inspections or other information are needed, to determine if fees cover maintenance costs, and to update phone numbers and addresses of inspectors, contractors, etc. Maintain and upkeep fencing, refresh planting beds, enforce access restrictions, etc. Manage wildlife and control mosquitos.							X						X										X
<b>Vegetation Monitoring</b> Conduct more formal vegetation assessment (e.g., contract a specialist to evaluate status of vegetation development, determine the presence and extent of invasive plants, make recommendations for management, and prepare a status report). Prepare and submit to Village a periodic monitoring report. Growing Season: 1 March to 31 October * Major Storms >1 inch within a 24-hour period.																							X

**MEGAN NICOLE RIDGE**

BEING A SUBDIVISION IN THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 37 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.



AFFECTS COOK COUNTY PIN: 23-35-300-040-0000

SEND FUTURE TAX BILLS TO:  
D L 3 SONS PROPERTIES, INC.  
16352 S. KEVALE AVENUE  
TINLEY PARK, ILL. 60478

**PUBLIC UTILITY & DRAINAGE EASEMENT PROVISIONS**

AN EASEMENT IS RESERVED FOR AND GRANTED TO THE VILLAGE OF ORLAND PARK, ILLINOIS, ITS SUCCESSORS AND ASSIGNS, OVER, UPON, ALONG, UNDER AND THROUGH THAT PORTION OF THE LAND MARKED "PUBLIC UTILITY & DRAINAGE EASEMENT" WITH DASHED LINES ON THE PLAT FOR THE CONSTRUCTION, RECONSTRUCTION, REPAIR, INSTALLATION, INSPECTION, MAINTENANCE, RELOCATION, RENEWAL AND REMOVAL OF WATER LINES, SANITARY SEWERS AND STORM SEWERS TOGETHER WITH ANY AND ALL NECESSARY VALVE VAULTS, FIRE HYDRANTS, MANHOLES, CATCH BASINS, CONNECTIONS, APPLIANCES AND OTHER STRUCTURES AND APPURTENANCES, OVERHEAD AND UNDERGROUND ELECTRIC AND COMMUNICATIONS CABLES AND APPURTENANCES, GAS MAINS AND APPURTENANCES, AND CABLE COMMUNICATION AND BROADCAST SIGNAL SYSTEMS IN, OVER, UNDER, ACROSS, ALONG AND UPON THE SURFACE OF THE PROPERTY SHOWN ON THE PLAT, TOGETHER WITH THE RIGHT OF ACCESS FOR NECESSARY LABOR, MATERIALS AND EQUIPMENT TO DO ANY OF THE ABOVE WORK. THE RIGHT IS ALSO GRANTED TO CUT DOWN, TRIM OR REMOVE, WITHOUT OBLIGATION TO RESTORE OR REPLACE ANY OBSTRUCTION, INCLUDING BUT NOT LIMITED TO TREES, SHRUBS, OTHER PLANTS, STRUCTURES OR IMPROVEMENTS ON THE EASEMENT THAT INTERFERE WITH THE OPERATION OF SUCH UTILITIES. NO BUILDING OR OTHER OBSTRUCTION SHALL BE PLACED OVER GRANTEE'S FACILITIES OR IN, UPON OR OVER THE PROPERTY WITHIN THE PUBLIC UTILITY AND DRAINAGE EASEMENT WITHOUT THE PRIOR WRITTEN CONSENT OF GRANTEE'S, NOR SHALL ANY OTHER USE BE MADE THEREOF WHICH WILL INTERFERE WITH THE EASEMENTS RESERVED AND GRANTED HEREBY. AFTER INSTALLATION OF ANY SUCH FACILITIES, THE GRADE OF SUBDIVIDED PROPERTY SHALL NOT BE ALTERED IN A MANNER SO AS TO INTERFERE WITH THE PROPER OPERATION AND MAINTENANCE THEREOF. WHERE AN EASEMENT IS USED FOR BOTH SEWER AND OTHER UTILITIES, THE OTHER UTILITY INSTALLATION SHALL BE SUBJECT TO THE ORDINANCE OF THE VILLAGE OF ORLAND PARK AND TO VILLAGE APPROVAL AS TO DESIGN AND LOCATION.

**SIGN EASEMENT PROVISIONS**

AN EASEMENT IS HEREBY RESERVED FOR D L 3 SONS PROPERTIES, INC., ITS SUCCESSORS AND ASSIGNS, OVER, ON, ACROSS AND UNDER THAT PORTION OF THE LAND MARKED "SIGN EASEMENT" ON THE PLAT FOR THE FULL AND FREE RIGHT AND AUTHORITY TO INSTALL, CONSTRUCT AND OTHERWISE ESTABLISH, RELOCATE, REMOVE, RENEW, REPLACE, OPERATE, INSPECT, REPAIR AND MAINTAIN A SIGN, TOGETHER WITH RIGHT OF ACCESS ACROSS THE PROPERTY FOR NECESSARY WORKERS AND EQUIPMENT TO DO ANY OF THE ABOVE WORK.

**NOTE**  
NO ACCESS, INGRESS OR EGRESS SHALL BE ALLOWED FROM LOT 4 OR LOT 5 TO BEVERLY LANE DUE THE EXISTENCE OF 1.00' OUTLOT B IN PARK VIEW HIGHLANDS PER DOC 90325577.

**NOTE**  
STEEL RODS OR OTHER MONUMENTATION SHALL BE SET AT ALL PROPERTY CORNERS OF THE NEW LOTS.

**VILLAGE TREASURER**  
I CERTIFY THAT THERE ARE NO DELINQUENT OR CURRENT UNPAID SPECIAL ASSESSMENTS ON THE PROPERTY SHOWN ON THIS PLAT.  
DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

**PLAN COMMISSION**  
THIS SUBDIVISION WAS APPROVED BY THE PLAN COMMISSION OF THE VILLAGE OF ORLAND PARK, AT A MEETING HELD THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_

BY: \_\_\_\_\_ CHAIRMAN ATTEST: \_\_\_\_\_ SECRETARY

**VILLAGE BOARD**  
APPROVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF ORLAND PARK AT A MEETING HELD THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D. 20\_\_

BY: \_\_\_\_\_ VILLAGE PRESIDENT ATTEST: \_\_\_\_\_ VILLAGE CLERK

**OWNER**  
D L 3 SONS PROPERTIES, INC. DOES HEREBY CERTIFY THAT IT IS THE OWNER OF THE PROPERTY DESCRIBED IN THE ANNEXED PLAT AND THAT, AS SUCH OWNER, IT HAS CAUSED THE SAME TO BE PLATTED AS INDICATED HEREON, FOR THE USES AND PURPOSES THEREIN SET FORTH AND DOES HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED.  
IT FURTHER CERTIFIES THAT THE PROPERTY HEREIN CONSOLIDATED LIES WITHIN PALOS SCHOOL DISTRICT 118 AND CONSOLIDATED HIGH SCHOOL DISTRICT 230.  
DATED AT \_\_\_\_\_ ILLINOIS THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_

\_\_\_\_\_  
DWAYNE STAROSTKA, President

STATE OF ILLINOIS )  
COUNTY OF COOK ) SS

I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT DWAYNE STAROSTKA OF D L 3 SONS PROPERTIES, INC., PERSONALLY KNOWN TO ME TO BE THE SAME PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AS PRESIDENT, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE SIGNED AND DELIVERED THE SAID INSTRUMENT AS HIS OWN FREE AND VOLUNTARY ACT AND AS THE FREE AND VOLUNTARY ACT OF D L 3 SONS PROPERTIES, INC., FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS \_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_

BY: \_\_\_\_\_ NOTARY PUBLIC

MY COMMISSION EXPIRES \_\_\_\_\_

**LAND SURVEYOR**  
STATE OF ILLINOIS ) SS  
COUNTY OF COOK )  
I, MARK H. LANDSTROM, ILLINOIS PROFESSIONAL LAND SURVEYOR No. 2625, DO HEREBY CERTIFY THAT I HAVE SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED TRACT OF LAND:

LOT 9 (EXCEPT THE EAST 740 FEET THEREOF AND EXCEPT THE SOUTH 185 FEET OF THE WEST 220 FEET OF THE EAST 960 FEET THEREOF) IN GROVER C. ELMORE AND COMPANY'S PALOS PARK ESTATES, BEING A SUBDIVISION OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 35, TOWNSHIP 36 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 5, 1950, AS DOCUMENT 14920281, IN COOK COUNTY, ILLINOIS;

AS SHOWN BY THE ANNEXED PLAT, WHICH IS TRUE AND CORRECT REPRESENTATION THEREOF. DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AND BEARINGS SHOWN ARE BASED ON THE ILLINOIS EAST ZONE (2011) STATE PLANE COORDINATE SYSTEM AS DETERMINED BY GPS MEASUREMENT, AND THE AREA OF THE SUBDIVISION IS 135,338 SQUARE FEET = 3.107 ACRES (more or less).

I FURTHER CERTIFY THAT THE LAND INCLUDED IN THE ANNEXED PLAT IS WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF ORLAND PARK, WHICH HAS ADOPTED A CITY PLAN AND EXERCISES THE SPECIAL POWERS AUTHORIZED BY DIVISION 12 OF ARTICLE 11 OF THE ILLINOIS MUNICIPAL CODE.

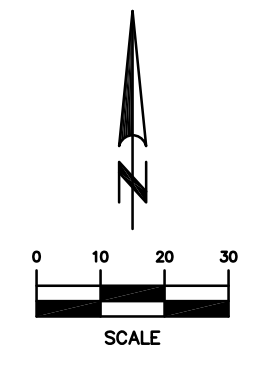
I FURTHER CERTIFY THAT ALL THE PROPERTY IS WITHIN ZONE X, UNSHADED AREAS OUTSIDE THE 0.2 PERCENT ANNUAL CHANCE FLOODPLAIN, AS DESIGNATED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY ON THE FLOOD INSURANCE RATE MAP PANEL 17031C0614J, WITH AN EFFECTIVE DATE OF AUGUST 19, 2008, AND I HEREBY DESIGNATE THE VILLAGE OF ORLAND PARK TO RECORD THIS PLAT OF SUBDIVISION.

GIVEN UNDER MY HAND AND SEAL AT PALOS HILLS, ILLINOIS, THIS 20th DAY OF MAY, A.D. 2020.

MARK H. LANDSTROM  
IPLS No. 2625  
LICENSE RENEWAL DATE: 11/30/2020

PREPARED FOR:  
DL3 SONS PROPERTIES INC.

PREPARED BY:  
**LANDMARK**  
ENGINEERING LLC  
DESIGN FIRM REGISTRATION NO. 184-065577  
7808 WEST 103RD STREET  
PALOS HILLS, ILLINOIS 60465-1529  
Phone (708) 599-3737  
SURVEY No. 18-09-070-SUB-R5



**REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0418</b>
Orig. Department:	<b>Development Services Department</b>
File Name:	<b>Objecting and Protesting the Rezoning of the Properties (11215 183rd Pl.) from E-1 to I-1 - Resolution</b>

---

**BACKGROUND:**

The Village of Orland Park would like to formally file a petition protesting Will County zoning case ZC-20-022, the “Kordas Property Map Amendment.” While the Village understands that the existing use has been in operation for some time, the fact that the petition includes a requested map amendment to rezone the vacant lot to the west of the existing property is of concern as it will lead to expansion of the business, possibly including outdoor storage. Per, the Will County Zoning Ordinance, outdoor storage is permitted with a principal use subject to meeting all other requirements, including screening.

The proposed use, and expansion thereof, is inconsistent with the Village’s Comprehensive Plan which covers those areas proximate to our boundary and within our legal planning jurisdiction. The approval of the requested map amendment would mean that the property will likely remain under Will County jurisdiction in perpetuity, and therefore be developed in a manner inconsistent with surrounding parcels that will likely annex to the Village of Orland Park.

The project was recommended for approval at the June Plan Commission for Will County Land Use. The attached resolution, stating a formal legal objection, will be filed with Will County in anticipation of the July 14, 2020, Land Use Committee Meeting. The project was continued from the prior June 9, 2020, Land Use Committee in order to permit the Village time to file a formal objection.

The Village will file the objection with the Will County Clerk. If the formal objection is filed before the Will County Board meeting, it will force a supermajority vote in order to approve the Kordas Property Map Amendment by the Will County Board.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to pass Resolution Number \_\_\_\_\_, entitled: RESOLUTION OBJECTING TO AND PROTESTING THE REZONING OF THE PROPERTIES LOCATED AT 11215 183<sup>RD</sup> PLACE (PIN NOS. 19-09-06-226-003 AND -004), WILL COUNTY, ILLINOIS, FROM E-1 RESIDENTIAL ZONING DISTRICT TO THE I-1 INDUSTRIAL ZONING DISTRICT BY THE COUNTY BOARD OF WILL COUNTY, ILLINOIS.

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**RESOLUTION OBJECTING TO AND PROTESTING THE REZONING OF THE PROPERTIES LOCATED AT 11215 183<sup>RD</sup> PLACE (PIN NOS. 19-09-06-226-003 AND -004), WILL COUNTY, ILLINOIS, FROM E-1 RESIDENTIAL ZONING DISTRICT TO THE I-1 INDUSTRIAL ZONING DISTRICT BY THE COUNTY BOARD OF WILL COUNTY, ILLINOIS**

..B

**WHEREAS**, the Village President and Board of Trustees (the “Corporate Authorities”) of the Village of Orland Park, Cook and Will Counties, Illinois (the “Village”), a zoned municipality, have received notice of a rezoning application made to Will County for the rezoning of the properties commonly known as 11215 183<sup>rd</sup> Place (PIN Nos. 19-09-06-226-003 and -004) and legally described as follows:

LOTS 3 AND 4 IN PRECISION INDUSTRIAL COMPLEX, BEING A SUBDIVISION OF PART OF THE EAST ½ OF THE NORTHEAST ¼ OF SECTION 6 TOWNSHIP 35 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN FRANKFORT TOWNSHIP WILL COUNTY, ILLINOIS

(the “Subject Property”) from the E-1 Residential Zoning District to the I-1 Industrial Zoning District to accommodate a truck trailer repair facility; and

**WHEREAS**, the Subject Property is outside of the municipal boundaries of the Village of Orland Park but within one and one-half (1 1/2) miles of the Village boundaries and, thus, within the statutory planning area of the Village; and

**WHEREAS**, the Applicant property owner First Midwest Trust Company, as Trustee under Trust Agreement dated July 22, 1996, and known as Trust Number 96-5892 seeks the rezoning of the Subject Property to sell the Subject Property to ARS Trailer Repair, LLC, a truck trailer repair company, for the purpose of developing the Subject Property for industrial uses and purposes, i.e. a truck trailer repair facility; and

**WHEREAS**, the Corporate Authorities of the Village find the proposed I-1 Industrial zoning to be incompatible with the “I-80 Employment Planning District” as identified in the Village’s Comprehensive Plan (see Exhibit “A” attached hereto and made a part thereof) and incompatible with the nearby Orland Park Business Center; and

**WHEREAS**, the Corporate Authorities of the Village find that the proposed industrial use of the Subject Property will be detrimental to the health, safety and welfare of the Village residents as well as the employees and users of the adjacent and nearby offices and businesses; and

**WHEREAS**, the Corporate Authorities of the Village, having considered the rezoning Application of the owner and the incompatibility and impact of such rezoning on the Village, its residents and employees and users of the adjacent and nearby offices and businesses, find it to be in the best interests of the Village to object to and protest the approval of the owner's rezoning Application before the County Board of Will County and the Will County Land Use Department, pursuant to 55 ILCS 5/5-12014, and subject to the provisions set forth below.

**NOW, THEREFORE**, Be It Resolved by the Village President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

**SECTION 1:** The Preambles above are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

**SECTION 2:** The Corporate Authorities of the Village, based on the findings set forth above, hereby object to and protest the rezoning Application No. 2C-20-022, submitted to the County Board of Will County and the Will County Land Use Department, which requests the rezoning of the Subject Property from E-1 Residential to I-1 Industrial.

**SECTION 3:** The Village Clerk is hereby authorized and directed to forthwith:

- a) file a certified copy of this Resolution with the County Clerk of Will County; and
- b) by certified mail, serve certified copies of this Resolution upon:

- i. the Owner/Applicant:  
First Midwest Trust Company  
2801 W. Jefferson Street  
Joliet, Illinois 60435  
Attn: Land Trust Department  
Re: Trust No. 96-5892

-and-

- ii. the Owner/Applicant's attorney:  
Richard Kavanagh, Esq.  
Kavanagh, Grumley & Gorbald, LLC  
111 North Ottawa Street  
Joliet, Illinois 60432

**SECTION 4:** This Resolution shall take effect immediately upon its adoption as provided by law.

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0457**  
Orig. Department: **Recreation and Parks Department**  
File Name: **Discontinuation of After School Pals Program**

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### **BACKGROUND:**

The Recreation & Parks Department, through its After School Pals (ASP) program, hosts an after school program for students enrolled in all District 135 schools, Kruse School, and St. Michaels. ASP is held at the Village's Cultural Arts Center, 2:00 pm - 6:30 pm, 5 days per week. Participants may choose from 2 - 5 days per week registering and paying on a monthly basis. Children, kindergarten through fifth grade, engage in games, crafts, monthly field trips, weekly trips to the Sportsplex, homework time, and gym time at the Franklin Loebe Center. ASP follows the District 135 calendar including makeup days and holidays. ASP is not in session on District 135 early dismissal days or holidays. (see attached for program details).

Staff met with Superintendent John Bryk, and Assistant Director of Buildings and Grounds, Ted Schulz on June 22, 2020, to discuss partnering with District 135 in an after school program. Superintendent Bryk shared that DISTRICT 135 is beginning an after school program known as STARS in all District schools beginning fall 2020. This program will run 5 days a week and will be in-session on holidays (see attached for program details).

