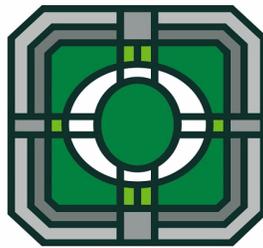


# VILLAGE OF ORLAND PARK

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



## Meeting Minutes

Monday, November 3, 2025

7:00 PM

Village Hall

## Board of Trustees

*Village President James V. Dodge, Jr.  
Village Clerk Mary Ryan Norwell  
Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,  
Dina Lawrence, John Lawler and Joanna M. L. Leafblad*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 8:25 P.M.

**Present:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad and Village President Dodge Jr.

**VILLAGE CLERK'S OFFICE**

**2025-0876 Approval of the October 15, 2025, Special Meeting Minutes**

The Minutes of the Special Meeting of October 15, 2025, were previously distributed to the members of the Board of Trustees. President Dodge 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 Special Meeting of October 15, 2025.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

**2025-0877 Approval of the October 20, 2025, Regular Meeting Minutes**

The Minutes of the Regular Meeting of October 20, 2025, were previously distributed to the members of the Board of Trustees. President Dodge 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 October 20, 2025.

**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 Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

**Abstain:** 1 - Trustee Healy

## PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

### 2025-0887 Proclamation Honoring Northwestern Medicine St. George Cancer Institute

Mayor Dodge presented a proclamation to Northwestern Medicine St. George Cancer Institute in recognition of their commitment to compassionate care, innovation, and community partnership reflecting the very best of Orland Park's values-service, empathy, and excellence.

**This item was a proclamation. NO ACTION was required.**

## ORDER OF ITEMS

President Dodge entertained a motion to consider the three items pertaining to Waterfall Plaza under Development Services next. It was moved by Trustee Leafblad and seconded by Lawrence. All were in favor. (refer to audio)

## NON-SCHEDULED CITIZENS AND VISITORS FOR AGENDA-SPECIFIC PUBLIC COMMENT

Resident John Nugent had comments regarding the Waterfall Plaza items. (refer to audio)

### 2025-0072 Special Use Permit Amendment for Waterfall Plaza Site Improvements - 8752 159th Street

The Petitioner is requesting the approvals below in order renovate the existing shopping center at 8752 159th Street:

- Special Use Permit Amendment for a Planned Development
- Special Use Permit for a Restaurant with a Drive-Through Service Window
- Site Plan
- Landscape Plan
- Building Elevations
- Three modifications from the Land Development Code:
  1. Allow parking lots within the setback area between the building and the street (Section 6-207.F.4).
  2. Allow for a reduction in the required width and number of landscape plantings in the foundation planting area (Section 6-305.D.5.a).
  3. Allow drive-through facilities between the building and the street (Section 6-207.F.4).

#### PLAN COMMISSION SUMMARY

Present at the Plan Commission were 6 Commissioners (5 in-person, 1 virtual), members of the public, the petitioner and project representative, and staff. Following the Petitioner's and Staff's presentations, members of the public were given the opportunity to speak.

Several residents from the Orland Brook subdivision expressed concerns about

potential noise and vehicle headlights from the proposed drive-through during evening hours. They noted that vehicles exiting the site could direct headlights toward their homes across Orlan Brook Drive. Staff explained that the site plan includes an 8-foot screening fence and an enhanced landscape buffer along the north property line to minimize headlight glare and noise impacts, however that would not benefit properties to the northeast of the site since it is across the street from the existing Waterfall Plaza center. The Commissioners requested a brief recess to allow staff to discuss potential options to address the residents' concerns. Upon return, the Commissioners and staff requested a Condition of Approval requiring the drive-through to close by 9pm to reduce late-night impacts on nearby residences.

The Commissioners also raised questions about how the Village would ensure long-term site upkeep due to the history of maintenance challenges at the shopping center. Staff responded that the proposed redevelopment directly addresses known deficiencies identified in the existing Development Agreement, a new Bond will be established, and staff confirmed that ongoing compliance will continue to be monitored and enforced as improvements are completed.

While these concerns were acknowledged and addressed through conditions focused on screening, lighting, and long-term maintenance, no residents expressed opposition to the redevelopment effort being made or to the proposed site plan and reinvestment in the aging commercial center.

#### PLAN COMMISSION ACTION

Regarding Case Number 2025-0072 - Special Use Permit Amendment for Waterfall Plaza Site Improvements, the Plan Commission recommends that the Committee of the Whole approves a Special Use Permit Amendment for the Planned Development.

And

The Plan Commission recommends that the Committee of the Whole approves the following Modifications to the Planned Development:

1. Allow parking lots within the setback area between the building and the street (Section 6-207.F.4).
2. Allow for a reduction in the required width and number of landscape plantings in the foundation planting area (Section 6-305.D.5.a).
3. Allow drive-through facilities between the building and the street (Section 6-207.F.4).

