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December 1, 2015

**Via e-mail only**

Karie Friling  
Director of Development Services  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462

**Re: Orland Park Special Service Area Number 4**

Dear Karie:

Attached please find an outline for that portion of the December 7, 2015 Village Board meeting agenda relative to the Public Hearing in regard to Special Service Area Number 4. Please make sure that the attached gets incorporated into the Village Board meeting agenda.

Upon completion of the Public Hearing, please advise me or Ken of the time that the Public Hearing was called to order, and the time of the approval of the Motion for Final Adjournment of the Public Hearing.

If there are any questions, please feel free to contact me.

Very truly yours,

KLEIN, THORPE AND JENKINS, LTD.

Erin K. Lavery  
E. Kenneth Friker

encl.

cc: John C. Mehalek, Village Clerk (w/ encl.; via e-mail only)  
Paul Grimes, Village Manager (w/ encl.; via e-mail only)  
Annmarie Mampe, Finance Director (w/ encl.; via e-mail only)  
John Ingram, Director of Public Works (w/ encl.; via e-mail only)