Staff is seeking approval to discontinue its' After School Pals program, referring participants to District 135's STARS program instead. Now that District 135 is offering an after school program in all of its elementary school buildings, there is a redundancy in services between District 135 and the Village of Orland Park. These overlapping services will likely lead to a decrease in the Village's program enrollment with a subsequent loss in revenue. Additionally, since Village staff transport students from District 135 buildings to the Cultural Arts Center, there is a liability exposure to the Village that will cease with the termination of this program.

### **BUDGET IMPACT:**

Discontinuing After School Pals will result in an estimated yearly expense savings of approximately \$99,722 and a revenue loss of \$98,359 based on the average expenses/revenues 2017-2019.

Please note, enrollment and revenues are likely to decline now that District 135 is offering its own in-house program.

A budget adjustment will be made at a future date reflecting a decrease in staff wages, program supplies and revenues normally realized by this program.

### **REQUESTED ACTION:**

I move to approve discontinuing After School Pals at the onset of the Fall 2020 season.

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BEFORE AND AFTER SCHOOL PROGRAM  
SPONSORED BY ORLAND SCHOOL DISTRICT 135

# Students Together *staying* Active, *having* Resources *and being* Social

## What is STARS?

- High quality before and after school care
- ★ District-sponsored
- Safe
- Structured
- Nurturing

K-8

The philosophy of *STARS* is for students to remain together with their peers before and after school where there are resources to reinforce learning from the school day, build on valuable social skills by having more interaction with friends from their school community all while staying active through a series planned activities and free play.★

*New service offered to families*

# STARS Schedule

- Easily transition to and from the school day
- Morning session beginning as early as 6:30 a.m.
- Afternoon session after school until 6:00 p.m.



Held at all K through 5 schools



Staff to student ratio of 1:15



Optional full-day care for families at one location on non-student attendance days:

- Columbus Day
- Fall Break (Parent/Teacher Conferences - Monday and Tuesday)
- Winter Break (excluding Christmas and New Years holidays)
- MLK Day
- President's Day
- Casimir Pulaski Day
- Spring Break (excluding Easter and/or Good Friday if applicable)



# STARS Morning Session

- Opens at 6:30 a.m.
- ★ Light breakfast daily
- Homework assistance
- ★ Operates at each K-5 building for all K-8 students
- ★ Students grades 6-8 attend at respective intermediate school
- ★ Program staff will escort junior high students to school



# STARS After School Session

## STARS AFTER SCHOOL PROGRAMMING

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday
August 31 <sup>st</sup> , 2020					
2:30 – 3:15	Arrival / Attendance / Bathroom / Snack				
3:15 – 4:00	Homework / Study				
4:00 – 5:00	Weekly Theme Activities				
5:00 – 6:00	Bathroom / Free Play Time				
<b><u>Weekly Theme:</u></b>	<b>Circle Time</b>	<b>Science &amp; Problem Solving</b>	<b>Music &amp; Motion</b>	<b>Art Time</b>	<b>Play &amp; Fitness</b>
<b>Back to School!</b>	<p><u>Activity</u>  <i>Example social discussion:</i></p> <ul style="list-style-type: none"> <li>• Talk about 1<sup>st</sup> days of school</li> <li>• Get to know your friends</li> <li>• What are looking forward to?</li> <li>• Any questions about school?</li> </ul> <p><u>Materials</u>            none</p>	<p><u>Activity</u>  <i>Examples of Stem activities:</i>            “Back to School Young Detectives”</p> <ul style="list-style-type: none"> <li>• seek and find objects in gym that do not belong in a classroom</li> <li>• school related word find</li> <li>• school bingo</li> <li>• color by number</li> </ul> <p><u>Materials</u>            Copied (downloadable materials)</p>	<p><u>Activity</u></p> <ul style="list-style-type: none"> <li>• Duck-duck goose game</li> <li>• Musical chairs (on floor)</li> <li>• Freeze dance</li> </ul> <p><u>Materials</u>            Speaker/radio</p>	<p><u>Activity</u></p> <ul style="list-style-type: none"> <li>• Have kids draw pictures of school</li> <li>• Give kids materials &amp; let them create freestyle</li> </ul> <p><u>Materials</u>            Crayons            Paper            Markers            Scissors            Glue</p>	<p><u>Activity</u></p> <ul style="list-style-type: none"> <li>• Playground play</li> <li>• Board games</li> <li>• Puzzles</li> <li>• Hula-hoop games</li> <li>• Movies</li> </ul> <p><u>Materials</u>            Common school gym equipment</p>

**SAMPLE**

# STARS Camp

- ★ Designed to keep kids engaged while school is not in session
- ★ Open for all D135 students enrolled in STARS grades K - 8
- ★ Available for students from 6:30 a.m. - 6:00 p.m.
- ★ Care for children on non-school attendance days
  - Non-school attendance days
  - Winter Break
  - Spring Break
- ★ Single location open on Emergency/Snow Days
- ★ Held at one of the District's schools
- ★ Structured activities
- ★ Educational fun
- ★ Separate fee structure for full-day program



## STARS CAMP SCHEDULE

6:30-8:30am	<b>Early Care Arrival / Breakfast Snack</b> Attendance and light breakfast snacks in the Commons .....
8:30am	<b>STARS Camp Opening Ceremony</b> Announcements, spirit songs, birthday recognitions, activity schedules .....
9:00am	<b>Group Times</b> Campers will be split into groups based on age, review of camp values .....
9:30-11:00 am	<b>Activity Period</b> Arts and crafts, board games, group games .....
11am – 12pm	<b>LUNCH / Bathroom</b> .....
12:00 -2:00pm	<b>Recreational Time</b> Games, outdoor play (weather permitting), gym time .....
3:00pm	<b>Snack / Bathroom</b> .....
3:30pm	<b>Reading / Education</b> Educational based games, in-house assemblies, visitor presentations .....
4:30-6:00pm	<b>Kids Choice / Dismissal</b>

### WHAT TO BRING

It is important that your child comes to camp after having a good night's sleep and a healthy breakfast in order to ensure for a fun, safe and energetic day.

.....  
Please send the following items with your camper:

- Lunch (packed in brown paper bag with camper's name on the bag)
- Gym/tennis shoes, coats (weather permitting), comfortable clothing
- Sunscreen
- Any medication in original container clearly with camper's name. NOTE: a medication form must be completed a by parent/guardian for administering any medication

S.T.A.R.S. Camp will be held on the following days during the 2020/2021 School Year: Columbus Day, Fall Break (Monday & Tuesday), Winter Break (excluding Christmas & New Year Holidays), MLK Day, President's Day, Pulaski Day, Spring Break)

**Campers MUST be enrolled and registered for camp days**



# STARS Enrollment Process

- Families enroll each year beginning July 1
- Enrollment in person at the District Administration Building
  - Complete enrollment paperwork
  - ★ Present photo ID of authorized parent/guardians for pick-up
    - Additional photos can be uploaded as-needed*
  - Receive handbook
- After enrollment paperwork is complete, an enrollment fee will be charged to the family in RegWerks.
- ★ Emailed link for RegWerks (registration system)



# STARS Registration Process

- Secure online registration process in RegWerks
- Required to be completed in advance for each STARS enrolled students to reserve a spot in the STARS program
- Parent/guardian complete registration for students on a weekly or monthly basis
- Last minute need? - Daily “drop-in” registration is available for STARS enrolled students
- Registration fees are based on sessions in attendance per child
- Up-to-date students rosters generated from RegWerks increases safety of student attendance

*Simple & convenient registration process*



MY SCHOOL

BROWSE SERVICES HOME MY ACCOUNT CART

Financial Info

FAMILY INFO

FINANCIAL INFO

HISTORY

Registrations with Balance

Student	Class	Balance Due	Card On File
Alisha Doe	Weekly Child Care 2017-18 Weekly Child Care	\$0.00	Visa: 1111 04/30
Kim Doe	Weekly Child Care 2017-18 Weekly Child Care	\$73.00	Visa: 1111 04/30
John Doe	Pick-a-Day 16-17 Pick-a-Day Child Care	\$0.00	Visa: 1111 04/30

Open Registrations

Name	Class	Start Date	Registration Date
Alisha Doe	Weekly Child Care 2017-18 Weekly Child Care	04/10/2017	04/27/2017
Kim Doe	Weekly Child Care 2017-18 Weekly Child Care	04/10/2017	04/27/2017
John Doe	Pick-a-Day 16-17 Pick-a-Day Child Care	08/22/2016	04/27/2017

# STARS Daily sign-in/sign-out procedures

- Safety and security is of the utmost importance of the program
- ★ Each STARS location operate sign-in/sign-out via RegWerks on iPad
- ★ Each student profile contains
  - ★ Student photo
  - ★ Photo of authorized parent/guardian (up to 4)
- STARS staff confirms identity during drop-off & pick-up
- Authorized parent/guardian digitally signs during drop-off & pick-up process
- ★ Safety through photo verification and timestamp in/out of each child
- ★ Real-time daily rosters viewable by school staff increases student safety



Summary overview of registration and sign-in/sign-out process

- [RegWerks Informational Video](#)

Questions or comments?



Village of Orland Park  
Recreation and Parks Department  
After School Pals Summary

**Overview**

**After School Pals (ASP)** is held at the Village's Cultural Arts Center, 2pm - 6:30pm, 5 days per week. Participants may choose from 2 - 5 days per week registering and paying on a monthly basis.

Children, kindergarten through fifth grade, engage in games, crafts, monthly field trips, weekly trips to the Sportsplex, homework time and gym time at the Franklin Loebe Center.

ASP follows the D135 calendar including make-up days and holidays. ASP is not in session on D135 early dismissal days.

**Fees:**

2 days per week: \$213/mth.

3 days per week: \$224/mth.

4 days per week: \$235/mth.

5 days per week: \$246/mth.

**NOTE:** Students must be registered for the same 2, 3 or 4 days each week, per month.

**Additional Details**

- There is a registration minimum of 8 days per month.
- Transportation is provided from all D135 schools, Kruse School and St. Michaels by Village vehicles.
- A \$10 discount is offered for a second child in the same household.
- Pick-up is at 7 schools utilizing 2 bus drivers and 1 van driver.

**\*\*Enrollment Snapshot (changes per month)**

School	Liberty	Centennial	H. Point	Center	Park	M. Ridge	Prairie	Total
<b>Monday</b>	11	5	7	4	8	6	8	49
<b>Tuesday</b>	10	4	7	3	8	6	8	46
<b>Wednesday</b>	11	2	8	4	8	7	8	48
<b>Thursday</b>	10	4	9	4	8	6	8	50
<b>Friday</b>	8	4	5	5	4	7	9	38

\*\*February 2020 prior to COVID-19 Pandemic

Note: Enrollment fluctuates month-to-month ( $\pm 5$ ) due to after school sports and activities.

**Days per Week Enrollment**

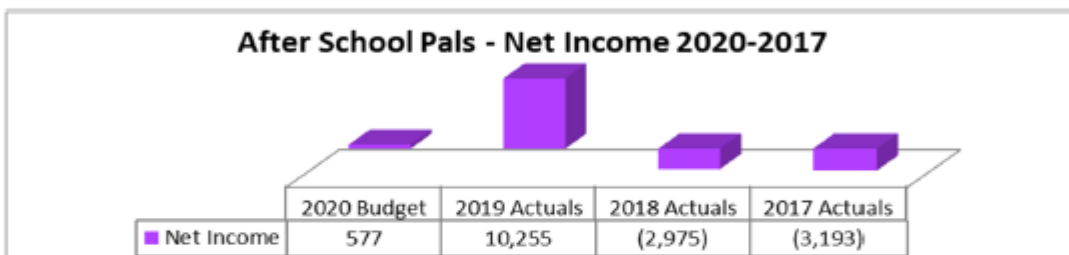
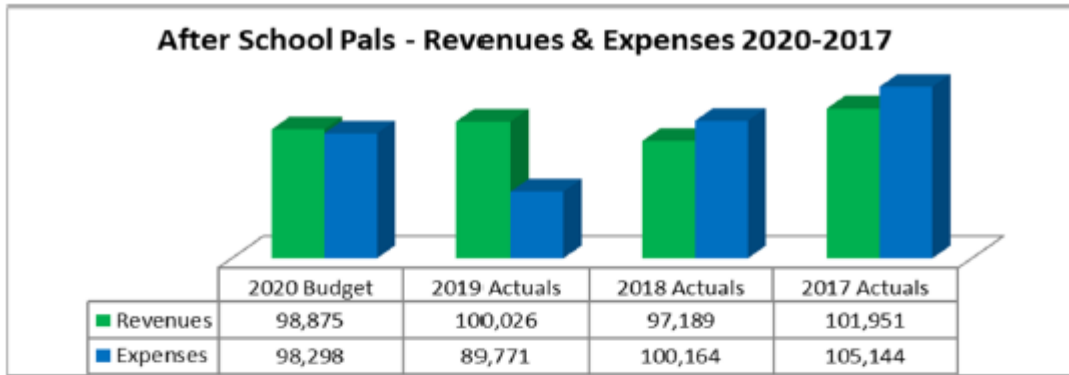
2 Day	2
3 Day	3
4 Day	8
5 Day	40
<b>Total:</b>	<b>53</b>

**ASP Staffing**

After School Pals is staffed by 7 staff including a Coordinator, Program Assistant and 5 Instructors at a ratio of 10:1. As children are picked up, staffing levels are reduced each day. Supervisory staff work approximately 6 hrs. per day earning \$14.79 - \$16.32/hr. while instructors work approximately 4 1/2 hrs. per day earning \$10 - \$11.22/hr.

Bus/Van Drivers earn \$16.32 - \$17.34/hr. working 2 - 4 hrs. per day.

ASP Revenues & Expenses 2020 - 2017



REVENUES	2020 Budget	2019 Actuals	2018 Actuals	2017 Actuals
Program Fees	98,875	100,026	97,189	101,951
Reimbursements/Other Revenue	-	-	-	-
<b>SubTotal Revenues :</b>	<b>98,875</b>	<b>100,026</b>	<b>97,189</b>	<b>101,951</b>
EXPENSES	2020 Budget	2019 Actuals	2018 Actuals	2017 Actuals
Salary Part Time	84,308	77,583	84,366	90,974
FICA / Medicare	6,450	5,935	6,454	6,959
IMRF	2,901	2,208	4,621	1,874
Dues & Licenses	240	51	50	60
Domestic Supplies	100	-	116	125
Uniforms	-	-	378	-
Other Supplies	-	-	-	72
Registration & Fees	-	-	-	802
Program Supplies	4,300	3,994	4,179	4,223
Equipment	-	-	-	55
<b>SubTotal Expenses:</b>	<b>98,298</b>	<b>89,771</b>	<b>100,164</b>	<b>105,144</b>
<b>NET INCOME</b>	<b>577</b>	<b>10,255</b>	<b>(2,975)</b>	<b>(3,193)</b>

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0456**  
Orig. Department: **Recreation and Parks Department**  
File Name: **John Humphrey Complex Renovations (Design-Build) - Phase II Change Order**

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### **BACKGROUND:**

The Village of Orland Park awarded V3 Construction Group, LTD. the contract in accordance with their proposal submitted March 24, 2020, for Design-Build John Humphry Complex Renovations phase II to renovate the concession stand and restrooms for a Guaranteed Maximum Price of four hundred forty-eight thousand three hundred and no/100 (\$448,300.00) dollars.

The Scope of Work includes:

- Removal and replacement of existing roof;
- Renovation of the women's restroom to meet generally accepted industry standards;
- Renovation and expansion of the men's restroom, the number of stalls and sinks to meet generally accepted industry standards;
- Renovation and conversion of the concession stand area to be an exterior service only stand.

V3 has submitted a change order (attached) for the following items:

- Change from quarry tile floor to non-slip epoxy flooring to storage room and entry vestibule (185sf): \$2,220
- Mop sink and laundry tub in storage space (code requirement): \$3,500
- Battery operated faucets (2 per restroom): \$2,600
- Replacement urinals (3): \$2,040
- Electrical upgrades required to achieve the scope of the project: \$8,250

**Total of Change Order: \$12,610**

Staff seeks Board approval for these changes.

- The mop sink and laundry tub are code requirements by the Village.
- Battery operated faucets will allow for touchless use of the faucets, preventing contact from person-to-person.
- Staff had planned to reuse/relocated urinals, however, the urinals in place are outdated and in need of replacement.
- Electrical work was not included in the original contract. New NPOD-key switch (switch to turn the power on/off), demolition and relocations for new restroom configurations (fans, outlets, conduit/wiring) are required as shown in the permit drawings.

### **BUDGET IMPACT:**

The John Humphrey Complex Renovations (Design-Build) - Phase II was budgeted at \$500,000 with a GMP awarded to V3 at \$448,300.00 leaving \$51,700 for unforeseen expenses. Funds are budgeted in account: 283-4003-443100 for this change order totaling: \$12,610

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**REQUESTED ACTION:**

I move to approve the John Humphrey Complex Renovations (Design-Build) - Phase II Change Order

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# ORLAND PARK

## REQUEST FOR CHANGE ORDER

Purchase Order #: 20-000946 Purchase Order Date: 05/01/20

Contract Title: John Humphrey Complex Renovations - Phase II

**NOTE:** The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park BEFORE commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

Item	Description	Amount
A	Original Contract Value	\$448,300.00
B	Total Amount of Previous Change Orders	\$0.00
C	Total Current Contract Amount (A + B)	\$448,300.00
D	Amount of this Change Order (+ or -)	\$12,610.00
E	Revised Contract Amount (C + D)	\$460,910.00
F	Percent of Current Contract Amount this Change Order Represents (D/C)	2.81%
G	Cumulative Percent of all Change Orders (B+D)/A	2.81%
H	Original Contract Completion Date	11/30/20
I	Revised Contract Completion Date	11/30/20

Brief description of services provided under this contract:	
Flooring: Change From Quarry Tile to Epoxy Flooring	(\$6,000.00)
Flooring: Add storage room and entry vestibules (185 sf)	\$2,220.00
Plumbing: Add mop sink / laundry tub in storage space	\$3,500.00
Plumbing: Battery Operated Faucet Premium Cost (4ea)	\$2,600.00
Plumbing: Replacement Urinals (3ea)	\$2,040.00
Electric: No electric work included in base contract. Assumption to reuse all existing. New NPOD-key switch, demolition and relocations are required in permit drawings.	\$8,250.00
	<b>\$12,610.00</b>

**Reason for requested change:**  
 Flooring: Epoxy flooring is more durable and slip resistant. Added storage and vestibule areas.  
 Plumbing: Building department requires mop sink for permit. Touchless faucets are preferred. Urinals to be replaced versus reused.  
 Electric: No replacement fixtures and no LED fixtures were included in base contract.