And

The Plan Commission recommends that the Committee of the Whole approves the Site Plan, Landscape Plan, and Building Elevations for Waterfall Plaza, subject to the following conditions:

1. The development shall be in substantial conformance with the preliminary site

plan titled "Waterfall Plaza," prepared by WMK.20, LLC, last revised September 28, 2025; the landscape plan titled "Landscape Development Plan Waterfall Plaza," prepared by Tomek Design, last revised September 28, 2025; and the preliminary civil engineering plans titled "Project at 8752 159th Street," prepared by Damas Consulting Group, last revised May 15, 2025, subject to revisions listed below.

2. The project shall meet all Building Code and final Engineering requirements, including any required permits from outside agencies.
3. The site plan shall be revised to match the Civil Engineering Plan by removing the right-in/right-out access at the southern Orlan Brook Drive entrance and retaining the full-access intersection.
4. All wheel stops shown on the plans shall be removed prior to the final engineering submittal.
5. Additional directional and "No Parking" signage shall be added to the plans as requested by the Engineering Department.
6. The bicycle racks shown on sheet SP.1.5 shall be Inverted-U racks, installed in accordance with LDC Section 6-306.H.3.
7. All ground-based and roof-mounted mechanical equipment must be fully screened from view and shall meet the requirements listed in Section 6-308.J.
8. Submit a sign permit application to the Development Services Department for separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.

Development Services Director Steve Marciani and Planner Marcus LeVigne presented information regarding this matter.

Trustee Lawler had comments and questions. (refer to audio)

Planner LeVigne responded to Trustee Lawler. (refer to audio)

President Dodge had comments and questions. (refer to audio)

Director Marciani, Planner LeVigne and Village Engineer Aladdin Husain responded to President Dodge. (refer to audio)

Adam Haleem, representing the property owner, addressed the Board regarding this matter. (refer to audio)

Planner LeVigne had comments. (refer to audio)

President Dodge had comments. (refer to audio)

Trustee Milani had comments and questions. (refer to audio)

Adam Haleem, representing the property owner, addressed Trustee Milani's questions. (refer to audio)

Trustee Milani had additional comments and questions. (refer to audio)

Director Marciani and Planner LeVigne responded to Trustee Milani. (refer to audio)

Trustee Katsenes had comments and questions. (refer to audio)

Director Marciani and Village Engineer Husain responded to Trustee Katsenes. (refer to audio)

Attorney Nick Petrovski for the petitioner addressed the Board. (refer to audio)

Trustee Leafblad had comments and questions. (refer to audio)

Village Engineer Husain responded to Trustee Leafblad. (refer to audio)

Trustee Leafblad had additional comments. (refer to audio)

Trustee Healy had comments and questions. (refer to audio)

Director Marciani responded to Trustee Healy. (refer to audio)

President Dodge had comments and questions. (refer to audio)

Village Engineer Husain and Director Marciani responded to President Dodge. (refer to audio)

President Dodge had additional comments. (refer to audio)

Trustee Lawrence had comments and questions. (refer to audio)

Planner LeVigne and Director Marciani responded to Trustee Lawrence. (refer to audio)

Trustee Lawler had questions. (refer to audio)

Planner LeVigne responded to Trustee Lawler. (refer to audio)

I move to approve the Plan Commission Action regarding Case Number 2025-0072 - Special Use Permit Amendment for Waterfall Plaza Site Improvements;

AND

I move to adopt Ordinance 6052, entitled: ORDINANCE AMENDING A PLANNED DEVELOPMENT (WATERFALL PLAZA - 8760 W. 159TH STREET).

**A motion was made by Trustee M. L. Leafblad, seconded by Trustee Lawler, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 2 - Trustee Healy, and Trustee Nelson Katsenes

**2025-0071 Special Use Permit for a Restaurant with a Drive-Through Service Window and Outdoor Seating - Miraj Coffee House & Co.**

**SUMMARY**

Please see Case No. 2025-0072 - Waterfall Plaza Site Improvements, where this request was presented and discussed in front of the Plan Commission. The Petitioner requests approval of a Special Use Permit to establish a restaurant with a double-lane drive-through service window and outdoor seating area within Waterfall Plaza, located at 8752 West 159th Street. The proposed use is consistent with the BIZ General Business District zoning designation and surrounding commercial development along 159th Street. The submitted plans include the addition of a double-lane drive-through along the east side of the existing building, providing stacking for up to twelve vehicles, with an order board and canopy, and a pickup window located on the east façade.

**PLAN COMMISSION ACTION**

Regarding Case Number 2025-0071 - Special Use Permit for a Restaurant with a Drive-Through Service Window and Outdoor Seating - Miraj Coffee House & Co, The Plan Commission recommends that the Board of Trustees approves a Special Use Permit for a Restaurant with a drive-through service window and outdoor seating, subject to the following conditions:

1. All exterior improvements shall be constructed in compliance with the submitted plans and brand specifications.
2. Submit a sign permit application to the Development Services Department for separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.
3. Drive-thru digital menu boards, canopy, clearance bars, and bollards shall

comply with Village standards for placement, illumination, safety, and volume.

