

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Monday, August 15, 2011

7:00 PM

Village Hall

## Board of Trustees

*Village President Daniel J. McLaughlin*

*Village Clerk David P. Maher*

*Trustees, Kathleen M. Fenton, Brad S. O'Halloran,  
James V. Dodge, Jr., Edward G. Schussler, Patricia Gira and Carole Griffin Ruzich*

**CALL TO ORDER/ROLL CALL**

In the absence of Village Clerk David P. Maher, Deputy Clerk Joseph S. La Margo was present.

The meeting was called to order at 7:15 PM.

**Present:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich and President McLaughlin

**VILLAGE CLERK'S OFFICE****2011-0512 Approval of the August 1, 2011 Regular Meeting Minutes**

The Minutes of the Regular Meeting of August 1, 2011, were previously distributed to the members of the Board of Trustees. President McLaughlin 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 August 1, 2011.

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

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

**2011-0525 Saint Michael's Church - Raffle License**

St. Michael's requested a license to conduct a raffle during the St. Michael's Fall Fest on September 25, 2011, in the St. Michael's parking lot. The purpose for this raffle is to benefit St. Michael's Church.

I move to approve issuing a raffle license to St. Michael's so a raffle can be conducted at their St. Michael's Fall Fest on Sunday, September 25, 2011.

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

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

**CONSENT AGENDA**

Trustee O'Halloran requested that Item D. Communication Consultant - Public Response Group (PRG) Approval be removed from the Consent Agenda for a

separate vote.

Trustee Schussler requested that Item J. Sealcoat, Painting & Crack Filling - Unit Pricing Bid Award be removed from the Consent Agenda for a separate vote.

### **Passed the Consent Agenda**

**A motion was made by Trustee Fenton, seconded by Trustee O'Halloran, 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 O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

#### **2011-0529 Payroll - Approval**

The lists of Payroll having been submitted to the Board of Trustees for approval and the lists having been determined by the Board of Trustees to be in order and having been approved by the various Department Heads,

I move to approve the Bi-Weekly Payroll for July 22, 2011 in the amount of \$1,058,943.13

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

#### **2011-0531 Accounts Payable - Approval**

The lists of Accounts Payable having been submitted to the Board of Trustees for approval and the lists having been determined by the Board of Trustees to be in order and having been approved by the various Department Heads,

I move to approve the Accounts Payable from August 2, 2011 through August 15, 2011 in the amount of \$3,449,286.45.

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

#### **2011-0333 Purchase of iPad2 for Paperless Agendas - Approval**

Orland Park's commitment to its green initiatives encompasses every Village department, including the Village Clerk's Office. In the FY2011 budget, the Village Board approved a \$3,000 upgrade for the Legistar System, enabling the Clerk's Office to move to paperless board agendas. The system upgrade will not only enable the village and its Clerk's Office to achieve another green objective, it saves time and money for everyone.

The upgraded system will enable the Clerk's Office to distribute information on the internet in a fraction of the time. For example, in the past, if there was a change to the agenda, staff would have to re-copy the entire packet and re-upload it onto the

internet.

I move to approve the first full phase of the paperless agenda project and the purchase of 11 iPad2 units from the Apple Store in Orland Park at a cost not to exceed \$5,490.00.

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

**2011-0499 Microsoft Office 2010 Software - Approve Purchase**

The MIS Division has included funds in the 2011 fiscal year budget to upgrade the computer software used by staff to electronically create, retrieve and store information used in the day to day operations of the Village. Village staff currently uses Microsoft Office Professional 2003 for its desktop application software which includes Word - word processor, Excel - spreadsheet, Access - database, PowerPoint - presentation, Publisher - desktop publishing, and Outlook - Email client.

Mainstream support has ended for the Office 2003 version. By upgrading to the 2010 version, we will be able to solve several compatibility issues both internally and with outside agencies. Several improvements and additional features have been added to the new 2010 Office Package as well.

The new Microsoft Office 2010 platform comes in two packages. Office Professional Plus 2010 and Office Standard 2010. Office Standard 2010 includes Word, Excel, Outlook, PowerPoint, OneNote, and Publisher. The Office Professional version adds Access and other workflow tools.

I move to approve the purchase of the Microsoft Office 2010 software from CDW in an amount not to exceed \$48,195.00

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

**2011-0498 Online Program Registration - Expenditure Approval**

The Class system has been in use by the Recreation Department since 1997 and is the core information system used by the department. Online Program Registration would be a new companion module to this system. The Hosted Internet Registration module would allow users to securely access our Class database from the web to register for programs, process credit card payments and send a confirmation to the registrant via email.