**For Village Use Only:** IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more.

As the authorized designee of the Village of Orland Park to approve a change order to the public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed

The change is germane to the original contract as signed

The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: V3 Construction Group, Ltd.

Signature:

Printed Name: Michael Famignetti, P.E.

Title: President

Date: 6/25/2020

**Village of Orland Park**

Signature: \_\_\_\_\_

Printed Name: George Koczwar

Title: Village Manager

Date: \_\_\_\_\_

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0468**  
Orig. Department: **Recreation and Parks Department**  
File Name: **Resolution Regarding 2020 Summer Special Events**

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### **BACKGROUND:**

In late 2019, an outbreak of novel coronavirus (“COVID-19”) occurred in China and quickly spread across the globe; and the Board of Trustees of the Village of Orland Park cares deeply for the health and well-being of the residents of the Village and visitors to the Village. The Village of Orland Park recognizes that public health adjustments such as social distancing and capacity limits must be implemented in order to keep the residents of the Village safe and healthy during these unprecedented times. The Village of Orland Park also prioritizes the mental and physical health of the residents of the Village; and desires to act for the benefit of the health, safety, and welfare of the residents of the Village, by restoring access to Village resources in a safe and measured way, balancing the public health situation of the Village with the other health needs of Village residents. In furtherance of these goals, the Village intends to host special events for the enjoyment of its residents in the summer of 2020.

These planned events include Concerts in the Park on July 12, 2020, and September 6, 2020; the Taste of Orland Park on July 21, August 1, and August 2, 2020; the Centennial Park West concert Series concerts on August 22, 2020, and September 12, 2020; the Brewfest on September 19, 2020; and the Great Pumpkin Party on September 26, 2020. The Village intends to implement capacity limits and social distancing guidelines, as appropriate, at these events in addition to other public health accommodations. The Village declares that these Summer 2020 Special Events will be held with modifications.

The Village President and Board of Trustees of the Village hereby declares that the July 12 and September 6, 2020 Concerts in the Park; the July 31, August 1 and August 2, 2020 Taste of Orland Park; the August 22 and September 12, 2020, Centennial Park West Concert Series concerts; the September 19, 2020 Brewfest; and the September 26, 2020, Great Pumpkin Party (rain date October 3, 2020) will be held with the following modifications.

- Reduced capacity
- Social distancing guidelines
- Increased handwashing and hand sanitizer stations
- Enhanced cleaning and sanitation
- Social distancing limits around stage areas
- Encouraging attendees to wear masks when in common areas and when the activity allows
- Omitting, altering or limiting some event features
- Possible changing of event locations in order to permit greater social distancing
- Time limits and/or ticketed sessions may be adopted to ensure capacity limits are not exceeded
- Event areas may be fenced to enforce capacity limits

Specific guidelines for each event will be set forth by the Recreation Department of the Village.

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This Resolution shall be in effect for these events in the year 2020.

**BUDGET IMPACT:**

none

**REQUESTED ACTION:**

I move to approve Resolution Number \_\_\_\_\_, entitled: Resolution Regarding 2020 Summer Special Events

**..T**

**RESOLUTION REGARDING 2020 SUMMER SPECIAL EVENTS**

**..B**

**WHEREAS**, the Village of Orland Park is a home rule unit of government by virtue of the provisions of the Constitution of the State of Illinois of 1970; and

**WHEREAS**, the Village, as a home rule unit, may exercise such powers and perform any function pertaining to its government and affairs; and

**WHEREAS**, the powers explicitly designated to home rule units in the Constitution of the State of Illinois of 1970 includes regulation for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, in late 2019, an outbreak of novel coronavirus (“COVID-19”) occurred in China and quickly spread across the globe; and

**WHEREAS**, the Board of Trustees of the Village of Orland Park cares deeply for the health and well-being of the residents of the Village and visitors to the Village; and

**WHEREAS**, the Village of Orland Park recognizes that public health adjustments such as social distancing and capacity limits must be implemented in order to keep the residents of the Village safe and healthy during these unprecedented times; and

**WHEREAS**, the Village of Orland Park also prioritizes the mental and physical health of the residents of the Village; and

**WHEREAS**, the Village desires to act for the benefit of the health, safety and welfare of the residents of the Village, by restoring access to Village resources in a safe and measured way, balancing the public health situation of the Village with the other health needs of Village residents; and

**WHEREAS**, in furtherance of these goals, the Village intends to host special events for the enjoyment of its residents in the summer of 2020; and

**WHEREAS**, these planned events include: Concerts in the Park on July 12, 2020 and September 6, 2020; the Taste of Orland Park on July 31, August 1, and August 2, 2020; the Centennial Park West Concert Series concerts on August 22, 2020 and September 12, 2020; the Brewfest on September 19, 2020; and the Great Pumpkin Party on September 26, 2020; and

**WHEREAS**, the Village intends to implement capacity limits and social distancing guidelines at these events in addition to other public health accommodations; and

**WHEREAS**, The Village declares that these Summer 2020 Special Events will be held with modifications.

**NOW, THEREFORE, BE IT RESOLVED**, by the Village President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

**SECTION 1:**

The above recitals are incorporated by reference into this Section 1 and made a part hereof as though fully set forth herein.

**SECTION 2:**

The Village President and Board of Trustees of the Village hereby declares that the July 12 and September 6, 2020 Concerts in the Park; the July 31, August 1 and August 2, 2020 Taste of Orland Park; the August 22 and September 12, 2020 Centennial Park West Concert Series concerts; the September 19, 2020 Brewfest; and the September 26, 2020 Great Pumpkin Party (rain date October 3, 2020) will be held with the following modifications.

- a) Reduced capacity
- b) Social distancing guidelines
- c) Increased handwashing and hand sanitizer stations
- d) Enhanced cleaning and sanitation
- e) Social distancing limits around stage areas
- f) Encouraging attendees to wear masks when in common areas and when the activity allows
- g) Omitting, altering or limiting some event features
- h) Possible changing of event locations to permit greater social distancing

- i) Time limits and/or ticketed sessions may be adopted to ensure capacity limits are not exceeded
- j) Event areas may be fenced to control capacity limits

Specific guidelines for each individual event will be set forth by the Recreation Department of the Village.

**SECTION 3:**

This Resolution shall be in effect for these events in the year 2020.

**SECTION 4:**

This Resolution shall be effective immediately upon its adoption as provided by law.

**REQUEST FOR ACTION REPORT**

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File Number: **2020-0465**  
 Orig. Department: **Recreation and Parks Department**  
 File Name: **Resolution Regarding Centennial Park West Concert Series Tickets for First Responders, Medical Healthcare Workers, and Military Members**

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**BACKGROUND:**

The Village wishes to show appreciation to the first responders, medical healthcare workers, and military members who put their lives on the line on a daily basis and the Village wishes to honor the service, sacrifice, courage, and strength these exceptional individuals provide to our community. The Village is hosting the Centennial Park West Concert Series in the summer of 2020 and first responders, medical health care workers, and military members are on the front lines of the nation’s response to COVID-19. Therefore, the Village desires to show appreciation by providing free tickets to the Centennial Park West Concert Series for the aforementioned first responders, medical health care workers, and military members by providing additional tickets to family members of first responders, medical health care workers, and military members at a discounted rate, as specified below:

1. Free tickets to the Centennial Park West Concert Series (the August 22, 2020, and/or September 12, 2020 concerts) will be available to paid or volunteer Firefighters, Police - including Police Officers, Sheriffs, and Sheriff’s Deputies, Correctional Officers, State Troopers and Federal Law Enforcement Officers - EMTs/Paramedics, 911 Dispatchers (“First Responders”), eligible Medical Healthcare Professionals - including all Medical Doctors, Nurses, Physician Assistants, Medical Technicians, and Nurse’s Aides (“Medical Health Care Workers”), and U.S. Military Members - including Active Duty, and Reservist/Guard (“Military Members”) as supplies allow.
2. Additional tickets for family members First Responders, Medical Healthcare Workers, and Military Members may be purchased at the discounted resident rate of \$50 each for the Concert Series.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to approve Resolution Number \_\_\_\_\_, entitled: RESOLUTION REGARDING CENTENNIAL PARK WEST CONCERT SERIES TICKETS FOR FIRST RESPONDERS, MEDICAL HEALTHCARE WORKERS, AND MILITARY MEMBERS.

**..T**

**RESOLUTION REGARDING FREE CENTENNIAL PARK WEST CONCERT SERIES TICKETS FOR FIRST RESPONDERS, MEDICAL HEALTHCARE WORKERS, AND MILITARY MEMBERS**

**..B**

**WHEREAS**, the Village of Orland Park is a home rule unit of government by virtue of the provisions of the Constitution of the State of Illinois of 1970; and

**WHEREAS**, the Village, as a home rule unit, may exercise such powers and perform any function pertaining to its government and affairs; and

**WHEREAS**, the powers explicitly designated to home rule units in the Constitution of the State of Illinois of 1970 includes regulation for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, the Village wishes to show appreciation to the first responders and medical healthcare workers who put their lives on the line on a daily basis; and

**WHEREAS**, the Village wishes to honor the service, sacrifice, courage, and strength these exceptional individuals provide to our community; and

**WHEREAS**, the Village is hosting the Centennial Park West Concert Series in the summer of 2020; and

**WHEREAS**, first responders and medical healthcare workers are on the front lines of the nation's response to COVID-19;

**WHEREAS**, the Village desires to show appreciation to those who risk their own safety for others by providing free tickets to the Centennial Park West Concert Series to first responders and medical healthcare workers, and provide additional tickets to family members of first responders and medical healthcare workers at a discounted rate.

**NOW, THEREFORE, BE IT RESOLVED**, by the Village President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:



**SECTION 1:**

The above recitals are incorporated by reference into this Section 1 and made a part hereof as though fully set forth herein.

**SECTION 2:**

1. Free tickets to the Centennial Park West Concert Series (the August 22, 2020 and/or September 12, 2020 concerts) will be available to paid or volunteer Firefighters, Police - including Police Officers, Sheriffs and Sheriff's Deputies, Correctional Officers, State Troopers and Federal Law Enforcement Officers - EMTs/Paramedics, 911 Dispatchers ("First Responders"), eligible Medical Healthcare Professionals – including all Medical Doctors, Nurses, Physician Assistants, Medical Technicians, and Nurse's Aides ("Medical Healthcare Workers"), and U.S. Military Members – including Active Duty, and Reservist/Guard ("Military Members") as supplies allow.
2. Additional tickets for family members First Responders, Medical Healthcare Workers, and Military Members may be purchased at the discounted resident rate of \$50 for the Concert Series.

The Village Manager is hereby authorized to promulgate terms, conditions and rules of this Program in order to ensure the efficient execution of the Program. **SECTION 3:**

This Resolution shall be effective immediately upon its adoption as provided by law.

DATE: July 6, 2020

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0453</b>
Orig. Department:	<b>Officials</b>
File Name:	<b>Amend Title 7 Chapter 18 - Increase Number of Video Gaming Licenses - Ordinance</b>

---

### **BACKGROUND:**

Increase number of Video Game licenses from twenty-four (24) to twenty-five (25) to accommodate a new request by Square Celt located at 39 Orland Square Drive. Square Celt is set up for five (5) gaming terminals with one (1) redemption terminal.

### **BUDGET IMPACT:**

None

### **REQUESTED ACTION:**

I move to pass Ordinance Number \_\_\_\_\_, entitled: AN ORDINANCE AMENDING TITLE 7 CHAPTER 18 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF VIDEO GAMING LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS.

JOB NAME: Square Left - Video gaming Room PERMIT#: BP-19-036

JOB SITE ADDRESS: 39 OSD

SUBMITTAL DATE: 10-4-19 BUILDING REVIEWER: Rick P. PLANNER: K. Quinn

PLAN REVIEW CONTACT NAME: Kevin Vaughan PHONE: 773-3435

EMAIL: Kevin@vaughanhospitality.com

**PERMIT APPLICATIONS**

	Required	Received	N/A	Approved	Fees entered		Required	Received	N/A	Approved
Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy/No-Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Occupancy/Kiosk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Police Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appearance Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**APPLICATION INFORMATION**

	Required	Received	N/A		Required	Received	N/A
Plumbing Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors Listed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors License/Bonds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL REQUIREMENTS**

	Required	Received	N/A	Approved	Field Inspection	Approved
MWRD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

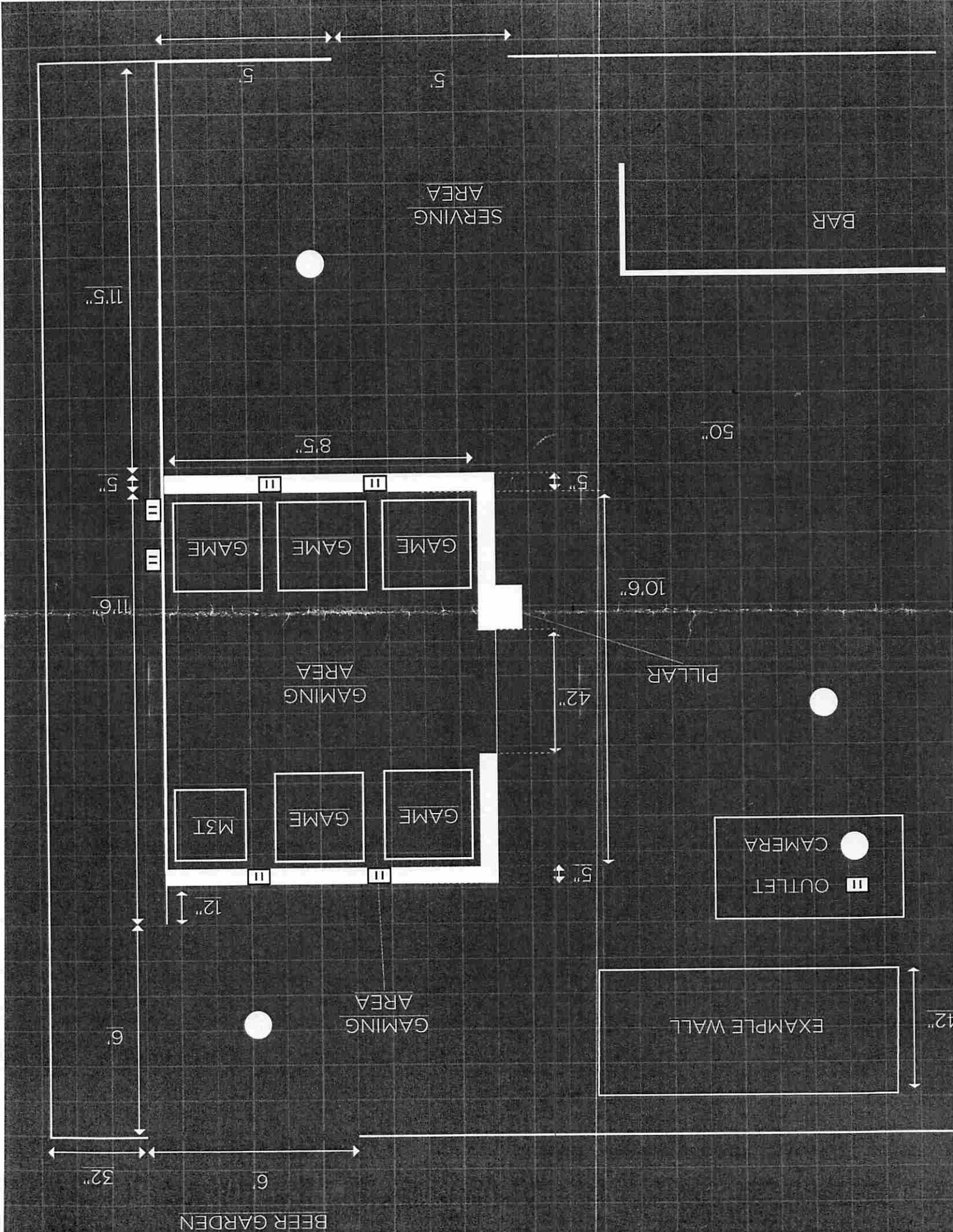
**PLAN REVIEWS**

Plans Rolled  Plans Folded

	Approved - Date/Initial	Denied - Date	Notified Applicant	Denied - Date	Notified Applicant	Denied - Date	Notified Applicant
Building	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Mechanical	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Electrical	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Plumbing	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Fire Life Safety	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Accessibility	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Energy	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Health	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Structural	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Foundation	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Planning	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Fire Alarm	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Fire Sprinkler	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Fire Hood/Supp	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
		Rvsd. Plans Rec'd		Rvsd. Plans Rec'd		Rvsd. Plans Rec'd	
		_____		_____		_____	
		Date		Date		Date	

MAYOR APPROVAL  \_\_\_\_\_

**COMMENTS**



.. T

AN ORDINANCE AMENDING TITLE 7 CHAPTER 18 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF VIDEO GAMING LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

.. B

Be It Ordained by the President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

SECTION 1

Section 7-18-6 of the Orland Park Municipal Code is hereby amended to read in its entirety as follows:

“No more than one (1) video gaming license shall be issued and in force at any one time for each video gaming establishment and no more than five (5) video gaming terminals may be located, maintained or operated in any one (1) licensed video gaming establishment. No more than twenty-five (25) video gaming licenses shall be issued and in force at one time.”

SECTION 2

All Ordinances or parts of Ordinances in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict herewith.

SECTION 3

This Ordinance shall be effective immediately upon its passage and approval in the manner provided by law.