4. The project shall meet all Building Code and final Engineering requirements, including any required permits from outside agencies

5. The Drive-Through Service Window is not open after 9pm.

I move to approve the Plan Commission Action regarding Case Number 2025-0071;

AND

I move to adopt Ordinance 6053, entitled: ORDINANCE GRANTING A SPECIAL USE FOR A RESTAURANT WITH A DRIVE THROUGH SERVICE WINDOW AND OUTDOOR SEATING - MIRAJ COFFEE HOUSE & CO. (8752 159th STREET UNIT 12).

**A motion was made by Trustee Lawler, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 2 - Trustee Healy, and Trustee Nelson Katsenes

**2025-0883 Special Use Permit for a Site Plan with a Drive-Through Window - Waterfall Plaza**

Please see Case No. 2025-0072 - Waterfall Plaza Site Improvements, where this request was presented and discussed in front of the Plan Commission. The Petitioner requests approval of a Drive-Thru Service window at Waterfall Plaza, located at 8752 West 159th Street. This Ordinance is filed separately so it can be repealed separately from the Planned Development if necessary.

**PLAN COMMISSION ACTION**

Regarding Case Number 2025-0071 - Special Use Permit for a Site Plan with a Drive-Through Service Window, The Plan Commission recommends that the Board of Trustees approves a Special Use Permit for a Restaurant with a drive-through service window and outdoor seating, subject to the following conditions:

1. All exterior improvements shall be constructed in compliance with the submitted plans and brand specifications.
2. Submit a sign permit application to the Development Services Department for separate review. Signs are subject to additional review and approval via the sign permitting process and additional restrictions may apply.

3. Drive-thru digital menu boards, canopy, clearance bars, and bollards shall comply with Village standards for placement, illumination, safety, and volume.
4. The project shall meet all Building Code and final Engineering requirements, including any required permits from outside agencies.
5. The Drive-Through Service Window is not open after 9pm.

Trustee Leafblad had comments. (refer to audio)

I move to approve the Plan Commission Action regarding Case Number 2025-0883 - Special Use Permit for a Restaurant with a Drive-Through Service Window and Outdoor Seating - Miraj Coffee House & Co.;

AND

I move to adopt Ordinance 6054, entitled: ORDINANCE GRANTING A SPECIAL USE WITH MODIFICATIONS (WATERFALL PLAZA - 8760 W. 159TH STREET).

**A motion was made by Trustee M. L. Leafblad, seconded by Trustee Lawrence, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 5 - Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 2 - Trustee Healy, and Trustee Nelson Katsenes

## **PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS...Continued**

### **2025-0896 Advisory Board Appointments**

President Dodge appointed the following individuals who will be sworn in at their first full respective advisory board meeting. The appointments listed below are the 6th in a series of appointments that will be made over upcoming meetings.

American 250 Committee  
Joyce Hammer  
Patricia Gira  
Michael Duffy  
Cyndy Barkowski  
Antonia Wister

Conservation & Sustainability Advisory Board  
Daniel Nash

Cultural Arts Advisory Board  
Jeanne Lazzara

Heritage Sites Advisory Board

Michael Duffy  
Elizabeth Pastrana  
Karen Krooswyk  
Karen Fricker

Recreation Programming Advisory Board

Basim Ismail  
Stephanie Quilty  
Maryola Ward  
Mark Bohdan  
Jean Auskalnis  
Hannah Kydynski  
Bill DuBois

Sister Cities Committee

Brian Wydajewski

Sports Advisory Board

Susan Parisi  
Bil DuBois

Young Families Advisory Board

Dawn Bertucci  
Yesenia Valdez  
Melissa Barabasz  
Matthew Snedeker  
Mahmoud Zegar  
Kathleen Kadlec  
Jeanne Lazzara  
Diana Orszulak  
Carolyn Blaschek

Village Manager Geroqe Koczwarra had commented regarding this matter. (refer to audio)

I move to consent the appointments by President Dodge as fully referenced below.

THIS PART IS FOR REFERENCE ONLY (NOT NECESSARY TO BE READ)

American 250 Committee

Joyce Hammer  
Patricia Gira  
Michael Duffy  
Cyndy Barkowski  
Antonia Wister

Conservation & Sustainability Advisory Board  
Daniel Nash

Cultural Arts Advisory Board  
Jeanne Lazzara

Heritage Sites Advisory Board  
Michael Duffy  
Elizabeth Pastrana  
Karen Krooswyk  
Karen Fricker

Recreation Programming Advisory Board  
Basim Ismail  
Stephanie Quilty  
Maryola Ward  
Mark Bohdan  
Jean Auskalnis  
Hannah Kydynski  
Bill DuBois

Sister Cities Committee  
Brian Wydajewski

Sports Advisory Board  
Susan Parisi  
Bil DuBois

Young Families Advisory Board  
Dawn Bertucci  
Yesenia Valdez  
Melissa Barabasz  
Matthew Snedeker  
Mahmoud Zegar  
Kathleen Kadlec  
Jeanne Lazzara  
Diana Orszulak  
Carolyn Blaschek

**A motion was made by Trustee Lawrence, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

Nay: 0

## ACCOUNTS PAYABLE

### 2025-0892 Accounts Payable October 20, 2025, through November 3, 2025 - 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 October 20, 2025, through November 3, 2025, in the amount of \$2,699,203.97

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

Nay: 0

## CONSENT AGENDA

### Passed the Consent Agenda

**A motion was made by Trustee M. L. Leafblad, seconded by Trustee Lawrence, 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 Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

Nay: 0

### 2025-0871 Payroll for October 24, 2025 - Approval

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

I move to approve the Bi-Weekly Payroll for October 24, 2025, in the amount of \$1,668,832.71.