There are currently two software providers for on-line program registration for recreation programs: Active Network which is the Village's current software provider and Rec Track. After researching these options, staff is recommending to enter into an agreement with Active Network for Hosted Internet Registration as they are our current provider and on-line registration would be an add-on component to the current system. If the Village chose to use Rec Track we would need to purchase their entire registration system which would be a significant

cost. In addition, Rec Track lacks the league scheduling functionality that the Village currently has with Active Network. This loss of functionality would have negative impact on Recreation Department operations.

As a hosted service, Active Network would provide the web server and secure payment functionality with a secure connection to the Village's local Class database. The system would offer real time online registration fully integrated with the Village's system and provide 24-hour access for program registration.

Active Network provides the secure website and firewall and registrant information will be stored on a secure remote server hosted by Active Network. Through the proposed agreement Active Network acknowledges our customer's personal information is to be used strictly for the purposes of completing an on-line transaction and under no circumstances will their information be shared or sold to any third party entity.

### **Costs & Fees**

Active Network will collect all on-line registration fees and the Village will receive payment every two weeks. Since registration activity is directly linked to the Village's Class database, the Village will have the ability to access, audit, and monitor all on-line activity.

Active Network charges a convenience fee of \$2.50 per transaction and a credit card service fee of 3% for this service. Customers choosing to utilize on-line registration will pay the \$2.50 convenience fee every time they log on to register for a program, and the Village will absorb the 3% credit card fee.

For example, if a customer registers for a program that costs \$50.00, the customer would pay a total of \$52.50 and the Active Network would add a 3% credit card service fee of \$1.50. Active Network would retain the both the convenience fee and credit card service fee and transmit a payment of \$48.50 to the Village. Should the customer register for multiple programs at one time, the convenience fee would still be \$2.50.

Active Network will reduce the convenience fee to \$2.00 if they are allowed to present their Commerce Offers following the registration and payment process. The customer will have the opportunity to opt into a one month free trial in the Active Advantage Membership Program. If the customer opts-in and does not cancel in time allowed, they are charged \$59.95 for the membership. The customer would then be presented with the second opt-in Commerce Offer of free magazines for 3 months. Approximately 4-10 weeks after opt-in, registrants will receive a card in the mail reminding them that if they do not want to continue, and want to avoid paying the subscription fee, they should call the 800 number provided and cancel.

Based on feedback from other Active Network clients staff is not recommending going with this option. Customers dislike it and complain about it, and cities do not want to give the appearance that they endorse the membership and magazine programs offered by Active Network.

I move to approve entering into an agreement with the Active Network for hosted internet registration services for an initial three-year term, and thereafter with the option of a one-year automatic renewal or opting out.

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

**2011-0464 HVAC Repairs for Sportsplex and Cultural Center**

Within the past two weeks two HVAC compressors broke; one at the Sportsplex and one at the Cultural Center. Neither unit was budgeted to be replaced and will need a budget adjustment. Both units were repaired by Building Maintenance personnel. Cost breakdown as follows:

Sportsplex - \$6,994.97 w/core exchange -Thermosystems Parts Division,  
Sportsplex - \$720.00 for crane rental/ hoist compressor set and compressor down-  
--Stevenson Crane Service Inc.

Cultural Center - \$9,622.83 w/core exchange -Temperature Equipment Corp.

I move to approve payment to Thermosystems for a cost of \$6,994.97,  
Temperature Equipment Corp at a cost of \$9,622.83 for parts used and Stevenson  
Crane for \$720.00 for lifting

And

Approve Budget adjustments accordingly

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

**2010-0616 McDuffy Beacon Avenue Development - Authorize Development Agreement - Ordinance**

A draft Development Agreement was attached to the board packet for review, which sets forth terms and conditions for development of McDuffy's Beacon Avenue Condominium Development located at 14332 Beacon Avenue, in the Old Orland Historic District.

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

I move to pass Ordinance Number 4667, entitled: ORDINANCE AUTHORIZING DEVELOPMENT AGREEMENT (MCDUFFY MIXED USE DEVELOPMENT - 14332 BEACON AVENUE)

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

**2011-0527 Wooded Path II - Landscape Plan**

This is a request for approval of a landscape plan for the proposed Wooded Path II, to be located at 143rd Street and Claridge Court. The Village Board approved the Site Plan and Elevations on April 2, 2007 with the condition that the petitioner submits a landscape plan meeting all Village Codes, for separate review and approval following the final engineering approval subject to the following landscape related conditions:

That the petitioner provides a landscape plan, tree survey, and mitigation plan that provides slope stabilizing native plants along the steep hills and wetland style detention plantings.

Per Code requirements, the petitioner submitted a landscape plan that has been reviewed and approved by the Village's Landscape Architect consulting firm.