**REQUEST FOR ACTION REPORT**

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File Number:	<b>2020-0480</b>
Orig. Department:	<b>Village President</b>
File Name:	<b>Resolution Adopting the Village of Orland Park's Back to Normal Plan</b>

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to pass Resolution Number \_\_\_\_\_, entitled: A RESOLUTION ADOPTING THE VILLAGE OF ORLAND PARK'S BACK TO NORMAL PLAN

**..T**

**RESOLUTION ADOPTING THE VILLAGE OF ORLAND PARK'S BACK TO NORMAL PLAN**

**..B**

**WHEREAS**, in late 2019, an outbreak of novel coronavirus (“COVID-19”) occurred in China and quickly spread across the globe; and

**WHEREAS**, the Board of Trustees of the Village of Orland Park cares deeply for the health and well-being of everyone who works in, lives in, or visits the Village of Orland Park and recognizes the need for enhanced safety precautions to protect the public health during these unprecedented times; and

**WHEREAS**, the Board of Trustees of the Village of Orland Park believes individuals and businesses have been, and will continue to, self-regulate by following recommendations concerning physical distancing and increased attention to personal and area sanitation measures; and

**WHEREAS**, the Board of Trustees of the Village of Orland Park, using publicly available science, data and modeling know COVID-19 effects are heavily concentrated in older citizens and those with serious comorbidities, and strongly encourage individuals and families who are most at risk to take extra measures to protect themselves, including extending their self-isolation, maintaining their social distancing, and following CDC guidelines until effective treatments are proven and widely available as vaccines are being developed.

**WHEREAS**, the Board of Trustees of the Village of Orland Park, using publicly available science and data can show the actual infection rate for COVID-19 has been consistently less than 20% of all people tested at both the national and local level, and less than 20% of that group develops symptoms or needs hospitalization, indicating that the trajectory of this disease in the population is far below the initial “worst case” models, on which many emergency orders were based,

**WHEREAS**, the Board of Trustees of the Village of Orland Park, strongly encourages everyone, whether they are acting as individuals, as families or as businesses to recognize two

critical facts about their role in controlling the spread of COVID-19: 1) it is incumbent on them to follow the CDC guidelines to protect themselves and the people they are in contact with; and 2) it is not just about them, it is about their individual actions helping our community, our State and our nation get through this pandemic; and

**WHEREAS**, the State of Illinois has failed to adequately protect long-term care facilities that represent 55% of deaths related to COVID-19 in Illinois as of the date of this resolution; and

**WHEREAS**, the stress and economic harm caused by the stay-at-home order affects the physical and mental health of the residents of the Village of Orland Park, leading to increases in suicides, physical abuse, and addiction; and

**WHEREAS**, the Governor's statewide orders have caused severe economic hardship to the Village and the residents of the Village, through a significant rise in unemployment and a reduction in the economic activity of the Village; and

**WHEREAS**, the State of Illinois is overwhelmed with unemployment requests and revenue projections at the State and local levels are down significantly; and

**WHEREAS**, many local businesses are at a high risk of shutting down permanently or suffering irreparable economic damage that will have a lasting and negative impact on the livelihoods of many Orland Park residents; and

**WHEREAS**, the Village of Orland Park recognizes the economic havoc the COVID-19 shutdown is wreaking on people and businesses; and

**WHEREAS**, re-opening the local economy using a measured and staged approach will help get people back to work, keep the economy functioning to support a robust health care system, help people maintain the funds and insurance necessary to receive appropriate medical care, minimize the revenue losses at the State and local levels, and help our society return to a sense of normalcy; and

**WHEREAS**, beginning with Executive Order 2020-03 on March 12, 2020 and continuing through Executive Order 2020-36 on May 1, 2020, the Governor of Illinois issued a



series of Executive Orders in response to the COVID-19 pandemic which have shuttered businesses and caused Illinois residents to stay at home except for extremely limited reasons; and

**WHEREAS**, the Governor's Executive Orders have been ambiguous and difficult to interpret with any measure of consistency which has led to confusion and uncertainty; and

**WHEREAS**, on May 5, 2020, Governor Pritzker announced the "Restore Illinois" plan, which grouped the State of Illinois into four regions and requires each region to have certain healthcare benchmarks before moving to the next phase of the plan; and

**WHEREAS**, the Governor's authority to direct enforcement under the Illinois Emergency Management Agency Act (IEMAA) is limited to emergency agencies, and any requirement that local authorities carry out enforcement of the Executive Orders is both prohibited under the IEMAA and constitutes an impermissible unfunded mandate under the State Mandates Act; and

**WHEREAS**, the Governor declared a disaster on March 9<sup>th</sup> and under the IEMAA, his emergency powers are limited to 30 days; and

**WHEREAS**, the General Assembly convened on May 20, 2020, but has failed to take action to address and/or clarify the Governor's authority to continue to act under Executive Order authority, and

**WHEREAS**, on July 2, 2020 the Clay County Circuit Court declared that the 30-days of emergency powers provided under Section 7 of the Illinois Emergency Management Act provided to the Governor to address the COVID-19, lapsed on April 8, 2020 and the Court further declared any executive orders in effect after April 8, 2020 relating to COVID-19, which found their authority under the emergency powers of Section 7 the IEMAA are void ad initio which includes the Governor's "Restore Illinois" Plan, and

**WHEREAS**, on July 2, 2020 the Clay County Circuit Court declared that none of the cited provisions of the IEMAA in Executive Order 32 delegated the Governor any authority and the Governor had no constitutional authority as Governor to restrict a citizen's movement or activities and/or forcibly close business premises; and

**WHEREAS**, on July 2, 2020 the Clay County Circuit Court granted the Plaintiff's oral request that his Amended Complaint be a representative action and apply to all citizens of the State of Illinois; and

**WHEREAS**, the legislature failed to take any meaningful action related to the coronavirus pandemic, and

**WHEREAS**, the Village believes it to be in the best interests of itself and its businesses and residents that the Illinois General Assembly take legislative action regarding the COVID-19 pandemic, providing for local, targeted public health measures for the control of COVID-19,; however, even though the legislature has failed to do so; and

**WHEREAS**, the Village desires to adopt its Back-to-Normal Plan as a guide for the businesses and residents of the Village;

**NOW, THEREFORE, BE IT RESOLVED**, by the Village President and Board of Trustees of the Village of Orland Park, Cook and Will Counties, Illinois, as follows:

**SECTION 1:**

The above recitals are incorporated by reference into this Section 1 and made a part hereof as though fully set forth herein.

**SECTION 2:**

The Village President and Board of Trustees of the Village hereby adopt the Back-To-Normal Plan which is attached hereto and incorporated by reference into this Section 2 and made a part hereof as though fully set forth herein.

**SECTION 3:**

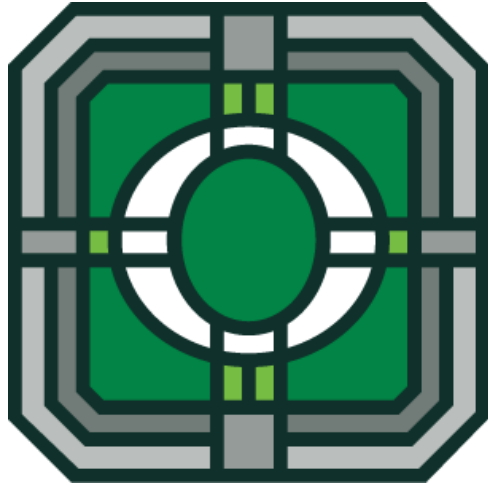
The various provisions of this Resolution are to be considered as severable, and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

**SECTION 4:**

All ordinances, resolutions, motions or parts thereof in conflict with this Resolution shall be and the same are hereby repealed to the extent of such conflict.

**SECTION 5:**

This Resolution shall be effective immediately upon its adoption as provided by law.



**VILLAGE OF ORLAND PARK  
BACK TO NORMAL PLAN**

**April 24, 2020**

**Update 1: May 4, 2020**

**Update 2: May 15, 2020**

**Update 3: July 6, 2020**

### **Update Summary (May 4, 2020)**

This update eliminates Phase 0 as most of those businesses began at least partial operations via the Governor's 4/30 Executive Order. The remaining businesses were added to Phase 1. Additionally, new information was added to Phase 1 and Phase 2.

### **Update Summary (May 15, 2020)**

This update incorporates the applicable portions of the Restore Illinois Plan. Those parts of the plan that are not added are noted.

### **Update Summary (July 6, 2020)**

This update provides an update to the current situation and modifies parts of the plan to reflect the latest CDC guidance and parts of Restore Illinois.

## **PURPOSE**

This plan represents the Village of Orland Park's best efforts to provide guidance for businesses and residences. While adherence to this guidance is recommended, compliance is voluntary. We strongly recommend that all businesses conduct an internal analysis to determine other steps that can be taken to help ensure employee and customer safety. Advisors such as risk managers, insurance companies and safety consultants may be helpful in this endeavor.

This plan, as well as other COVID-19 recovery plans, are subject to change based on newly acquired data or circumstances regarding COVID-19 and economic recovery. Updates will be posted on our website at [www.orlandpark.org](http://www.orlandpark.org).

## **DISCLAIMER**

Adherence to any recommendations included in these guidelines, by individuals and/or businesses, will not prevent the communication of disease, including COVID-19, in every situation. Furthermore, the recommendations contained in these guidelines should not be interpreted as setting a standard of precaution or care, or be deemed inclusive of all proper methods of precaution or care, nor exclusive of other methods of precaution or care reasonably directed to obtaining the same results.

All information, content, and material contained herein is for informational purposes only and are not intended to serve as a substitute for the consultation, diagnosis, and/or medical treatment of a qualified physician or healthcare provider.

The ultimate judgment regarding the propriety of any specific action must be made by each individual in consultation with his or her physician and in light of all the circumstances presented by the current pandemic, and the known variability and biological behavior of the individual's medical condition.

These guidelines and their conclusions and recommendations reflect the best available information at the time they were prepared. The results of future studies may require revisions to the recommendations in these guidelines.

The Village of Orland Park does not make, and hereby disclaims, any warranty, express or implied, as to the accuracy or completeness of these guidelines whether authored by the Village of Orland Park or others or any of the measures described therein, and undertakes no obligation and assumes no responsibility for any injury or damage to persons or property arising out of or related to any use of these guidelines and any information provided therein or for any errors or omissions. The sole risk of relying on these guidelines is that of each individual alone.

The Village of Orland Park disclaims any liability based on information provided in these guidelines.

If you have a medical emergency, call you doctor or 911 immediately.

## 1. EXECUTIVE SUMMARY

On April 23<sup>rd</sup>, Governor Pritzker extended the stay at home order until May 31<sup>st</sup>. Prior to this extension, the Village of Orland Park created this plan to return to normal. This plan is our effort to provide guidance to businesses and residents to help facilitate returning to normal. Governor Pritzker revealed his plan on May 5, 2020, called Restore Illinois.

The data provided by IDPH indicates that hospital resource usage related to COVID-19 peaked on or about April 28, 2020. The University of Washington IHME model indicates the State of Illinois' peaked on or about May 1, 2020. The Office of the Governor has yet to share the modeling used as the basis for Governor's decision-making.

The State of Illinois is overwhelmed with unemployment claims and projects \$2.7 billion and \$4.6 billion in revenue losses in 2020 and 2021, respectively. The State of Illinois has also failed in its responsibilities to have required medical supplies and PPE available in the event of an emergency. Additionally, the State of Illinois has failed in its responsibility to the most vulnerable, with 55% of statewide deaths tracing back to long-term care facilities according to IDPH as of July 5, 2020.

The Restore Illinois Plan, issued on May 5, 2020, was issued via an Executive Order. On July 2, 2020, a Clay County, Illinois judge ruled Governor Pritzker did not have the authority to extend Illinois' public health disaster declaration longer than its initial 30 days of business closures.

Our economy will return to normal using measured and staged approaches, which will allow people return to work, minimize revenue losses at the State and local levels and help our community return to a sense of normalcy.

All phases will require tracking of specific data to move to each subsequent phase. Also, prior to moving to the next phase, trends will be monitored that will indicate when moving to the next phase is warranted.

According to the Centers for Disease Control and Prevention (CDC), moving from Phase to Phase requires:

- Downward trajectory of documented cases within a 14-day period – this assumes that testing levels are consistent and uses a 3-day rolling average to determine the case trajectory. Additionally, a 5-day grace period applies (if 5 days of consecutive increase does not occur during a downward trajectory). Moreover, if a locality has a low incidence plateau (less than 10 cases per 100,000 population over 2 weeks) then it is considered low incidence.
- Downward trajectory of positive tests as a percent of total tests within a 14-day period with stable or increasing test volume.
- ICU Bed and Ventilator usage due to COVID should be steady or declining and capacity should be available.

Other factors to consider:

- Intensive care unit (ICU) bed and ventilator availability is over 14% in the southwest suburbs.

- Hospital admissions for COVID-19 remain stable or declining in suburban Cook County. This could increase slightly if these hospitalizations remain well below the peak.
- Deaths from COVID 19 remains stable or declining in suburban Cook County. This could increase slightly if these hospitalizations remain well below the peak.

A phased approach to returning to normal is a measured way to restore the economy while keeping our residents safe. The phases are as follows:

- Phase One – Recovery (Equivalent to Restore Illinois Phase 3).
- Phase Two – Revitalization (Equivalent to Restore Illinois Phase 4).
- Phase Three – Normal Operations (Equivalent to Restore Illinois Phase 5).
- Monitoring Phase – Monitor progress and implement social distancing measures, if needed.

The development of this plan includes information from the CDC, The American Enterprise Institute, and the White House, Boston Consulting Group, national plans, state plans, regional plans, business plans as well as reviews from health professionals, business leaders and neighboring government entities.

This document is a plan that is meant to be adapted and adjusted to the changing environment while providing guidance to businesses and residents when the decision is made to starting to return to normal.



## 2. CURRENT SITUATION

Since the onset of the COVID-19 pandemic, Governor Pritzker issued a series of Executive Orders. The Restore Illinois Plan, issued on May 5, 2020, was issued via an Executive Order. On July 2, 2020, a Clay County, Illinois judge ruled Governor Pritzker did not have the authority to extend Illinois' public health disaster declaration longer than its initial 30 days of business closures.

Much of the Restore Illinois Plan followed CDC and expert guidance. However, several portions of the plan do not follow this guidance, including:

- Currently, the Restore Illinois Plan calls for phases that are 28 days in length. This is 14 days longer than the guidance from the federal government, the CDC and other experts.
- The Restore Illinois Plan does not adequately address vulnerable populations and long-term care facilities. People over the age of 60 represent approximately 87% of all deaths in Illinois, while long-term care facilities account for approximately 55% of all deaths in Illinois. The Restore Illinois Plan should encourage those people who are most vulnerable to continue to “stay-at-home” or limit non-essential activities where social distancing measures cannot be practiced until Phase 5 of the Restore Illinois Plan is implemented.
- Capacity limitations are extremely inconsistent across businesses and appear to be capricious without any science or data to support them.
- Restore Illinois Phase 5 opening requirements are overly stringent and likely not realistic. A vaccine in mass quantities is likely to be at least 2 years away and, similar to other viruses, may never be completely successful. Developing an effective treatment also could take decades. Lastly, the goal of zero new cases is likely impossible. In human history, only one human virus has been successfully eliminated - small pox, and that took the better part of a century.

Without a realistic Restore Illinois Phase 5 plan, unemployment will continue to be a major source of despair in Illinois. Employment levels in Illinois are 13.8% lower than a year ago, with 955,000 fewer people in the workforce. Enhanced unemployment benefits have expired, the Illinois Department of Employment Security (IDES) is overwhelmed, and the State of Illinois failed in its handling of these benefits. The ideal way to improve this situation is to reduce demand by increasing employment. The only sustainable way to increase employment is to increase consumer demand; which, in this case, can be accomplished by restoring normal operations and improving access to businesses in a safe and controlled manner.

From a revenue standpoint, both the state and municipalities like Orland Park will be significantly impacted by the Governor's stay-at-home order and subsequent extensions. Based on estimates from the Governor's Office of Management and Budget, the Village of Orland Park is expected to lose \$2.6 Million in sales tax and \$412,000 in income tax in this budget year. Other revenue losses exceed \$1.5 Million.

Additionally, the federal government provided the State of Illinois with over \$3.5 billion, of which over \$1.5 billion was specifically earmarked for municipalities. In the most recent budget

the State of Illinois indicated that it would share only \$250 million and specifically excluded 5 counties including the counties of Cook and Will.

Economic fallout from the coronavirus outbreak will cost Illinois \$7.3 billion in revenue for the current and next fiscal year, Governor Pritzker announced on April 15, 2020. Revenue revisions released by the Governor's Office indicated drops of \$2.7 billion in fiscal year 2020, which ended on June 30, and \$4.6 billion in fiscal year 2021, due mainly to lower income and sales tax collections as unemployment skyrockets and consumer spending falls. Even before the health crisis Illinois, the lowest-rated U.S. state, was on shaky financial ground with a huge unfunded pension liability and chronic structural budget deficits.

The State of Illinois has seen a 10.5% decrease in sales tax revenue in June, 2020 compared to June 2019, and a 5.4% decline in year to date income tax revenue. State of Illinois major revenues for only the months of April and May, 2020, are a full 31%, or \$3.2 billion lower than the same months of 2019.

At present, most businesses are operating in a limited capacity. However some businesses have remained closed. Getting back to normal, using the measured and staged approach that follows, will help people return to work, minimize the revenue losses at the State and local level and help communities return to a sense of normalcy.