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

**2025-0861 2025 Resolution for Adoption of Village of Orland Park Controlled Burn Policy**

The Village of Orland Park maintains over one hundred eighty (180) stormwater basins. Over one hundred twenty (120) of these basins are managed by the Village's ecological restoration contractors (ERCs) who work to keep the basins in a naturalized and environmentally healthy state. This not only improves the ecological health of the basin, but the native vegetation also aids in maintaining the basin's functionality by reducing shoreline erosion.

While maintaining native vegetation along stormwater basins, or in any location where a naturalized environment is desired, ERCs often recommend performing controlled burns on a routine basis. Regular controlled burns provide such benefits as reducing potential fuel sources for wildfires, removing invasive plant species, and reintroducing nutrients into the soil to promote the growth of desired native vegetation. ERCs typically recommend that naturalized areas undergo a controlled burn approximately once every five (5) years.

As Public Works continues to expand its list of basins under ERC management, and controlled burns become more common in the Village, a policy has been drafted to standardize the requirements for contractors who perform controlled burns within Village limits. This policy outlines the communication channels the contractor must follow when planning controlled burns and applying for permits, and establishes the on-site conditions that need to be met for a burn to be performed.

I move to adopt Resolution 2565, entitled: A RESOLUTION FOR ADOPTION OF A VILLAGE OF ORLAND PARK CONTROLLED BURN POLICY.

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

**2025-0866 Village Hall HVAC Improvement Project - Phase 2 - Final Approval**

On March 17, 2025, the Village Board of Trustees approved a Letter of Commitment (LOC) with Trane, Inc. (Trane) for the Village Hall HVAC Improvement Project - Phase 2. The LOC authorized Trane to move to the Proposal Stage, in which Trane would complete a full set of project design plans and provide the Village with a cost proposal not to exceed \$3,540,000.00 for the execution of those plans in 2026. Pricing for this project was in accordance with OMNIA Cooperative Contract #3341.

The Public Works Department subsequently worked with engineers from Trane to refine the scope of work, optimize the project budget and finalize project design plans. The project scope of work, which is attached for reference, includes the removal of the four (4) existing Village Hall roof top units and variable air volume (VAV) boxes, followed by the installation of new two (2) air-cooled chillers, two (2) air handling units, and fifty-four (54) VAV boxes, as well as all associated

electrical, mechanical, control, testing and balancing, commissioning, and site work.

As Trane would act as the project engineer and general contractor, the scope of work also includes full construction management, mechanical/electrical/structural engineering, material shipping and storage, and a one (1) year labor and materials warranty.

Upon completion of the project plans, which are attached for reference, the final proposal price submitted by Trane, Inc. is \$3,497,795.00, or \$42,205.00 less than the original cost estimate. The cost reduction is a result of project efficiencies identified by Public Works Staff and a competitive internal bidding process by Trane. As previously mentioned, proposal pricing is based on OMNIA Cooperative Contract #3341. It should be noted that the Village may request a third-party review of the proposal to ensure the Trane proposal is in accordance with OMNIA Cooperative Contract Pricing Guidelines.

Permission to proceed with the final proposal for this project requires approval by the Village Board of Trustees. As such, approval of the proposal submitted by Trane, Inc., OMNIA Partners Cooperative Quote Number R1-192278-22-003, dated September 9, 2025, for Village HVAC Improvement Project - Phase 2 is now requested. A project contingency is not requested as Trane guarantees that no change orders will be necessary to complete the full scope of work due to thorough site visit inspections.

I move to approve participation in joint purchasing cooperative OMNIA Cooperative Contract #3341;

AND

Authorize the approval and execution of a vendor contract with Trane, Inc. for the Village Hall HVAC Improvement Project - Phase 2 based on Trane's proposal dated September 9, 2025, for a total not-to-exceed contract price of \$3,497,795.00.

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

#### **2025-0865 Civic Center ADA Door Installation Project**

As part of the planned ADA upgrades, the southwest entrance of the Civic Center Annex must be upgraded to meet the Americans with Disabilities Act (ADA) compliance standards. This upgrade includes installing ADA-compliant doors and an automatic door opener system, ensuring accessible entry and exit for all visitors to the facility.

This upgrade is timely considering the Civic Center will replace the Orland Township as the Village's early voting location. The first dates the Civic Center will

be used for early voting are February 26 - March 13, 2026. While this project was originally scheduled to be completed in 2026, due to long lead times on procuring exterior doors, Public Works is requesting approval of this project now so the project will be complete before early voting begins.