I move to accept as findings of fact the findings of fact as set forth in this staff report dated August 15, 2011.

and

I move to approve the landscape plan titled, 'Wooded Path II Estates', prepared by Teska, dated 06-16-10, most recent revision 07-25-11, sheets L-1, L-2, L-3, L-4, L-5, L-6, and L-7 with the following conditions:

- 1) The landscape plan includes notes referencing the Natural Areas Stewardship plan;
- 2) The landscape plan includes notes referencing the quantities of plugs proposed, per species to ensure continuity between the specifications booklet and the plan;
- 3) The landscape plan includes notes referencing the specifications for native seed installation to ensure continuity between the specifications booklet and the plan; and
- 4) The landscape plan includes notes referencing the party responsible for long-term maintenance (to initiate after attainment of performance requirements and Village acceptance of the landscape.

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

**2011-0494 Communication Consultant - Public Response Group (PRG) - Approval**

The Village of Orland Park prides itself on effective communication with the community it serves, continually looking at the best ways to reach all audiences, residents, business and visitors. With the proliferation of communication channels such as online, social media, etc. it is important to build a communication plan.

Despite the economic downturn, the Village continues to move forward with its

projects. Therefore, staff is recommending the hiring of a communications consultant to assist in delivering key messages to the community as well as facilitating healthy feedback.

It is staff's recommendation to hire The Public Response Group or PRG to assist with the delivering of key messages and gathering feedback and information from residents and businesses in the Village. PRG has a history of working with the Village and has worked with a number of other local government agencies on a number of issues. PRG has communicated issues in a clear, concise manner with some of its clients including the National Association of Convenience Stores, the National Education Association and corporate clients such as American Airlines, SBC Ameritech, General Mills and Nestle.

I move to approval an 18 month contract with Public Response Group (PRG) in an amount not to exceed \$49,500.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

**Abstain:** 1 - Trustee O'Halloran

#### **2011-0419 Sealcoat, Painting & Crack Filling - Unit Pricing Bid Award**

Bids were received on June 14, 2011 for the Sealcoat, Painting & Crack Filling - Unit Pricing, 7 bids were received.

Staff is recommending the contract be awarded to the lowest responsible bidder overall, Onyx Sealcoating, Inc., for the entire Sealcoat, Painting and Crack Filling project. This contract serves the needs of the Public Works Department and the Parks and Building Maintenance Department. The analysis that was attached in the board packet, shows a comparison of the two lowest bidders based on estimated work. The analysis shows that Onyx is the lowest overall price.

The contract is for one year, with the option to extend for two more years. Staff will evaluate performance and determine whether the combined bidding is delivering better overall value to the community.

Trustee Schussler stated that correspondence was received from one of the other bidders for this project along with a follow-up letter from that bidder's attorney. Trustee Schussler asked Village Attorney Friker if there were any outstanding issues with regards to awarding this bid to Onyx Sealcoating.

Village Attorney Friker stated that there are issues from the standpoint of the one bidder. From the standpoint of the Village these bids were submitted on the



bases of unit prices and once those unit prices were applied to the scope of the work, it was clear that the successful bidder was the lowest and responsible bidder, Onyx Sealcoating.

I move to approve accepting the bid by Onyx Sealcoating Inc. and entering into a contract based upon bid pricing for 2011, with the option to extend for 2012 and 2013 at the discretion of the Village Board.

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

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

## FINANCE

### **2011-0534 An Ordinance to provide for the issuance for General Obligation Refunding Bonds, Series 2011 - Ordinance**

Village Finance Director Annmarie Mampe reported that recently, the Village's financial advisor, Speer Financial, Inc., advised staff of a potential refunding opportunity on the Village's outstanding General Obligation Bonds - Series 2003. The 2003 bonds were originally issued to partially refund General Obligation Bonds, Series 2000. As per the attached Refunding Analysis that was attached in the Board packet, the estimated net present value savings to be realized by issuing the refunding bonds is estimated at \$645,000, or 6.68%. This savings amount reflects all issuance costs.

After the bid opening at approximately 10:00 am on Monday, August 15, 2011, the Ordinance and Order will be completed with all pertinent information. Speer Financial, Inc. (financial advisor) and Arnstein & Lehr LLP will be delivering the completed documents to the Board for formal approval at the August 15th Board Meeting. Speer's provide the Board with the details of the sale and the actual savings amount to be realized by the refunding.

Both rating agencies, Moody's and S&P have reaffirmed the Village's bond rating for this issuance, as well as for the Village's overall outstanding debt; the Village's rating with Moody's is Aa1 and with S&P is AA+.