### **3. GUIDELINES FOR ALL PHASES**

***The following data needs to be tracked to move to each subsequent phase:***

- COVID-19 cases by report date
- Hospitalizations for COVID-19 by date
- Percentage of positive tests
- ICU bed and Ventilator usage from COVID
- ICU Bed and vent availability
- Number of deaths

***Prior to moving to the next phase, the following trends over the previous two weeks will be monitored:***

- Downward trajectory of documented cases within a 14-day period – this assumes that testing levels are consistent and uses a 3-day rolling average to determine the case trajectory. Additionally, a 5-day grace period applies (if 5 days of consecutive increase does not occur during a downward trajectory).
- Downward trajectory of positive tests as a percent of total tests within a 14-day period with stable or increasing test volume.
- ICU bed and ventilator usage due to COVID-19 should be steady or declining and the availability of both should be over 14% in the southwest suburbs.
- Other factors to consider:
  - Hospital admissions for COVID-19 remains stable or declining in suburban Cook County. This could increase slightly if these hospitalizations remain well below the peak.
  - Deaths from COVID-19 remains stable or declining in suburban Cook County. This could increase slightly if these hospitalizations remain well below the peak.

***What efforts will Orland Park take to support businesses returning to normal operation?***

- Marketing and advertising efforts to encourage people to shop locally and safely.
- Positive messaging encouraging people to start engaging with society again and adapt to the new normal.
- Help businesses source hard-to-find supplies:
  - Surgical Masks
  - N-95 or KN-95 Masks for close contact businesses (e.g. salons)
  - Hand sanitizer
- Make personnel available to augment state and county contact tracing of positive cases.
- Use serologic testing as part of a strategy to assess immunity.
- Encourage standup of testing facilities for both serology and active testing.
- Share information and data with county, state and federal data systems.
- Isolate and quarantine positive cases and close contacts of those cases.
- Communicate to residents about the current situation, decisions under consideration, and clear guidance for adhering to mitigation levels.

- Tailor mitigation strategies as needed to address unique community characteristics and protect older adults and other high-risk individuals.

***What efforts should individuals take?***

- Continue to practice good hygiene
  - Wash hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
  - Avoid touching your face.
  - Sneeze or cough into a tissue, or in the inside of your elbow.
  - Disinfect frequently used items and surfaces as much as possible.
  - Consider using face coverings while in public, and particularly when using mass transit.
- **People who feel sick should stay home and contact their physician for guidance.**
- Follow CDC guidance regarding the usage of masks if social distance cannot be maintained, particularly in indoor settings.
- Visits to special needs and/or long-term care facilities and hospitals shall not be permitted until normal operations are restored.

***What efforts should employers take?***

- Develop and implement appropriate policies, in accordance with federal, State and local regulations and guidance, and informed by industry best practices, regarding:
  - Social distancing and protective equipment
  - Temperature checks
  - Testing and isolating
  - Sanitation
  - Use and disinfection of common areas and high-traffic areas
  - Business travel
- Monitor workforce for indicative symptoms. Do not allow people with known exposure to COVID-19 positive individuals to physically return to work until cleared by a medical provider (or 14 days)
- Develop and implement policies and procedures for workforce contact tracing following employee COVID positive test

**4. Phase One – Recovery (Equivalent to Restore Illinois Phase 3)**

This phase can occur at any time after achieving a steady or declining COVID hospitalizations, cases, and positive tests for 14 days have been observed in suburban Cook County. Additionally, ICU bed and ventilator usage due to COVID-19 should be steady or declining and the availability of both should be over 14% in the southwest suburbs.

The Village should help businesses with their critical supplies if we have them. While we should not wait for supplies to be in stock, we should have them ordered with expected delivery dates.

It will be critical to track data, test and follow the plan for moving onto Phase 2.

***Figure 1. Phase One- Recovery***

TYPE OF BUSINESS	RECOMMENDED RESTRICTIONS	RATIONALE
Barbershops, Beauty salons, Nail salons, etc.	<p>N95 or KN95 masks for all persons in direct customer contact</p> <p>Surgical masks for all other employees</p> <p>Hand sanitizer at indoor entry locations</p> <p>Maintain social distancing – mark 6-foot spacing along all queueing areas</p> <p>Sanitize chairs and equipment after each use</p> <p>Provider must wash hands between each separate customer interaction</p>	Required for personal hygiene
Book Stores	<p>Surgical masks for indoor employees</p> <p>Hand sanitizer at indoor entry locations</p> <p>Maintain social distancing – mark 6-foot spacing along all queueing areas</p> <p>Shields for checkout clerks</p>	Supports e-learning and is a critical activity for staying at home.
Golf Courses	<p>Locker rooms remain closed</p> <p>Surgical masks for pro-shop, indoor employees</p> <p>Hand sanitizer at pro-shop entry locations</p> <p>Maintain social distancing – mark 6-foot spacing along all queueing areas</p> <p>Schedule tee times to avoid congregation at tee area</p> <p>Flagsticks are not to be removed</p> <p>One person per cart, unless family members</p> <p>Carts and pull-carts sanitized after each use</p> <p>Forecaddies only – cannot handle players equipment</p> <p>Shields for pro-shop clerks</p> <p>Driving Ranges – every other stall</p> <p>Putting greens – maintain social distancing</p> <p>Foursomes are allowed</p>	Outdoor activity and exercise are encouraged as part of the stay at home order. This activity is outdoors and by its very nature maintains substantial social distance.

Hotels	<p>Housekeeping services only clean upon request, or when guests depart</p> <p>Room service only to guest's doors</p> <p>Encourage social distancing for all guests and staff</p> <p>Additional sanitization services of rooms on departures</p> <p>Surgical mask for indoor employees</p> <p>Hand sanitizer at entries</p> <p>Shields at front-desk</p> <p>Pool furniture and gates to be sanitized regularly</p>	
Libraries	<p>Surgical masks for indoor employees</p> <p>Hand sanitizer at indoor entry locations</p> <p>Maintain social distancing – mark 6-foot spacing along all queueing areas &amp; spread out seating areas</p> <p>Shields for checkout staff</p>	Supports e-learning and is a critical activity for staying at home.
Manufacturing	Appropriate industry measures should be taken based on the type of manufacturing	
Offices – all offices can open	<p>Teleworking is still encouraged to minimize the number of people in one space</p> <p>Social distancing should be maintained at work</p> <p>Encourage visitors by appointment to minimize working</p>	Many essential businesses have stayed open during the stay at home with no issues.
Outdoor Spaces (except playgrounds)	<p>Groups of less than 10 allowed</p> <p>Social distancing to be maintained</p>	This has already been allowed in many parks with no known issues
Religious services	<p>Maintain social distancing at all services</p> <p>Ensure seating separated by 6 feet (except family groups)</p> <p>If possible, offer more services to keep number of worshipers lower</p>	The is a First Amendment right

	<p>Disinfect seating areas after each service</p> <p>Develop procedures for entry and exit that allows for social distancing</p> <p>Surgical masks for all employees</p> <p>Hand sanitizer at all entrances</p> <p>Use disposable cups</p>	
Restaurants	<p>Surgical masks for all customer-facing employees</p> <p>Hand sanitizer at indoor entry locations</p> <p>No groups larger than six, unless children are included in the group</p> <p>Space tables and seating to allow for 6-foot separation (blocking tables will be allowed)</p> <p>Sanitize tables and chairs after each use</p> <p>Conduct a pre-shift health check of every employee</p> <p>(see Appendix B)</p>	<p>Restaurants have been operating and making food with no issues. The concentration of people is less than some other essential businesses.</p>
Retail Stores – Outdoor facing entrances	<p>Surgical masks for indoor employees</p> <p>Sanitize shopping carts</p> <p>Hand sanitizer at indoor entry locations</p> <p>Maintain social distancing – mark 6-foot spacing along all queueing areas</p> <p>Shield for checkout clerks</p> <p>Create one-way traffic flow</p>	<p>Many essential businesses were retail stores that have been able to operate safely.</p>
Retail Stores – Orland Square Mall	See Appendix A for Simon Properties Plan	

- All vulnerable people should continue to “stay-at-home”:
  - Elderly individuals
  - Individuals with serious underlying health conditions, including but not limited to high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as chemotherapy for cancer and other conditions requiring such therapy
- When in public, people should maintain appropriate social distance from others.

- Avoid socializing in groups more than 10 where possible.
- Non-essential travel should be minimized.
- Work from home whenever possible.
- If possible, return to work in phases.
- If possible, employers should close common areas where personnel are likely to congregate and interact.
- Strongly consider special accommodations for personnel who are members of a vulnerable population.
- Schools and youth activities remain closed.
- Large public venues should remain closed.
- Visitations at special needs, long-term care facilities or hospitals are not permitted.

**5. Phase Two – Revitalization (Equivalent to Restore Illinois Phase 4)**

Business operations in this Phase 2 can occur 14 days after implementation of Phase One if the following conditions are met. Steady or declining COVID-19 hospitalizations, cases, and positive tests observed for 14 days in suburban Cook County. Additionally, ICU bed and ventilator usage due to COVID-19 should be steady or declining and the availability of both should be over 14% in the southwest suburbs.

These operations need to follow social distancing and hygiene measures that are currently in place, however mask usage can be relaxed and CDC recommendations should be followed. The Village should help businesses with their critical supplies if we have them. While we should not wait for supplies to be in stock, we should have them ordered with expected delivery dates.

It will be critical to track data, test and follow the plan for moving onto Phase Two.

*Figure 2. Phase Two – Revitalization*

<b>TYPE OF BUSINESS</b>	<b>RECOMMENDED RESTRICTIONS</b>	<b>RATIONALE</b>
Gyms/Fitness Facilities	Sanitize equipment after each use Maintain social distancing Groups to stay less than 50 people	
Golf Courses and Driving Ranges	Locker rooms available One person per cart, unless family members Carts and pull-carts sanitized after each use Forecaddies only – cannot handle players equipment	Outdoor activity and exercise are encouraged as part of the stay at home order. This activity is outdoors and by its very nature maintains substantial social



		distance.
Massage	<p>N95 or KN95 masks required</p> <p>Wash hands between each customer</p> <p>Disinfect all equipment</p>	
Movie Theaters	<p>Seating in family groups with 6 feet between</p> <p>Provide sanitary wipes to customers to wipe seats</p> <p>Follow restaurant guidelines for food service areas (see Appendix B)</p>	
Nurseries and daycare centers	<p>Surgical masks for all employees</p> <p>Encourage regular hand washing and hand sanitization</p> <p>Increased cleaning and sanitization of equipment and toys.</p> <p>Use alternate curbside pick-up and drop-off routines that enable social distancing</p>	
Organized Youth Activities	<p>Resume</p> <p>Spectators should maintain social distancing</p> <p>Bleachers to remain closed</p>	
Outdoor events	<p>Can resume with moderate social distancing rules.</p> <p>50% capacity at outdoor venues.</p> <p>Group sizes should be less than 50.</p> <p>Groups larger than 10 should social distance by 30 feet.</p>	
Religious services	<p>Maintain social distancing at all services</p> <p>Ensure seating separated by 6 feet (except family groups)</p> <p>If possible, offer more services to keep number of worshipers lower</p> <p>Disinfect seating areas after each service</p> <p>Develop procedures for entry and exit that allows for social distancing</p>	The is a First Amendment right

	<p>Surgical masks for all employees</p> <p>Hand sanitizer at all entrances</p> <p>Use disposable cups</p>	
Restaurants	<p>Surgical masks for all customer-facing employees</p> <p>Hand sanitizer at indoor entry locations</p> <p>No groups larger than ten, unless children are included in the group</p> <p>Space tables and seating to allow for 6-foot separation (blocking tables will be allowed)</p> <p>Sanitize tables and chairs after each use</p> <p>Conduct a pre-shift health check of every employee</p> <p>Overall capacity of 75%, keep bar capacity at 25% with no standing areas in rooms</p> <p>(see Appendix B)</p>	<p>Restaurants have been operating and making food with no issues. The concentration of people is less than some other essential businesses.</p>
Retail Stores – Outdoor facing entrances	<p>Surgical masks for indoor employees</p> <p>Sanitize shopping carts</p> <p>Hand sanitizer at indoor entry locations</p> <p>Maintain social distancing – mark 6-foot spacing along all queueing areas</p> <p>Shield for checkout clerks</p> <p>75% building capacity</p>	<p>Many essential businesses were retail stores that have been able to operate safely.</p>

- Non-essential travel can resume.
- All vulnerable people should continue to “stay-at-home”:
  - Elderly individuals
  - Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as chemotherapy for cancer and other conditions requiring such therapy
- Gatherings of more than 50 people should be avoided.
- In public, individuals should maximize physical distance from others.
- People remain encouraged to work from home.

- Employers should close common areas where personnel are likely to congregate and interact.
- Employers should strongly consider special accommodations for personnel who are members of a vulnerable population.
- Visitations to special needs, long-term care facilities or hospitals are not permitted.

## **6. Phase Three – Normal Operations (Equivalent to Restore Illinois Phase 5)**

Normal operations can resume in Phase Three 14 days after implementation of Phase Two if the following conditions are met. Steady or declining COVID hospitalizations, cases, and positive tests observed for 14 days, ICU bed and ventilator usage due to COVID-19 should be steady or declining and the availability of both should be over 14% in the southwest suburbs. Social distancing may still be considered where possible.

- Vulnerable populations can resume public interaction but should practice social distancing and avoiding gatherings of greater than 50 people.
- All businesses will be allowed to operate normally without restrictions, though social distancing may be considered where possible.
- Employers can resume unrestricted staffing at work.
- Visits to special needs and/or long-term care facilities and hospitals can resume.
- Large venues can operate under limited physical distancing protocols.
- Gyms can resume normal operations.

## **7. Monitoring Phase**

Monitoring of cases should continue into the near future. If there is an increase in cases that warrant increased mitigation, the following approaches should be attempted in order with sufficient time to evaluate each step:

- Social Distancing Strategy:
  - Vulnerable population should resume “stay-at-home” practices.
  - Visits to special needs and/or long-term care facilities and hospitals are not permitted.
  - Work at home strategies should be implemented.
  - Everyone else should use 6-foot social distancing wherever possible.
  - Intense communication strategy with residents and businesses.
- Reinstate Phase Two
- Reinstate Phase One

## **Sources**

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“National Coronavirus Response, A Road Map to Re-opening”, American Enterprise Institute, March 28, 2020. Scott Gottlieb, MD, Caitlin Rivers, PHD, MPH, Mark B. McClellan, MD, PHD, Lauren Silvis, JD, Crystal Watson, DrPH, MPH

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“Hi-tech and Preschools First, Malls and Sports Last: Israel’s Coronavirus Exit Strategy,” Israel News, Noa Landau, April 13, 2020.

“April 2020 Revenue Forecast Revision”, Governor’s Office of Management & Budget, April 15, 2020

“Beyond the Curve: How to Restart in the Wake of COVID-19”, Boston Consulting Group, April 16, 2020.

Restore Illinois Plan, Governor Pritzker & IDPH, May 5, 2020.

Simon Properties COVID-19 Exposure Mitigation Protocols

ICSC, COVID-19 Re-Opening Best Practices

Guidelines for Re-opening Theme Parks in Central Florida, Orange County Economic Recovery Task Force

National Restaurant Association COVID-19 Reopening Guidance

City of Peoria, Peoria County and Peoria Department of Public Health

## **Advisory Group**

The development of this document included business leaders, government leaders, health professionals and public safety personnel. A few of those advisors are listed below.

Frank Fleischer, Mayor, Village of Mokena

John Mahoney, Mayor, Village of Palos Park

Keith Pekau, Mayor, Village of Orland Park

Michael Hardek, Vice President, First Secure Bank & Trust

Ramzi Hassan, President, Edwards Realty

Raymond Klosowski, President, Orland Park Area Chamber of Commerce

Michael Romstad, Executive Vice President, Simon Management

## Appendix A



### Simon Property

### COVID-19 Exposure Mitigation Protocols

#### 1.0 Purpose

The Simon Property Group (Simon) Exposure Mitigation Protocols (Protocols) are designed to mitigate property employees, store employees and shoppers from potential COVID-19 exposure by means of identification, evaluation, and control of pathogen transmission factors in the workplace. These Protocols are intended to establish procedures to address known or suspected pathogen transmission pathways and for mitigating the spread of COVID-19 in the community.

This document has been prepared and approved by the following:

- Mr. Daniel Engling, Certified Industrial Hygienist – Director of Industrial Hygiene Services, KERAMIDA, Inc. Mr. Engling earned his BS in Public Health from the Indiana University Fairbanks School of Public Health
- Dr. Jiali Han, Ph.D., Principal at Integrative Precision Health LLC. Dr. Han is a world-renowned epidemiologist and public health researcher. Dr. Han earned his Ph.D. in Biological Sciences in Public Health from Harvard University. He has twenty years of research experience with over 220 peer-reviewed publications

#### 2.0 Responsibilities

- Corporate Management – Ensures that the content of these Protocols are managed effectively, and that these Protocols are reviewed and evaluated for effectiveness and updated as necessary
- Property Management – Ensures that these Protocols are appropriately supported and implemented. Property Management will also ensure these Protocols are readily available for examination and copying, upon request, by each employee and their designated representatives

- Simon Employees – Ensure that these Protocols are understood and followed. Any deviations from these Protocols through work practices or changes/failures in equipment are to be promptly reported to supervisors.
- Pathogen – Organisms (e.g. bacteria, viruses, parasites and fungi) that cause disease in human beings (CDC)
- Exposure – Contact with a substance by swallowing, breathing, or touching the skin or eyes (CDC)
- COVID-19/SARS-CoV-2 – COVID-19 is the condition caused by the SARS-CoV-2 virus
- COVID-19 Symptoms – Fever (body temperature greater than 100.4°F), dry cough, shortness of breath or difficulty breathing, and other flu-like symptoms (e.g., chills, repeated shaking with chills, muscle pain, headache, sore throat) (CDC)
- Hand Sanitizer – Hand hygiene fluid with greater than 60% alcohol (CDC)

#### 4.0 References

- [www.cdc.gov](http://www.cdc.gov)
- [www.epa.gov](http://www.epa.gov)

#### 5.0 Property Operations

##### 5.1 Measures to Reduce Employee Exposure

###### Work Attendance

- **Preemption** – Employees capable of carrying out work duties from home will be directed to do so
- **Self-Screening** – Our employees will be informed that they should not report to work if they are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to start of shift. Any symptoms should be communicated to their respective supervisor
- **Pre-Work Screening** – Upon reporting to work, employees' body temperatures will be measured with a thermometer and assessed. Employees with body temperatures greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches) will not perform on-site work duties and will be directed to return to their homes. Any symptoms should be communicated to their respective supervisor

### **Property Employee / Back of House Practices**

- **Training** – Our employees will be trained in COVID-19 safety guidelines and these Protocols. We will encourage our tenants, vendors and contractors to implement this training
- **Social Distancing**
  - Desks and workstations will be separated by 6 feet or more or separated by a barrier
  - Employees will be required to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals
  - Signage will be posted reminding employees of CDC hygiene and safety guidelines
- **Personal Protection Equipment (PPE) Use** – Facial coverings, as recommended by the CDC, will be worn by our employees while on property performing work duties or interacting with other persons or as mandated by state and local jurisdictions. We will encourage our tenants, vendors and contractors to implement the same precautions.
- **Personal Hygiene** – Our employees will be allowed and encouraged to take frequent breaks for handwashing or disinfecting of hands with a sanitizer. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the CDC
- **Enhanced Sanitizing and Disinfecting**
  - The following areas will be disinfected regularly during the day and upon indication of additional need
    - Breakrooms
    - Restrooms
    - Counters
    - Workstations
    - Employee-Only Areas
  - Touchpoints, including the following, will be disinfected frequently and upon indication of additional need:
    - Transaction Registers/Computer Touchscreens/Keyboards
    - Shared Communications Equipment Including: Phones, Radios, etc.