A summary of the project scope of work is provided below:

- Remove existing two (2) pairs of doors and frames on south entrance of Civic Center;
- Furnish and install two (2) pairs of Oldcastle colonial white doors and frames;
- Furnish and install approximately 100' of conduit and wire to existing electrical panel;
- Furnish and install one (1) 20A 120V circuit for door operators;
- Furnish and install two (2) dual door push auto operators required;
- Furnish and install four (4) activation paddle switches.
- Furnish and install one (1) stainless paddle switch stand.
- Repair drywall ceiling and walls patch, prime and paint in vestibule area.

Dav-Com Electric, Inc. ("Dav-Com"), who also is familiar with the Civic Center from previous projects and who participates in joint purchasing cooperative Omnia Partners Contract #02-139, submitted a proposal for this work, in the amount of \$82,450.00.

#### Cooperative Purchasing / Contracting Programs

The Village utilizes a variety of cooperative programs (e.g. Omnia, Sourcewell, HGACBuy, State of Illinois Joint Purchase Program) to obtain proposals for goods and services. While not always the chosen approach, cooperative purchasing simplifies the procurement and service process for public agencies by allowing them to purchase through existing contracts negotiated by other public agencies. In other words, cooperative purchasing contracts have already gone through a competitive solicitation, evaluation process and been awarded to a supplier. The benefits of cooperative purchasing for public agencies include reduced procurement costs, greater time efficiency and the ability to obtain value-add and higher-quality products and services at industry-leading pricing.

The proposal price provided by Dav-Com Electric, Inc. was reviewed by Omnia Affiliated Compliance Management against industry standard pricing of RS Means. This quality assurance ensures that pricing is fair and reasonable to other competitors' pricing.

As such, based on proposal pricing and company qualifications, staff recommends approving the proposal from Dav-Com Electric, Inc., for \$82,450.00. A contingency is not requested for this project.

I move to approve participation in joint purchasing cooperative Omnia Partners pursuant to Contract #02-139 and authorize the approval and execution of a

vendor contract with Dav-Com Electric, Inc. for the Civic Center ADA Door Installation Project, based on Dav-Com Electric, Inc.'s proposal #25-167-28 dated October 6, 2025 for a total not-to-exceed contract price of \$82,450.00;

AND

Authorize the Village Manager to execute all related contracts subject to Village Attorney review.

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

**2025-0863 ITB 25-063 - 143rd Street Brick Paver Leveling - Bid Award**

On October 7, 2025, the Village issued Invitation to Bid (ITB) 25-063 "143rd Street Brick Paver Leveling," with work limits along both sides of 143rd Street between LaGrange Road and Beacon Avenue.

The project will consist of leveling existing pavers at approximately sixty-two (62) locations. The degree of leveling at each location varies, which is why a mandatory meeting was required to walk the project and examine each location. Over the course of the past few years, pavers have started to come loose, settle, and create tripping hazards. To date, the Streets Department has responded to these emergency hazards and filled the voids with sand and stone. A permanent solution is now needed, which is beyond the capabilities of the Public Works Department, due to the extensive amount of work and expertise involved.

During the twelve (12) days that the bid was open for review, BidNet data indicates that twenty (20) vendors downloaded bid documents. On October 24, 2025, at 11:00am, two (2) sealed bids were opened by the Clerk's Office. The attached Bid Compliance Summary shows details of the bids for reference, and a summary of requested unit pricing is below:

Semmer Landscape LLC of Country Club Hills - \$21.45 sq. ft.  
Christy Webber & Company of Chicago, IL - \$48.89 sq. ft.

Semmer Landscape LLC of Country Club Hills, Illinois is identified as the lowest responsible bidder for the 143rd Street Brick Paver Leveling project, with a submitted unit price of \$21.45 per sq. ft. Therefore, it is staff's recommendation that Semmer Landscape LLC of Country Club Hills, Illinois be awarded the project.

I move to approve and authorize the execution of a Contractor Agreement between the Village of Orland Park and Semmer Landscape LLC. of Country Club Hills, Illinois, as the lowest qualified responsive bidder for ITB 25-063 143rd Street Brick Paver Leveling for a cost of \$85,000.00 plus a contingency of \$8,500.00 for a total not-to-exceed contract price of \$93,500.00;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review;

AND

Authorize the Village Manager to approve change orders related to this contract within the authorized amount.

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

**2025-0869 Schussler Park Phase II Design Services, Contract Amendment, Supplement #1**

On April 21, 2025, the Village Board awarded Phase II Design Services to Fehr Graham for the Phase II improvements at Schussler Park. The design has been completed and the construction contract was awarded to GLI Services, Inc. by the Village Board on October 20, 2025.

In preparation for the start of construction, staff sought a proposal from Fehr Graham to provide part-time construction observation services. The proposed services would provide an on-site presence twice a week in addition to administrative services such as reviewing shop drawings, RFI's, and change orders. Village Engineering staff will also provide supplementary construction observation services ensuring that the project has adequate engineering coverage. The Engineering Department's services are expected to save the Village approximately \$23,000.00.