I move to pass Ordinance Number 4668 entitled: AN ORDINANCE PROVIDING FOR THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS, SERIES 2011, OF THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS, AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT IN CONNECTION THEREWITH AND PROVIDING FOR THE LEVY AND COLLECTION OF A DIRECT ANNUAL TAX FOR THE PAYMENT OF THE PRINCIPAL OF AND INTEREST ON SAID BONDS AND THE ABATEMENT OF A PORTION OF TAXES PREVIOUSLY LEVIED

And

I move to authorize the execution of the Bond Order and Notification of Sale.

**A motion was made by Trustee O'Halloran, seconded by Trustee Schussler, that this matter be PASSED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

### **NON-SCHEDULED CITIZENS & VISITORS**

Arnold Gacki - 18228 Hidden Valley Cove spoke before the Board regarding the Main Street Triangle.

President McLaughlin stated that in the near future there will be a public "open house" regarding the Main Street Triangle so that citizens can come and have questions answered and information will be available for this project.

Paul Cervenka - Had signed in to speak before the Board, however, Paul Grimes had addressed all his issues before the meeting. Mr. Cervenka stated that he no longer needed to speak before the Board.

### **BOARD COMMENTS**

TRUSTEE SCHUSSLER - Commended Finance Director Mampe for working with Speer Financial and saving the Village \$1 Million by a refunding opportunity on the Village's outstanding General Obligation Bonds - Series 2003

TRUSTEE DODGE - Stated he is looking forward to the "Open Meeting" forum with the public so that they can present their questions. This is a complicated investment in Orland Park and he would like citizens to understand what this project is about.

TRUSTEE FENTON - Stated that there will be a press conference on the Main Street Triangle, Wednesday, August 17, 2011 at 9:30 AM at the Orland Park Police Station.

PRESIDENT McLAUGHLIN - Stated that he received a request from the Veterans regarding the collection event that the Village sponsors for used electronics and computers that residents want to discard. President McLaughlin requested Tom Dubelbeis to speak before the Board tonight to explain the background for this request.

Tom Dubelbeis explained Vet-Tech is an organization that provides free training to US Veterans. The training is in the technical areas to get the Vets proficient so

they can receive the certifications that they need to become computer technicians and get back in to the work place or open businesses of their own.

Vet-Tech is being funded and supported by the Keeling Family Foundation which is a 501C3 organization that was formed in 1985. They provide the funding to Vet-Tech and then Vet-Tech provides the training.

There is new Legislation being passed January 1, 2012 that e-waste can no longer be placed in any landfills. By the passage of this new legislation recycling will become even more important and needed within the community and this could be a part of Orland Park's green initiative program.

Vet-Tech collects e-waste (anything with a motor or engine in it) and then they convert what they collected into revenue by breaking everything down, and selling the components.

All the revenue that Vet-Tech receives is given to the Keeling Family Foundation a 501C3, meaning any other donations would be tax deductible. The money then goes back into the program for training, certification, and the operations of Vet-Tech.

Mr. Dubelbeis is asking that the Village work with the Veterans to develop a program for e-waste recycling. The funds will be used to train veterans and get them back into the workplace.

President McLaughlin stated that this request would not cost the Village anything. All that is needed is an area for drop-off and to schedule when the donations of the computers and electronics would happen each month (for example, the first Saturday of each month).

Mr. Dubelbeis stated that because this is a 501C3 funded program, Sandburg students would be eligible to collect service hours by helping unload cars with this equipment in them.

President McLaughlin directed staff to research this request to see where would be the best location and best time of the month and work with the Veterans Commission to get this program started.

## **EXECUTIVE SESSION**

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; b) collective negotiating matters between the village and its employees, or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and c) setting a price for sale or lease of village property.

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

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

## **RECONVENE BOARD MEETING**

The roll was called to reconvene the Regular Meeting and Trustees Fenton, O'Halloran, Dodge, Schussler, Gira, Griffin Ruzich, and President McLaughlin were present.

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

Village Attorney E. Kenneth Friker reported the purpose of Executive Session was for the discussion of approval of executive session minutes held on August 1, 2011; collective negotiating matters between the village and its employees, or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and setting a price for sale or lease of village property.

## **Collective Bargaining Agreement with IBEW Local 134, May 1, 2011 - April 30, 2015**

I move to approve and ratify the proposed collective bargaining agreement between the Village and the Independent Brotherhood of Electrical Workers (IBEW) for the period of time May 1, 2011 - April 30, 2015.

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

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

**ADJOURNMENT - 9:10 PM**

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

**Aye:** 7 - Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, and President McLaughlin

**Nay:** 0

**/nm**

**APPROVED:**

Respectfully Submitted,

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**David P. Maher, Village Clerk**

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**Joseph S. La Margo, Deputy Clerk**