- Light Switches
- Doorknobs/Door Handles
- Copy Machines/Multi-Function Machines
- Counters
- Drawer Handles, Etc.
- **Self-Service Customer Transactions**
  - When paying by credit/debit card, Customers should utilize credit card receptacles without exchanging the card with an employee
  - During each transaction, employee and Customer should maintain at least 6 feet of separation or be separated by a transparent barrier
  - Employees should wash hands or utilize hand sanitizer after each Customer transaction
- **COVID-19 Case Notification and Mall Office Recovery** – In the event one of our employees tests positive for COVID-19, we will notify the appropriate public health care authorities, and take the necessary steps to deep clean and sanitize the affected workspace

## **5.2 Measures to Protect Customers/Public**

- **Reduced Occupancy** – Human occupancy within the property will be limited to a maximum density of 50 square feet per person. If the targeted occupancy is achieved, other Customers/Public will be asked to wait in their cars or in queue lines outside, spaced 6 feet apart
- **Social Distancing**
  - Dividers will be placed in entryways requiring incoming traffic to walk on only one side of entry, and outgoing on the other side to encourage visitor separation of at least 6 feet
  - On-property security staff will actively remind and encourage Customers/Public to comply with the social distancing standards
  - Social distancing markers will be placed in queue areas (e.g., food courts, restrooms)
  - Elevator occupancy will be limited to encourage proper spacing (max. of 4 per cab)
  - Public seating and eating areas will be reduced and/or reconfigured to allow for minimum separation of 6 feet between persons



- Dining Pavilion seating area will be opened up section by section as occupancy requires, while still maintaining the required spacing. This will allow cleaning crews to concentrate their efforts and increase the frequency of cleaning. No reusable customer service items will be available (e.g., trays, utensils, cups)
- Order areas and delivery areas will be separated to encourage social distancing
- Customers/Public in queue lines or on escalators will be directed to maintain a distance of 6 feet from other individuals by means of signage and/or other markings at 6-foot intervals
- In restrooms, every other sink and urinal will be taped off to encourage proper spacing, and signage will be posted encouraging proper hygiene
- The following interior touchpoints will be temporarily placed out of service:
  - § Child Play Areas
  - § Drinking Fountains
  - § Valet Use
- Signage and floor decals will be placed to encourage social distancing throughout the property
- **Enhanced Sanitizing and Disinfecting**
  - Soap and water will be made available to employees and Customers/Public in restrooms
  - Hand sanitizer or sanitizing materials, compliant with CDC standards, will be available to everyone in common areas and retail spaces. Signage and/or staff will be deployed to encourage the use of hand sanitizer
  - Limited Large On-Property Events – Large marketing events and activities that draw big crowds have been postponed

### **5.3 Retail Store Measures to Protect Customers/Public**

Stores will be asked to follow the procedures below:

- **Training** – Store employees should be trained in COVID-19 safety guidelines
- **Self-screening** – Store employees should be informed that they should not report to work if they are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to start of shift. Any symptoms should be communicated to their respective supervisor
- **Pre-Work Screening** – Upon reporting to work, the store employees' body temperatures should be measured with a thermometer and assessed. Employees

with body temperatures greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches) should not perform on-site work duties and should return to their homes. Any symptoms should be communicated to their supervisor

- **Personal Protection Equipment (PPE) Use** – Tenants should provide masks or facial coverings as recommended by the CDC and sanitizing products for their employees. Store employees should wear masks or facial coverings while on property and frequently wash or otherwise sanitize their hands
- **Reduced Occupancy** – Tenants should monitor and manage store occupancy to targeted level set by state or local authorities
- **Personal Hygiene** – Employees should be allowed and encouraged to take frequent breaks for handwashing or disinfecting of hands with a sanitizer. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the CDC
- **Social Distancing** – Steps should be taken to encourage 6 feet of distance between individuals on properties. Signage, stanchions and other appropriate measures should be implemented to maintain and encourage social distancing requirements
- **Enhanced Sanitizing and Disinfecting**
  - Regularly sanitize and disinfect high touchpoint areas (e.g., counters, POS terminals/cash wraps, screens) throughout the day
  - Provide enhanced sanitizing and disinfecting every evening after the store closes
  - All sanitizing and disinfecting should be performed with CDC-compliant cleaning products
- **Self-Service Customer Transactions** – Customers should be encouraged to pay using mobile technology or self-service POS terminals wherever possible
- **Package Handling** – Store employees should follow the latest guidelines on the handling and processing of inbound/outbound packages
- **Sampling** – Tenants should reduce, reconfigure or eliminate product sampling, or tasting
- **COVID-19 Case Notification and Store Recovery** – In the event an employee tests positive for COVID-19, the tenant should immediately notify the CDC and local public health officials and take necessary steps recommended by the CDC, which include thoroughly sanitizing and disinfecting the store and affected work areas

#### **5.4 Customer/Public Guidelines**

Customers/Public will be encouraged to:

- **Self-Screening** – Perform a self-health check prior to visiting the property. Anyone with a temperature greater than 100.4°F or who has flu-like symptoms (e.g., cough, body aches) will be advised not to visit the property
- **Personal Protection Equipment (PPE) Use**
  - Customers will be encouraged to wear facial coverings as recommended by the CDC
  - Free masks and sanitizing wipe packets will be available to shoppers at designated entrances or the mall office
- **Social Distancing** – Customers will be encouraged and reminded to maintain 6 feet of separation with others by way of:
  - On-property signage
  - Public service announcements
  - Active and ongoing encouragement by property security staff
- **Personal Hygiene**
  - Refrain from touching their nose, mouth, and eyes
  - Wash their hands frequently with soap and warm water for at least 20 seconds
  - Use sanitizer stations in the common areas of the property to keep their hands clean

#### **5.5. Digital Communication and Signage**

- At all public entrances, customers will be asked to refrain from entering the property if they, or anyone they have been in contact with, are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior
- Measures (signage or staff) will be deployed to encourage the use of hand sanitizer
- While visiting the property, customers will be instructed to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals, including at the following locations:
  - Entrances
  - Escalator and Elevator Landings

- Directories
- Restaurant Counters
- Directional floor decals and arrows will be used to promote better traffic flow in the property
- Directional entrance door signage will be used to separate shoppers entering and exiting the property
- Signage will be posted at gift card check-out workstations with customer-facing instructions for conducting transactions
- Regular announcements will be made over the property's audio system reminding shoppers of their part to keep everyone safe

### **Property Cleaning/Sanitation**

- **Personal Protective Equipment (PPE)** – All janitorial staff will be equipped with personal protection equipment, including facial coverings and gloves recommended by the CDC
- **CDC Recommended Disinfectants**
  - Disinfectant and disinfectant materials, as recommended by the CDC, and related supplies will be made available to all janitorial employees assigned to sanitation tasks
  - Disinfectants will be selected from the EPA list of chemicals designated as effective against SARS-CoV-2 virus and used in accordance with or exceeding CDC sanitation guidelines
- **Enhanced Sanitizing and Disinfecting**
  - The following will be disinfected regularly throughout the day and upon indication of additional need:
    - § Restrooms
    - § Directories
    - § Seating areas
    - § Wheelchairs
    - § Strollers
    - § Tables
    - § Recharging Stations
    - § Chairs

- **High Touchpoint Areas** – Interior high touchpoints areas, including the following, will be disinfected frequently and upon indication of additional need, using EPA-approved sanitation chemicals and in accordance with CDC guidelines:
  - § Food court tables, chairs and counters
  - § Restrooms
  - § Seating Areas
  - § Directories
  - § Door Handles/Doorknobs
  - § Elevator Buttons
  - § Escalator Handrails
  - § Stair Railings
  - § Trash Bins
  - § Guest Service Counters, Phones, POS terminals and Workstations
  - § Other Touchpoints, as needed
- **Enhanced Overnight Sanitizing and Disinfecting** – Properties will be thoroughly cleaned during non-operating hours meeting or exceeding CDC guidelines and recommendations
- **HVAC Systems** – Air quality testing has been completed showing that the indoor air quality at our properties is better than outside air quality. Filters will be cleaned and replaced regularly
- **Reduced Business Hours** – Business hours will be limited to allow for enhanced workspace cleaning and sanitizing

**Appendix B** (source: National Restaurant Association)





## TO RESTAURANT OPERATORS GETTING READY TO REOPEN...

**The purpose of guidance is just that, to offer you direction and provide a framework for best practices as you reopen.**

But as the saying goes, the devil is in the details, and not every restaurant is the same and not every opening scenario will align. We recognize that not everyone has access to guidance, and that is where the National Restaurant Association can provide help.

- Make sure your person-in-charge has an up-to-date ServSafe Food Manager certification. The Food and Drug Administration requires every facility to have a person in charge on site during open hours and also directs that the person in charge should have a food manager certification.
- Provide ServSafe food handler training for your workers. They're your front line; educating them protects them, you and your guests.
- Make technology your friend. Contactless payment systems, automated ordering systems, mobile ordering apps, website updates and simple texts can help you to communicate and conduct business with reduced need for close contact. As you begin to reopen, keep communicating with customers (your hours, menu items, reservations, etc.), and help promote your social distancing and safety efforts.
- And some of the best advice comes from the Food and Drug Administration, which develops the Food Code we all rely on. Its newest guide, *Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic*, was just released. You can link to it [here](#).

As we continue to learn more about operating businesses during the COVID-19 pandemic, it's important to share with you the most current direction and advice from the experts at FDA, the Centers for Disease Control and Prevention, the Environmental Protection Agency, and other agencies. These documents will continue to reflect those best practices and will continue to be updated.

## REOPENING GUIDANCE TASK FORCE

**Frank Yiannas,**  
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& Response, FDA

**Dr. Mark Moorman,**  
Director, Office of Food Safety, FDA

**Dr. David McSwane,**  
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Professor, Food Science, North Carolina  
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**Dr. Donald Schaffner,**  
Distinguished Professor, Food Science,  
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**Patrick Guzzle,**  
Idaho Department of Health, Past Chairman, CFP

**Greg Cocchiarella,**  
Vice President, Industry Relations, Ecolab

**Larry Lynch,**  
Senior Vice President, Science and Industry,  
National Restaurant Association

The National Restaurant Association partnered with representatives of the Food and Drug Administration, academia, the Conference for Food Protection, Ecolab, public health officials and industry representatives to develop a set of opening and operating guidelines to help restaurants return to full operation safely when the time comes.

This guidance is designed to provide you with a basic summary of recommended practices that can be used to help mitigate exposure to the COVID-19 virus, including:

- ✓ Food safety
- ✓ Cleaning and sanitizing
- ✓ Employee health monitoring and personal hygiene
- ✓ Social distancing

Combine this guidance with your existing policies as well as this new resource from the FDA, *Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic*.

Armed with information, ServSafe training and the recommendations of your local health departments, you can help secure a safe opening.

For the most comprehensive and up-to-date COVID-19 resources and information for the restaurant industry, visit [restaurant.org/COVID19](https://restaurant.org/COVID19).

RETURNING  
RESTAURANTS  
TO SERVICE

**SAFELY**





COVID-19

# RESTAURANT RESPONSE

Food safety has always been a priority for the restaurant industry, for both guests and employees.

The basis of an effective food safety culture is the Food and Drug Administration Food Code, which for decades has served as the foundation for restaurant operating procedures as they relate to safe food handling. The guidance outlined in the Food Code is science-based and is designed to reduce and prevent the incidence of foodborne illness. Food Code requirements related to sanitation and personal hygiene in particular are the most reliable protocols available to combat risks related to the spread of COVID-19.

Local, state and federal regulators use the FDA Food Code as a model to develop or update their own food safety rules and to be consistent with national food regulatory policy.

## AMONG THE REQUIREMENTS OF THE FOOD CODE THAT APPLY TO CORONAVIRUS MITIGATION ARE

- ✔ Prohibiting sick employees in the workplace
- ✔ Strict handwashing practices that include how and when to wash hands
- ✔ Strong procedures and practices to clean and sanitize surfaces
- ✔ Ensuring the person in charge of a foodservice facility is a certified food safety manager
- ✔ Ensuring the person in charge is on site at all times during operating hours



FOR MORE THAN 30 YEARS, THE NATIONAL RESTAURANT ASSOCIATION'S SERVSAFE PROGRAM HAS PROVIDED FOOD SAFETY TRAINING FOR BOTH MANAGERS AND FOOD HANDLERS.

ServSafe certifies food safety managers through an independently developed certification exam, which follows standards adopted by the Conference for Food Protection.

The Conference for Food Protection also collaborates with the FDA to develop the Food Code.

## THE PURPOSE OF THIS GUIDANCE IS TO BUILD ON THE ALREADY ESTABLISHED BEST PRACTICES AND REQUIREMENTS AVAILABLE

that address specific health and safety concerns related to the spread of COVID-19, and to put those protocols into practice as state and local officials begin to open communities and businesses.

Operators should make use of these guidelines as they relate to their existing policies and procedures and in conjunction with instructions they receive from authorities during their reopening phase-in.



## REOPENING GUIDANCE FOR EMPLOYERS

State and local officials may tailor the application of opening criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID outbreaks vs. rural and suburban areas where outbreaks have not occurred or have been mild).

To prepare to comply with opening procedures, operators should update their existing policies and operating procedures in accordance with the latest FDA, Centers for Disease Control and Prevention, and Environmental Protection Agency guidance and in accordance with local and state officials regarding:

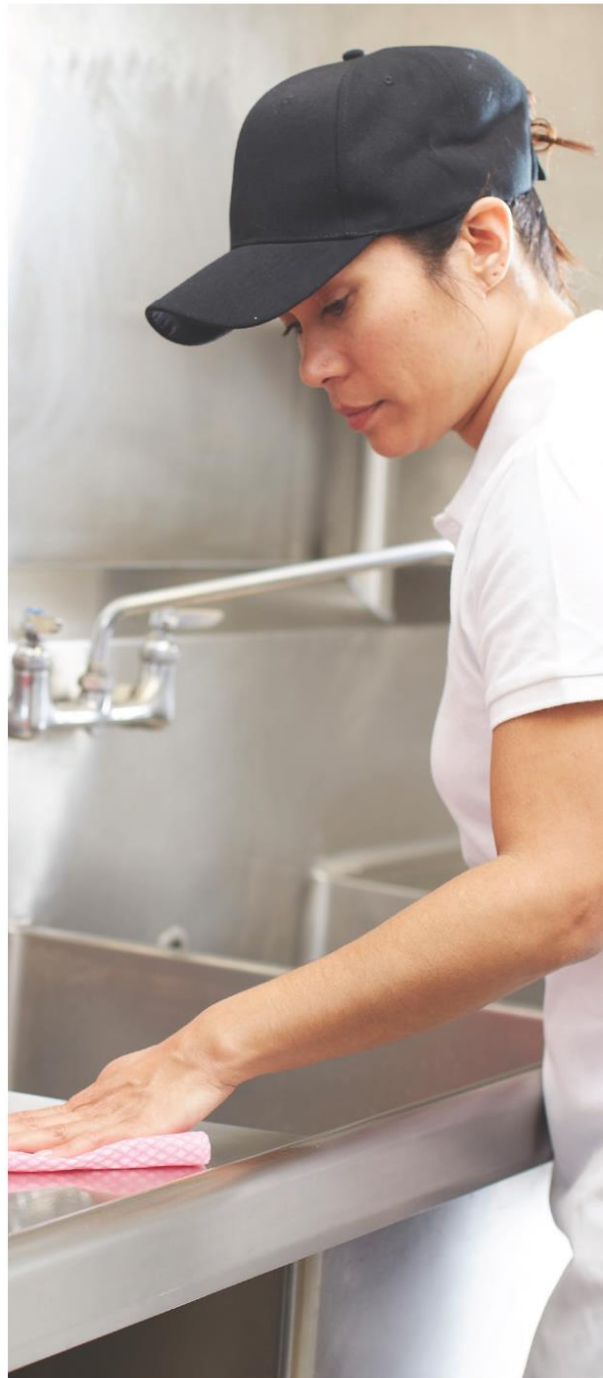
- ✔ Social distancing and protective equipment
- ✔ Employee health
- ✔ Cleaning/sanitizing/disinfecting

## ON FOOD SAFETY

- ✔ Discard all food items that are out of date.
- ✔ Where salad bars and buffets are permitted by local/state officials, they must have sneeze guards in place. Change, wash and sanitize utensils frequently and place appropriate barriers in open areas. Alternatively, cafeteria style (worker served) is permissible with appropriate barriers in place.
- ✔ If providing a “grab and go” service, stock coolers to no more than minimum levels.
- ✔ Ensure the person in charge is ServSafe certified and that their certification is up to date, and provide food handler training to refresh employees.