I move to approve and authorize the execution of Change Order #1, Addendum A to the Professional Services Agreement with Fehr Graham of Aurora, Illinois for the Schussler Park Phase II Design Services to increase the total not-to-exceed contract amount by \$25,000.00 for the additional scope of services outlined in the attached Supplement #1 proposal for a revised total not-to-exceed contract amount of \$82,860.00;

AND

Authorize the Village Manager to execute all related contracts and change orders, subject to Village attorney review.

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

**2025-0859 Fireworks - Notice of Cancellation**

On February 28, 2024, the Village of Orland Park entered into an agreement with Pyrotecnico Fireworks, Inc. for professional services for a Pyro-Musical Production of the Village's Fourth of July fireworks display for a cost not to exceed \$30,000 for 2024, 2025 and 2026 with an option to renew in 2027 and 2028 for a

cost not to exceed \$32,000. The contract was amended May 7, 2025 increasing the not to exceed amount to \$35,000 for 2025 and 2026 and \$37,000 for 2027 and 2028 if the contract renewal option was exercised.

Staff worked closely with the vendor to execute a precise musically choreographed 21 - 23 minute firework display. Despite this, the 2025 fireworks display started approximately 30 minutes late. Staff learned at 9pm that the fireworks were not ready to launch. During the course of the next 55 minutes, staff worked to understand why there was a delay and when the show would begin. The explanation shared was that there was a faulty cable. The vendor was working through each shell bank to identify and fix the faulty wiring. At approximately 10pm, the fireworks show began, nearly 30 minutes after the scheduled show-time. Due to the wiring issue, the show was 40 shells short of the full display and a \$4,000 discount was received.

The set-up and preparation of the firework display were not impeded by weather or any other conditions. This failure was solely due to the vendors' inability to prepare the display during the set-up period as in previous years. The vendor failed to meet the obligation of the contract.

Staff believes it is in the best interest of the Village to cancel the contract between the Village of Orland Park and Pyrotecnico Fireworks, Inc, and reissue an RFP for three planned fireworks displays including the Fourth of July, a new Memorial Day weekend special event and the Taste of Orland Park in 2026, 2027 and 2028 with an option to renew for two additional years in 2029 and 2030.

The attached Notice of Termination will be issued upon approval of this contract termination.

I move to approve terminating the agreement dated February 28, 2024, between the Village of Orland Park and Pyrotecnico Fireworks, Inc. for the Village's Fourth of July fireworks display;

AND

Authorize the Village Manager to send a fifteen (15) day notice of cancellation.

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

## **DEVELOPMENT SERVICES**

### **2025-0667 Orland Park Police Department Backup Dispatch Center Wireless Communication Facility**

The proposed 80-foot lattice-style wireless communication tower meets the requirements of the Local Development Code (LDC) regarding location, height, design, and screening. It will be located more than 1,200 feet from the nearest residence, exceeding the required 500-foot minimum requirement, and its 80-foot

height is within the 100-foot limit for non-co-located towers. The design, color, and existing fencing and landscaping are intended to minimize visual impact from the surrounding area.

#### PLAN COMMISSION SUMMARY

Present at the Plan Commission meeting were 6 Commissioners, members of the public, the petitioner, and Village staff. No members of the public provided comments regarding this case. Following the staff presentation, one question was raised by the Commission concerning the design of the proposed tower, specifically why a lattice-style tower was proposed instead of a monopole structure. Mr. Dalzell responded that a monopole tower would block a significant portion of the radio frequency propagation from the antennas installed on it. He explained that a lattice-style tower allows for better signal performance, whereas a monopole structure would obstruct part of the signal and reduce overall capability.

The Plan Commission unanimously recommended approval of the Staff Recommended Motion 6 ayes, 0 nays, and 1 absent. This item is now before the Board of Trustees for consideration.

Trustee Milani had comments and questions. (refer to audio)

Chief of Police Eric Rossi responded to Trustee Milani. (refer to audio)

Village Manager George Koczwara had comments regarding this matter. (refer to audio)

Trustee Milani had questions. (refer to audio)

Village Manager Koczwara and Chief Rossi responded to Trustee Milani. (refer to audio)

I move to approve the Plan Commission Recommended Action Regarding Case Number 2025-0667;

AND

I move to adopt Ordinance 6055, entitled: ORDINANCE GRANTING A SPECIAL USE FOR A WIRELESS FACILITY (ORLAND PARK POLICE DEPARTMENT BACKUP DISPATCH CENTER WIRELESS COMMUNICATION FACILITY).

(THIS PART IS FOR REFERENCE ONLY - NOT NECESSARY TO BE READ OUT LOUD)

I move to approve a Special Use Permit for a Wireless Communication Facility at 10609 163rd Place, subject to the following conditions:

1. The petitioner shall develop the subject property in substantial conformance with the final Village-approved special use permits, site plan, and building

elevations

2. All ground-based mechanical equipment must be screened from view from the right-of-way and from outside of the vehicle seizure lot fence.
3. Final engineering, including structural engineering, must be approved prior to issuance of permits.
4. All building code requirements must be met, including required permits from outside agencies.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

**2025-0820 Land Development Code Amendment: Revise Rooftop Solar Panel Review Process**

**PROPOSED AMENDMENT SUMMARY**

The goal of this proposed amendment is to revise the Environmental Clean Technology (ETC) regulations to simplify the review procedure for non-residential flush-mounted rooftop solar panels. In 2023, an amendment was approved to remove the Appearance Review requirement for residential flush-mounted rooftop solar panels.