# REOPENING GUIDANCE FOR CLEANING AND SANITIZING

- ✓ Thoroughly detail-clean and sanitize entire facility, especially if it has been closed. Focus on high-contact areas that would be touched by both employees and guests. Do not overlook seldom-touched surfaces. Follow sanitizing material guidance to ensure it's at effective sanitizing strength and to protect surfaces.
- ✓ Avoid all food contact surfaces when using disinfectants.
- ✓ Between seatings, clean and sanitize table condiments, digital ordering devices, check presenters, self-service areas, tabletops, and common touch areas. Single-use items should be discarded. Consider using rolled silverware and eliminating table presets.
- ✓ Remove lemons and unwrapped straws from self-service drink stations.
- ✓ Clean and sanitize reusable menus. If you use paper menus, discard them after each customer use. Implement procedures to increase how often you clean and sanitize surfaces in the back-of-house. Avoid all food contact surfaces when using disinfectants.
- ✓ Check restrooms regularly and clean and sanitize them based on frequency of use.
- ✓ Make hand sanitizer readily available to guests. Consider touchless hand sanitizing solutions.





## REOPENING GUIDANCE **ON MONITORING EMPLOYEE HEALTH & PERSONAL HYGIENE**

✔ Per existing FDA Food Code requirements, employees who are sick should remain at home.

✔ If an employee becomes ill or presents signs of illness, the operator should identify the signs during a pre-work screening and follow the business's established policies on when the ill employee is allowed to return to work. At a minimum, however, follow CDC guidelines – tell the employee to self-isolate for seven days from the onset of symptoms and be symptom-free for three days without medication.

✔ Taking employees' temperatures is at the operators' discretion. The CDC has not mandated taking an employee's temperature and any operator who chooses to do so should engage health officials first and adopt policies aligned with proper procedures. CDC guidance states the minimum temperature that indicates a fever is 100°F.

✔ Per CDC recommendations, face coverings have been shown to be effective tools to mitigate risk from individuals who show symptoms as well as those who don't, especially in close environments where it's hard for people to maintain a three- to six-foot distance. In some states and local jurisdictions, face coverings are required by government officials; some employers require them, too. In all cases, those coverings worn by employees should be kept clean in accordance with CDC guidance. CDC provides overall cleaning guidance [here](#).

✔ Train all employees on the importance of frequent hand washing, the use of hand sanitizers with at least 60% alcohol content, and give them clear instruction to avoid touching hands to face.



## REOPENING GUIDANCE **ON SOCIAL DISTANCING**

- ✔ Update floor plans for common dining areas, redesigning seating arrangements to ensure at least six feet of separation between table setups. Limit party size at tables to no more than the established "maximums approved" as recommended by CDC or approved by local and state government. Where practical, especially in booth seating, physical barriers are acceptable. Consider a reservations-only business model or call-ahead seating to better space diners.
  - ✔ Any social distancing measures based on square footage should take into account service areas as well as guest areas.
  - ✔ Remind third-party delivery drivers and any suppliers that you have internal distancing requirements.
  - ✔ Post signage at the entrance that states that no one with a fever or symptoms of COVID-19 is to be permitted in the restaurant.
  - ✔ Limit contact between waitstaff and guests. Where face coverings are not mandated, consider requiring waitstaff to wear face coverings (as recommended by the CDC) if they have direct contact with guests.
  - ✔ If practical, physical barriers such as partitions or Plexiglas barriers at registers are acceptable.
  - ✔ Use technology solutions where possible to reduce person-to-person interaction: mobile ordering and menu tablets; text on arrival for seating; contactless payment options.
  - ✔ Provide hand sanitizer for guests to use, including contactless hand sanitizing stations, and post signs reminding guests about social distancing. Thank them for their patience as you work to ensure their safety.
  - ✔ Try not to allow guests to congregate in waiting areas or bar areas. Design a process to ensure guests stay separate while waiting to be seated. The process can include floor markings, outdoor distancing, waiting in cars, etc. Consider an exit from the facility separate from the entrance. Determine ingress/egress to and from restrooms to establish paths that mitigate proximity for guests and staff.
  - ✔ Where possible, workstations should be staggered so employees avoid standing directly opposite one another or next to each other. Where six feet of separation is not possible, consider other options (e.g., face coverings) and increase the frequency of surface cleaning and sanitizing.
- Note: Face coverings may be required by government officials and/or restaurant operators to mitigate the distancing gap. If not mandated, face coverings are recommended by CDC and, when worn, they should be cleaned daily according to CDC guidance.*
- ✔ Limit the number of employees allowed simultaneously in break rooms.
  - ✔ With larger staffs, use communication boards to or digital messaging to convey pre-shift meeting information.

# BEST PRACTICES

## FOR RETAIL FOOD STORES, RESTAURANTS & FOOD/PICK-UP DELIVERY SERVICES DURING THE COVID-19 PANDEMIC

FDA is sharing information about best practices to operate restaurants, retail food stores and associated pick-up and delivery services during the COVID-19 pandemic to safeguard workers and consumers.

This addresses key considerations for how foods offered can be safely handled and delivered to the public. This is not a comprehensive list. FDA encourages consulting the references and links provided below (by CDC, FDA, EPA, and OSHA) for more detailed information. This will be updated as FDA receives further information and inquiries.

- [Managing Employee Health \(Including Contracted Workers\)](#)
- [Personal Hygiene for Employees](#)
- [Managing Operations in a Foodservice Establishment or Retail Food Store](#)
- [Managing Food Pick-Up and Delivery](#)

### BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

### CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

### SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
  - Signs
  - Audio messages
  - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
  - Use shopping lists
  - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

### PICK-UP & DELIVERY



- If offering delivery options:
  - Ensure coolers and transport containers are cleaned and sanitized
  - Maintain time and temperature controls
  - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



- Establish designated pick-up zones for customers
- Offer curbside pick-up
- Practice social distancing by offering to place orders in vehicle trunks



COVID-19

# REOPENING GUIDANCE

A GUIDE FOR THE  
RESTAURANT INDUSTRY

For other resources:  
[RESTAURANT.ORG/COVID19](https://www.restaurant.org/COVID19)



**Appendix C** (source: City of Peoria)

**BUSINESS MANUFACTURING – Phases 1 & 2**

**Signage:**

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
  - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
  - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
  - Sneeze or cough into a cloth or tissue or, if unavailable, into one’s arm.
  - Avoid shaking hands or engaging in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

**Measures to Protect Employee Health (where applicable to the facility):**

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees.
- Other measures to protect employees (specify): \_\_\_\_\_

**Measures to Protect Visitor/Customer Health:**

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.



- Employee(s) assigned to regularly disinfect items frequently touched by visitors.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.
- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

**Measures to Ensure Physical Separation:**

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

**Measures to Prevent Unnecessary Contact:**

- For Food & Meat Processing, facilities must adhere to appropriate standards from the USDA, the IDPH, and/or the ILGAR.
- For Manufacturing/Assembly Work, facilities may open with restrictions.
- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Other measures to prevent unnecessary contact (specify): \_\_\_\_\_

## EDUCATION & CHILD CARE – STAGES 1, 2, & 3

### Signage:

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol.

### Measures to Protect Employee Health (where applicable to the facility):

- For schools K-12, in accordance with ISBE guidelines. For Childcare, to include daycare and preschool, per DCFS standards and additional staffing and child screenings every 4-6 hours
  - Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
  - All employees have been told not to come to work if they are sick.
  - Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
  - Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
  - Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
    - Break rooms:  
\_\_\_\_\_
    - Restrooms:  
\_\_\_\_\_
    - Other:  
\_\_\_\_\_
  - Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
  - Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
  - Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
  - Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
  - Copies of this Protocol have been distributed to all employees.
- Other measures to protect employees (specify): \_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.

- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

### Measures to Ensure Physical Separation:

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### Measures to Prevent Unnecessary Contact:

- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Other measures to prevent unnecessary contact (specify): \_\_\_\_\_

## NON-ESSENTIAL BUSINESSES – PHASE 1

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
  - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
  - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
  - Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
  - Not shake hands of engage in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees. Other measures to protect employees (specify):  
\_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.

- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

### Measures to Ensure Physical Separation:

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### Measures to Prevent Unnecessary Contact:

- For Offices (including public-facing government buildings), occupancy is limited to 50% based on the Fire Code. Remote working is encouraged where feasible. Measures must be implemented to minimize shared office supplies and ensure shared office equipment is regularly cleaned.
- Indoor Recreation facilities are to remain closed.
- Dance Halls and Nightclubs are to remain closed.
- Places of Worship are limited to 50% occupancy based on Fire Code.
- Libraries and Community Centers are limited to 50% occupancy based on Fire Code.
- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Other measures to prevent unnecessary contact (specify): \_\_\_\_\_

## NON-ESSENTIAL BUSINESS – PHASE 2

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
  - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
  - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
  - Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
  - Not shake hands of engage in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees. Other measures to protect employees (specify):  
\_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.

- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

### Measures to Ensure Physical Separation:

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### Measures to Prevent Unnecessary Contact:

- For Offices (including public-facing government buildings), occupancy is limited to 75% occupancy based on Fire Code. Remote working is encouraged. Measures should be in place to minimize shared office supplies.
- Indoor Recreation facilities may reopen with 50% occupancy based on Fire Code. Facilities must be fully cleaned between customer groups. Additional guidance applies for specific cleaning by activity. Specific areas may remain closed.
- Dance Halls and Nightclubs may open with 25% occupancy based on Fire Code. No sharing of food or drinks.
- Places of Worship may hold services with 75% occupancy based on Fire Code.
- Libraries and Community Centers may open with 75% occupancy based on Fire Code.
- Prevent visitors from self-serving any food items.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Other measures to prevent unnecessary contact (specify): \_\_\_\_\_

## OUTDOOR RECREATION – PHASE 1

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
  - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
  - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
  - Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
  - Not shake hands or engage in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees. Other measures to protect employees (specify):  
\_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.



- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.
- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

### Measures to Ensure Physical Separation:

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### Measures to Prevent Unnecessary Contact:

- Parks, trails, etc. may open provided that visitors maintain 6 feet of separation.
- Contact sports are prohibited. Non-contact sports are allowed per general guidance.
- Indoor swimming pools may open for lap swimming only, no swim classes. Outdoor pools are to remain closed. Alternative CPR approach measures must be in place for lifeguards.
- Saunas, steam rooms, and hot tubs are to remain closed. No changing or showering on site. Locker rooms are for restroom use only.
- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.

## OUTDOOR RECREATION – PHASE 2

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
  - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
  - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
  - Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
  - Not shake hands or engage in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees.
- Other measures to protect employees (specify): \_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.

- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

### Measures to Ensure Physical Separation:

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### Measures to Prevent Unnecessary Contact:

- Parks, trails, etc. may open provided that visitors maintain 6 feet of separation.
- Public playgrounds are open. Summer camps must follow American Camp Association Guidance and provide additional staffing and child screenings every 4-6 hours.
- Contact sports are permitted, provided no personal equipment is shared, no team water coolers or similar are made available, and spectators maintain 6-foot separation and/or wear face coverings. Non-contact sports are allowed per general guidance.
- Swimming pools may open for general swimming. Visitors on the pool deck must maintain 6 feet of separation. Alternative CPR approach measures for life guards must be in place.
- Saunas, steam rooms, and hot tubs are to remain closed. No changing or showering on site. Locker rooms are for restroom use only.
- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.

Consider providing specific hours only for specific populations such as seniors and pregnant women.

Other measures to prevent unnecessary contact (specify): \_\_\_\_\_

## GYMS & FITNESS CENTERS – PHASE 2

### Signage:

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol.

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 50% building capacity (including employees and members), including up to 50 people per group. Staff will limit number of members in the gyms to ensure social distancing of a minimum of six feet between people.
- No group activities or classes over 50 individuals.
- Stagger classes to allow for a full cleaning between groups.
- Restrict communal and common areas or space out to meet social distancing guidelines.
- Arrange usable equipment to maintain six-foot distance.

### Measures to Increase Sanitation:

- Enhanced cleaning protocols of facility and equipment.
- Eliminate/restrict use of equipment that cannot be cleaned frequently.
- Locker rooms are open.
- Limit use of water fountain to refill bottles only.
- Tanning beds must be cleaned property between every use.

### Measures to Protect Employee Health:

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle front-desk/check-in responsibilities.
- Require staff to replace handshakes, etc. with other touch-less forms of greeting.

## SPAS & PERSONAL HEALTHCARE – PHASE 2

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol.

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 50% building capacity (including employees and members), including up to 50 people per group. Staff will limit number of customers in salons and health clubs to ensure social distancing of a minimum of six feet between people.
- Eliminate/restrict use of equipment that cannot be cleaned frequently.
- Restrict communal and common areas or space out to meet social distancing guidelines
- Operate on Appointment-Only scheduling.

### Measures to Increase Sanitation:

- Clean and disinfect all surfaces between customers.
- Face covering must be worn by all staff and customers.
- 
- Limit use of water fountain to refill bottles only.
- Staff must wear gloves when working

### Measures to Protect Employee Health:

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.  Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle front-desk/check-in responsibilities.
- Require staff to replace handshakes, hugs, etc. with other touch-less forms of greeting.

## SPAS & PERSONAL HEALTHCARE – PHASE 2

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol.

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 75% building capacity (including employees and members). Staff will limit number of customers in salons and health clubs to ensure social distancing of a minimum of six feet between people.
- Eliminate/restrict use of equipment that cannot be cleaned frequently.
- Restrict communal and common areas or space out to meet distancing guidelines.  Operate on Appointment-Only scheduling.

### Measures to Increase Sanitation:

- Clean and disinfect all surfaces between customers.
- Face covering must be worn by all staff **and** customers.
- Limit use of water fountain to refill bottles only.
- Staff must wear gloves when working

### Measures to Protect Employee Health:

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle front-desk/check-in responsibilities.
- Require staff to replace handshakes, hugs, etc. with other touch-less forms of greeting.

## RESTAURANTS – PHASE 1

### Signage:

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 50% building capacity (including employees, customers and vendors). Staff will limit number of customers in the restaurant to ensure social distancing of a minimum of six feet between people at adjoining tables, not including impermeable internal or external walls or dividers at least eight feet high.
- Adjust layout of dining area/seating to maintain social distance between groups of customers (such as removing seating or tables to provide more space between tables and customers).
- Tables will be limited to no more than 6 customers per table.
- Mark any indoor or outdoor waiting area so that social distancing standards are met (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area).
- Live music is prohibited.
- Bar areas must be closed. Food and beverages must be served to customers seated at tables for onsite consumption.
- Continue to encourage and promote take-out and delivery services.

### Measures to Increase Sanitation:

- Require employees preparing or serving food and employees with interaction with the public wear masks and gloves.
- Limit use of communal items (i.e. containers on tables, writing utensils, paper/disposable menus). Any communal items that must be utilized shall be disinfected frequently.
- Table and seating must be disinfected after each guest.
- Encourage customers to visit online menu on his/her personal mobile device for ordering. Use disposable menus, if feasible, and dispose of the menus after each use. Laminated menus must be disinfected after each use.
- Garnishes for food or drinks (such as lemons, etc.) shall be handled by utensils such as tongs only. Such garnishes shall not be handled by hand.
- High contact areas (i.e. waiting areas, door handles, etc.) must be cleaned and disinfected frequently (at least every 2 hours).
- Drink refills shall be in clean/unused glasses/cups.



- Straws should not be touched or otherwise handled by employee unless it is an individually packaged straw.
- Discontinue self-service food stations and buffets.
- Contactless payment – no reused bill holder, etc.
- Have different staff delivering and removing food and drinks for tables.

### **Measures to Protect Employee Health:**

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle cash or credit cards.
- Require staff to replace handshakes, etc. with other touch-less forms of greeting.

## RESTAURANTS – STAGE 2

### Signage:

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 75% building capacity (including employees, customers and vendors). Staff will limit number of customers in the restaurant to ensure social distancing of a minimum of six feet between people at adjoining tables, not including impermeable internal or external walls or dividers at least eight feet high.
- Adjust layout of dining area/seating to maintain social distance between groups of customers (such as removing seating or tables to provide more space between tables and customers).
- Tables will be limited to no more than 10 customers per table.
- Mark any indoor or outdoor waiting area so that social distancing standards are met (options can include a text system to alert guests of available seating, an intercom system, or only one member of a party being allowed to wait in the waiting area).
- Indoor live music is prohibited, outdoor live music is allowed.
- Bar area capacity is 25% with no standing areas. Food and beverages must be served to customers seated at tables for onsite consumption.
- Continue to encourage and promote take-out and delivery services.

### Measures to Increase Sanitation:

- Require employees preparing or serving food and employees with interaction with the public wear masks and gloves.
- Limit use of communal items (i.e. containers on tables, writing utensils, paper/disposable menus). Any communal items that must be utilized shall be disinfected frequently.
- Table and seating must be disinfected after each guest.
- Encourage customers to visit online menu on his/her personal mobile device for ordering. Use disposable menus, if feasible, and dispose of the menus after each use. Laminated menus must be disinfected after each use.
- Garnishes for food or drinks (such as lemons, etc.) shall be handled by utensils such as tongs only. Such garnishes shall not be handled by hand.
- High contact areas (i.e. waiting areas, door handles, etc.) must be cleaned and disinfected frequently (at least every 2 hours).
- Drink refills shall be in clean/unused glasses/cups.

- Straws should not be touched or otherwise handled by employee unless it is an individually packaged straw.
- Discontinue self-service food stations and buffets.
- Contactless payment – no reused bill holder, etc.
- Have different staff delivering and removing food and drinks for tables.

### **Measures to Protect Employee Health:**

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle cash or credit cards.
- Require staff to replace handshakes, etc. with other touch-less forms of greeting.

## RETAIL – PHASE 1

### Signage:

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 50% building capacity (including employees and members). Staff will limit number of customers in retail establishments to ensure social distancing of a minimum of six feet between people.
- Restrict common area access – waiting/lounging seating.