Currently, Appearance Reviews for non-residential rooftop solar panels are conducted regularly, and staff has observed that they consistently meet the ETC code requirements. As a result, the need for Appearance Reviews for solar installations has become largely procedural rather than necessary. The proposed amendment would streamline the process by allowing all flush-mounted rooftop solar installations to be approved administratively through the building permit review process. Ground-mounted or highly visible systems would continue to require an Appearance Review prior to building permit submittals to ensure appropriate design, adequate screening, and minimal visual impact.

**PLAN COMMISSION SUMMARY**

Present at the Plan Commission meeting were 7 Commissioners and Village staff. Following the Staff Recommendation, the commissioners commented that they encourage streamlining Village processes.

**PLAN COMMISSION ACTION**

Regarding Case Number 2025-0820, also known as "Land Development Code Amendment: Revise Solar Panel Review Process," the Plan Commission recommends that the Board of Trustees approves the Land Development Code Amendment for Section 6-314.B.1

I move to approve the Plan Commission Recommended Action regarding Case Number 2025-0820, also known as “Land Development Code Amendment: Revise Solar Panel Review Process,”;

AND

I move to adopt Ordinance 6056, entitled: AN ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE VILLAGE OF ORLAND PARK, AS AMENDED.

**A motion was made by Trustee M. L. Leafblad, seconded by Trustee Lawler, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

## **RECREATION AND PARKS**

### **2025-0860 2026 Southwest Job Fair Memorandum of Understanding**

On January 11, 2024, the Village of Orland Park, the Village of Tinley Park, Cook County Commissioner Sean Morrison and the Orland Township hosted the first Southwest Job Fair at the Civic Center. The fair included 64 employers with a robust attendance estimated at 500.

In anticipation of higher attendance, the 2025 Job Fair was hosted at the Tinley Park Convention Center. One-hundred employers participated in the Fair. An estimate 1,700 job seekers attended the fair.

The 2026 Southwest Job Fair will be jointly hosted by the Village of Orland Park, the Village of Tinley Park, and Orland Township, on January 15, 2026, at the Tinley Park Convention Center. A variety of industries will be onsite recruiting for opportunities.

Expenses for the Job Fair include recruiter refreshments and lunch, job seeker giveaways, rental of the Convention Center, pipe and drape, electrical service to vendors and other supplies necessary to support the event. Total expense in 2025 were \$16,129.44 split between the Village of Orland Park and the Village of Tinley Park.

Total estimated expenses for the 2026 Job Fair are expected to be approximately \$20,000. Expenses will be split evenly between the Village of Orland Park, the Village of Tinley Park, and Orland Township.

The attached Memorandum of Understanding memorializes the Job Fair between the Villages of Orland Park, Tinley Park and Orland Township.

I move to approve the 2026 Job Fair Memorandum of Understanding between the Village of Orland Park, the Village of Tinley Park and Orland Township;

AND

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.

**A motion was made by Trustee Lawrence, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

## **FINANCE**

### **2025-0873 An Ordinance Amending Title 4, Chapter 3 Of The Orland Park Village Code Regarding Water Shutoff Fees**

Currently, the Village has three levels of shutoff fees the Village charged when forced to shut off water connections due to nonpayment by the property owner. With the implementation of the new Tyler water Utility Billing software, this tiered approach creates complications. It creates a cumbersome and inefficient process for Village staff. The current fee structure would require staff to run the same process three separate times for each tier of fees. In addition, the Finance Department does not see that this tiered fee schedule deters any delinquent shut offs as well. This ordinance amendment removes the old fee structure for only shutoff fees and enforces a single \$100.00 fee for every time a resident gets their water turned off for nonpayment, regardless of how many times it has been shut off.

Village Manager George Koczvara had comments regarding this matter. (refer to audio)

Finance Director Chris Frankenfield presented information regarding this matter. (refer to audio)

President Dodge had a question. (refer to audio)

Village Manager Koczvara responded to President Dodge. (refer to audio)

Finance Director Frankenfield continued presenting. (refer to audio)

President Dodge had comments. (refer to audio)

Village Manager Koczvara responded to President Dodge's comments. (refer to audio)

Trustee Lawrence had questions. (refer to audio)

Finance Director Frankenfield and Village Manager Koczvara responded to Trustee Lawrence. (refer to audio)

I move to adopt Ordinance 6057, entitled: AN ORDINANCE AMENDING TITLE 4, CHAPTER 3 OF THE ORLAND PARK VILLAGE CODE REGARDING WATER SHUTOFF FEES.

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

#### **2025-0870 FY2025 Budget Amendment #4 - 2024 Rollovers and Budget Transfer**

A detailed spreadsheet (by fund) reflecting budget adjustments is attached.