### Measures to Increase Sanitation:

- Clean and disinfect all surfaces between customers.
- Face covering must be worn by all staff **and** customers.
- Staff must wear gloves when working

### Measures to Protect Employee Health:

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle front-desk/check-in responsibilities.
- Require staff to replace handshakes, etc. with other touch-less forms of greeting.

## RETAIL – PHASE 2

### Signage:

- Place appropriate signage near entrances outlining the social distancing guidelines and informing guests of operational changes and sanitation practices required herein and in the general COVID-19 Compliant Protocol

### Measures to Prevent Unnecessary Contact/Crowding:

- Maximum capacity of 75% building capacity (including employees and members). Staff will limit number of customers in retail establishments to ensure social distancing of a minimum of six feet between people.
- Restrict common area access – waiting/lounging seating.

### Measures to Increase Sanitation:

- Clean and disinfect all surfaces between customers.
- Face covering must be worn by all staff **and** customers.
- Staff must wear gloves when working

### Measures to Protect Employee Health:

- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Provide protective face masks/face coverings and gloves to all staff, especially those who handle front-desk/check-in responsibilities.
- Require staff to replace handshakes, etc. with other touch-less forms of greeting.

## GATHERINGS - PHASE 2

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and visitors that they should:
- Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
- Maintain a minimum six-foot distance between individuals, or entire household units of up to fifty persons defined as residing at the same address, and other individuals.
- Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
- Avoid shaking hands or engaging in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees require them to cover their face per CDC recommendations.
- Copies of this Protocol have been distributed to all employees.
- Other measures to protect employees (specify): \_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as doorknobs and handles.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.

- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.
- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors (specify):  
\_\_\_\_\_

### Measures to Ensure Physical Separation (Check only one type of event)

#### Small Indoor Events (50 or Fewer People)

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to no more than 50% occupancy per the Fire Code.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high, limited to no more than 50% occupancy per the Fire Code.
- Post an employee or volunteer at entrance doors to ensure that the maximum number of visitors in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in visitor or employee line areas inside facilities and on sidewalks at public entrances with signs directing visitors to use the markings to maintain distance.
- Instruct employees to maintain at least a six-foot distance from visitors and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Other measures to ensure physical separation (specify): \_\_\_\_\_

#### Small Outdoor Events (50 or Fewer People)

- For outdoor venues and events with fewer than 50 people, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit/group to the next closest person, hand sanitizer, soap and water, or other disinfectant effective against COVID-19 must be available to visitors, and the area must be cleaned after use.
- Post an employee or volunteer at entrances to ensure that the maximum number of visitors, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in visitor or employee line areas inside facilities and on sidewalks at public entrances with signs directing visitors to use the markings to maintain distance.
- Instruct employees to maintain at least a six-foot distance from visitors and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### **Large Outdoor Events (50 or More People)**

- For outdoor venues and events with more than 50 people, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit/group to the next closest person, hand sanitizer, soap and water, or other disinfectant effective against COVID-19 must be available to visitors, and the area must be cleaned after use.
- Post an employee or volunteer at entrances to ensure that the maximum number of visitors, 50% of venue capacity, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in visitor or employee line areas inside facilities and on sidewalks at public entrances with signs directing visitors to use the markings to maintain distance.

### **Measures to Prevent Unnecessary Contact:**

- Prevent visitors from self-serving any food items from concession areas.
- Provide items such as lids for cups and condiments by staff. Visitors may not procure these on their own.
- Bulk-item food or supply bins are not available for self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Other measures to prevent unnecessary contact (specify): \_\_\_\_\_



## HEALTHCARE - PHASE 1

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
  - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
  - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
  - Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
  - Not shake hands or engage in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees.
- Other measures to protect employees (specify): \_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.

- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.
- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

### **Measures to Ensure Physical Separation:**

- For entities and indoor locations where staff and/or visitors generally circulate, limit the number of visitors in the facility at any one time to occupancy percentages specified in the framework.
- For entities and indoor locations where staff and/or visitors are generally stationary, people must be kept a minimum of six feet apart as measured in a straight line from one person or member of a household unit to the next closest person, not including an impermeable internal or external wall or divider of at least eight feet high.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Place signs outside the facility reminding people to be at least six feet apart when inside the facility, including when in any lines.
- Placing tape or other markings at least six feet apart in customer or employee line areas inside facilities and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- To reduce crowds and lines, place per-person or household unit limits on goods that are selling out quickly (explain): \_\_\_\_\_
- Other measures to ensure physical separation (specify): \_\_\_\_\_

### **Measures to Prevent Unnecessary Contact:**

- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Other measures to prevent unnecessary contact (specify): \_\_\_\_\_

## HEALTHCARE - PHASE 2

### Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
- Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19
- Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
- Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
- Avoid shaking hands or engaging in any unnecessary physical contact.
- Post a copy of the COVID-19 Compliant Protocol at each public entrance to the facility.

### Measures to Protect Employee Health (where applicable to the facility):

- Everyone who can carry out their work duties from home, as determined by their employer, has been directed to do so.
- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the work space.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual work stations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
  - Break rooms: \_\_\_\_\_
  - Restrooms: \_\_\_\_\_
  - Other: \_\_\_\_\_
- Disinfectant and related supplies are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Hand sanitizer effective against COVID-19 is available to all employees at the following locations (specify):  
\_\_\_\_\_
- Soap and water are available to all employees at the following locations (specify):  
\_\_\_\_\_
- Facial coverings are available to all employees whose duties and interactions with fellow employees subject them to CDC recommendations requiring them.
- Copies of this Protocol have been distributed to all employees.
- Other measures to protect employees (specify): \_\_\_\_\_

### Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.

- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.
- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected. Other measures to protect visitors/customers (specify): \_\_\_\_\_

**Measures to Ensure Physical Separation:**

- See specific CDC, AMA, ADA, and IDPH guidance.
- Follow all professional regulations.
- Other measures to ensure physical separation (specify): \_\_\_\_\_

**Measures to Prevent Unnecessary Contact:**

- Prevent visitors from self-serving any food or beverage items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.

DATE: July 6, 2020

## **REQUEST FOR ACTION REPORT**

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File Number: **2020-0433**  
Orig. Department: **Village Manager**  
File Name: **Updated Social Media Policy**

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### **BACKGROUND:**

The Village utilizes a social media policy to give clear guidance to both employees and the public when utilizing the Village's various social media outlets for communication. The Village utilizes social media to effectively communicate on a daily basis with over 27,000 individuals. The Public Information Office has worked in conjunction with Village Department Directors and the Village's legal counsel to update the policy.

### **BUDGET IMPACT:**

None

### **REQUESTED ACTION:**

I move to approve the Village Board to adopt the revised and updated social media policy as presented.

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## **VILLAGE OF ORLAND PARK SOCIAL MEDIA POLICIES**

### **Village of Orland Park Social Media Policy for Use of Village Social Media by the Public**

#### **Effective date:**

**Purpose:** The Village of Orland Park hereby adopts a policy on the use of social media, regulating the use of the Village's social media accounts by the public. This policy clearly sets out the Village's intention for the Village's social media account, which is to communicate with the public on Village-related events and news.

#### **Definitions:**

“Social media account” shall mean any and all of the Village of Orland Park's accounts for online services for the Village, its departments, boards, commissions, or subsidiary bodies that allow for interaction with Village residents, including but not limited to: Twitter, Facebook, and so on.

A. Limited Public Forum. The Village's social media accounts are limited public forums. The Village does not make its social media accounts available for general public discourse, but rather reserves and limits the topics that may be discussed on the social media accounts. The purpose of the Village's social media accounts is to inform citizens about Village events, programs, projects, activities, and other Village-related business.

B. Content Restrictions. Because communication via social media constitutes a limited public forum, the Village reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law. Content that is deemed not suitable for posting by the Village's Public Information Communications Manager, because it is not topically related to the particular subject being commented upon, or is deemed prohibited content based on the criteria defined below, shall be retained by saving a screenshot of the comment along with a memo to the file that describes the reason the specific content was deleted. This should be retained pursuant to the Village's Record Retention Policy. Village social media account content and comments containing any of the following forms of content shall not be allowed for posting:

1. Slanderous, libelous, or defamatory language or content. References to the personality of individuals or personal attacks will not be permitted.
2. Comments not topically related to the particular site or blog article being commented upon.
3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
4. Sexual content or links to sexual content.

5. Solicitations of commerce.
6. Personally identifiable information, such as an address, phone number, social security number or other sensitive information.
7. Comments cannot represent a person other than the one posting the comment.
8. Charitable solicitations or political campaigning.
9. Conduct or encouragement of illegal activity.
10. Content that violates a legal ownership interest of any other party.

C. Notice. Users and visitors to the Village's social media accounts shall be notified that the intended purpose of the site is to serve as a mechanism for communication of Village news, services and events and that it is a limited public forum. The policy regarding comment removal shall also be included. This notice shall be posted in a conspicuous location on the Village's social media account and should be posted in a consistent location on all of the Village's social media accounts.

## **Village of Orland Park Social Media Policy for Use of Village Social Media Accounts**

### **Effective date:**

**Purpose:** The Village of Orland Park hereby adopts a policy regulating the use of the Village's social media accounts by Village departments and employees. Using this technology, the Village has the ability to publish news releases, highlight events, ordinances and media coverage as well as other information that supports the goals and mission of the Village. This policy provides guidelines and standards for the posting of information on the Village's social media accounts by employees. This policy sets forth that only specifically authorized employees or volunteers may post information on behalf of the Village on the Village's social media accounts and that all authorized employees must abide by this policy.

### **Definitions:**

“Social media account” shall mean any and all of the Village of Orland Park's accounts for online services for the Village, its departments, boards, commissions, or subsidiary bodies that allow for interaction with Village residents, including but not limited to: Twitter, Facebook, and so on. This does not include a public official's individual page or account.

A. Administration by Public Information Office. The Village's social media accounts are Village property developed and maintained by the Village for Village business purposes only. Social networking sites, pages, feeds and information that are posted on the Village's social media accounts shall be managed by the Village's Public Information Office, except as otherwise provided herein. No social media account shall be created on behalf of the Village, including any department, board, commission or subsidiary body, without the authorization of the Village Manager or his/her designee. All of the Village's social media accounts must be tied to an assigned generic Village email address. The Village's Public Information Office shall maintain a list of all current Village social media accounts, logins and passwords. All posts to the Village's social media accounts must be business related and approved by the Public Information Communications Manager or his/her designee(s). Said designee(s) may be employees within different Village departments (also referred to as “departmental designee(s)”). Designees whom are authorized to approve posts to the Village's social media accounts must have a thorough and complete understanding of this policy, the categories of appropriate content for posting on the Village's social media accounts, and the technical experience to properly administer such posts. All designees shall undergo training.. All designees must notify the Public Information Office of any change of password.

1. Police Department. The social media accounts for the Police Department are subject to this policy. However, the Public Information Communications Manager, after consultation with the Police Chief, shall designate at least one employee of the Police Department to administer the Police Department social media account. The Police Department may adopt additional policies regarding the Police Department's social media account. Said additional policy(ies) shall be made available to the Public



Information Communications Manager. ~~but said policy shall be reviewed by the Communications Manager and shall not conflict with the Village's Social Media Policy.~~

B. Monitoring the Village's Social Media Accounts. The Village's social media accounts shall be monitored throughout normal business hours each day by the Public Information Office or departmental designee(s). The Public Information Office and his/her departmental designee(s) are expected to periodically monitor the Village's social media accounts and provide responses in a timely manner.

C. Using Village's Social Media Accounts.

1. Authorized Employees. No Village employee or volunteer may engage in social networking activities on behalf of the Village unless expressly authorized by this policy. Village employees and volunteers engaged in social networking activities, as representatives of the Village, shall act and conduct themselves according to the highest possible ethical and professional standards when communicating via the Village's social media accounts. Village policies, rules, regulations and standards of conduct apply to employees that engage in social networking activities on behalf of the Village.
2. Discipline. Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

D. Standards for Using or Posting on Social Media Accounts.

1. Village Business. All posts to the Village's social media accounts must be business related. Non-business related posts, such as personal posts are strictly prohibited.
2. Adding Value. Employees should strive to add value to the Village of Orland Park through social media interaction using the Village's social media accounts, and provide worthwhile information and perspective.
3. Transparency. The Village, through its employees, shall strive for transparency and openness in its interactions using social media.
4. Social Media Account Rules. The rules set by the social media account on which the Village's social media accounts are located shall be adhered to.
5. Business Hours. Employees who engage in social media activities as part of their job responsibilities may only do so during normal business hours, unless otherwise authorized, and shall properly record their time.

6. Consistency. Content posted on the Village's social media accounts shall be consistent with the mission of the Village.
7. Official Accounts. All Village-related information disseminated by social media shall occur only on the Village's designated social media accounts. Village employees are prohibited from creating, maintaining, or contributing to a social media account on behalf of the Village and representing the Village without first receiving approval from their supervisor, the Communications Manager, and the Village Manager. Village employees are free to post/share Village social media on their own private accounts but must not represent the Village on said private accounts, as set forth in the Village's Employee Handbook.
8. Privacy Laws. Employees using the Village's social media accounts shall obey all privacy protection laws, i.e. HIPPA, and protect sensitive and confidential Village information at all times. No employee may post or share any information about litigation involving the Village on the Village's social media accounts without prior approval of the Village Attorney.
9. Other Laws. Employees using social media accounts shall obey all copyright, public, retention, fair use, and financial disclosure laws; as well as any other laws that might apply to the Village.
10. Naming Others. Village vendors, suppliers, clients, citizens, co-workers or other stakeholders shall not be cited on Village social media accounts without their prior approval.
11. Improper Language. Ethnic slurs, profanity, personal insults, objectionable, and/or inflammatory content, and conduct that violates Village policies may not be posted to the Village's social media accounts.
12. Accuracy. Employees shall make every effort to keep interaction with the public on the Village's social media accounts factual and accurate, including providing credible information via Internet links when possible. Mistakes made by employees on social media accounts should be corrected, and there shall be no alteration of posts without indicating that the employee has done so. Employees shall retain a copy of the original post and any revised or corrected subsequent post by taking a screenshot of both posts and submitting them to the Public Information Communications Manager.

13. Confidentiality. Village employees must protect all Village of Orland Park information that is considered to be non-public in nature, per Village policies pertaining to information classification and disclosure.
14. Undue Caution. When using social media, Village employees should exercise appropriate caution about the release of public information. To be as transparent as possible, as much information that would be distributed via traditional communication avenues used by the Village should be distributed with social media.

E. Standards for Interacting With Public. The Public Information Office and the departmental designee(s) shall monitor the Village's social media accounts and the Public Information Communications Manager or the departmental designee(s) shall respond to citizen inquiries posted to the Village's social media accounts if required. Responses to citizen inquiries should follow the following standards:

1. Content posted on the Village's social media accounts may be conversational in nature but must remain professional, particularly if responding to a comment. Employees using the Village's social media accounts shall respect and accept opinions of those interacting with the Village's social media accounts, regardless of whether such opinions are positive or negative.
2. Disputes between a Village spokesperson and commenter on the Village's social media accounts shall be avoided.
3. The Public Information Office shall distribute questions received on Village social media accounts to the appropriate department for response when appropriate.
4. The Public Information Office shall forward requests for Village-related services received on the Village's social media accounts through proper channels such as the Village's Public Works Service Request email.
5. Comments or responses on Village social media accounts should be limited. The Village's social media designee should limit their response to (1) providing a factual response to a question posed (for example: when is the next Village Council meeting); (2) providing the information for the appropriate department which would be most helpful; or (3) encourage or direct persons interacting with the Village's social media accounts to use appropriate resources, such as the Village's Customer Service Center to request a Village service. The Public Information Communications Manager should work with the departmental designee(s) to develop standard responses to public questions and comments.

6. Employees using the Village's social media accounts shall obey all privacy protection laws, i.e. HIPPA, and protect sensitive and confidential Village information at all times.
7. No employee may comment on litigation involving the Village on the Village's social media accounts without prior approval of the Village Attorney.
8. Employees personal use of personal social media accounts shall be governed by the Village Employee Handbook and the Village Employee Social Media Policy.

F. Distributing Information Through Social Media Accounts. All Village departments, commissions and councils are encouraged to provide information suitable for dissemination through Village social media accounts. Information sought to be published on the Village's social media accounts shall be submitted to the Public Information Office so such information can be reviewed, and distributed through the appropriate social media accounts operated by the Village.

G. Record Retention and the Freedom of Information Act.

1. Compliance With Laws. Village social media accounts should adhere to applicable state, federal and local laws, regulations and policies including all Village policies, including but not limited to Information Technology, Human Resources, the Illinois Local Records Act, and so on.
2. FOIA. The Illinois Freedom of Information Act ("FOIA") may apply to social media content and therefore content must be able to be stored and retrieved in accordance with the FOIA. All social networking sites shall clearly indicate that any articles and content posted or submitted for posting are subject to public disclosure.
3. Retaining Records. The Public Information Office shall review the Village's social media sites on a monthly basis for any records or content that is subject to the Illinois Local Records Act or the Village's Record Retention Policy. Posts or comments that require preservation must be maintained pursuant to the relevant records retention schedule for the required retention period per Village policy, in a format that preserves the integrity of the original records and is easily accessible.

H. Identification. All Village social media accounts shall clearly indicate that such accounts are maintained by the Village of Orland Park and shall bear the Village's official logo. The Village's website address and a single point of contact for inquiries about the social media account (at the minimum, a general email address or phone number) shall also be included for each social media account.

I. Removal of Posts. Posts can only be removed if a post violates the Village's Social Media Policy for Use of Village Social Media by the Public. Content that is deemed not

suitable for posting per this Policy because it is not topically related to the particular subject being commented upon, or is deemed prohibited content based on the criteria defined in the Village's Social Media Policy for Use of Village Social Media by the Public, shall be retained by saving a screenshot of the comment along with a memo to the file that describes the reason the specific content was deleted. This should be retained pursuant to the Village's Record Retention Policy