##### Project Rollovers

As a result of delayed 2023 audit, the closing of the 2024 fiscal year occurred at the end of May 2025. Since then, a rollover amendment was passed to recognize several projects that were anticipated to be completed during 2024 but were delayed for a variety of reasons. Upon further cleanup of encumbrances and carryovers from closing of fiscal year 2024, the attached are the remaining projects for rollover. These rollovers do not result in an overall increase in Village spending as this spending was projected to have occurred in 2024. All items listed have been reviewed to ensure that the funds have not in fact been spent in 2024.

##### Property Acquisition

17101 Wolf Road PIN 27-29-300-034 is a 5.95-acre piece of property on the east side of Wolf Road, currently located in unincorporated Cook County. The property was previously utilized for a school bus storage lot. The property currently has a gravel parking lot and small office building with a former auto shop. The Village intends to restore the property to its natural condition as the property currently lies in the floodplain and floodway. The Village has recently purchased the property. The original budget amendment estimated a purchase price for the property of \$1.3 million. The budget amendment (amendment #3) allocated the funds to the

Capital Fund. Since the last amendment, more details have been available regarding the storm land redevelopment of this property and has been determined to be a function of the Water & Sewer Fund. This amendment #4 is requesting to move these funds from the Capital Fund to a more appropriate allocation within the Water & Sewer Fund.

I move to approve a net expenditure increase in the General Fund by \$267,495.56, a decrease in the Capital Improvement Fund expenditures by \$1,207,298.71 and increase in Water & Sewer Fund expenditures by \$2,825,911.45 in a net total amount of \$1,886,108.30 as detailed on the FY2025 Budget Amendment #4.

**A motion was made by Trustee Lawler, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

**2025-0872 Resolution Determining The 2025 Tax Levy In Compliance With The Truth In Taxation Law**

**Executive Summary**

- The property tax request for the police pension contribution will be higher than the tax levy approved one year ago. The police pension tax levy will increase from \$5,404,767 extended in 2024 to \$6,085,639 in 2025 (an increase of \$680,872, or 12.6%). This higher levy is due to demographic changes during the current year; having 8 members retire and replaced with new hires, some were lateral hires from other municipalities. The date of the actuarial valuation used to determine this contribution is 12/31/2024.

- The proposed Village's share of levy for the Illinois Municipal Retirement Fund (IMRF) has increased by \$141,283, or 7.42%, and the Village's share of Social Security and Medicare taxes (FICA) has increased by \$71,913, or 8.15%. In accordance with State Statute, the municipal contribution rate for IMRF is actuarially determined each year by IMRF. Contributions are calculated as a percentage of covered payroll. A number of State statutes, as well as court decisions, mandate that local governments make their pension contributions. The recommended tax levy incorporates the Village's mandated pension contributions.

- The long-term bond funding plan contemplates annual levy for debt service of approximately \$7.6M for governmental sources. This year's direct levy for bond payments will total \$3,215,279, with the remaining portion from General Fund dollars transferred to the Debt Service Fund to pay for payments of the 2025 bond issuance sold on October 21st, 2025, per the 2023 Financial/Capital Improvement Plan. This transfer from General Fund to the Debt Service will be funded by the

recent increase in Home Rule Sales Tax, as well as the implementation of the Utility Tax, which began in June of 2023.

- Village staff proposed property tax levy represents a \$494,063 increase for General Corporate Purposes, or 3.75%.
- This levy assumes a conservative 3.75% increase in EAV growth based on the past 10-year history. In order to capture this new growth without increasing the tax levy burden on tax payers, the proposed tax levy request is also capped at 3.75%.
- The Orland Park Library has not yet approved their levy request, but will do so at their November 17, 2025, Board meeting. The Library levy for operations includes a maximum increase of 4.5% for placeholder purposes. With the 4.5% increase, the total levy for the Library would be an increase of \$318,690.
- Since the proposed tax levy is not more than 5% than the taxes extended for the prior tax levy, a “Black Box” is not required. We will, however, publish the truth in taxation notice for full transparency, and will be available on the Village website.
- The attached Tax Levy Determination Resolution, proposed to be approved at the November 3, 2025, Village Board meeting, will illustrate an overall maximum property tax levy increase of 3.75% for the Village. The Library levy includes a maximum tax levy increase of 4.5% for operations with no levy for debt service. This Tax Levy Determination Resolution will illustrate an overall maximum property tax levy increase for the Village and the Library combined of 4.01%. Once the tax levy is determined at the November 3, 2025 meeting, the Village Board can set the tax levy amount equal to or below the maximum amount, but it cannot set the levy above the maximum amount. The actual tax levy will be approved at the December 1, 2025, Village Board meeting.

#### Tax Levy Process

In order to collect a property tax, government agencies in the State of Illinois are required to establish a "tax levy". The tax levy is a projection of the monies the government agency obtains through the annual property tax. The Village Board adopts a property tax levy by ordinance, and files the ordinance with the Cook and Will County Clerks by the last Tuesday in December.

Funds identified in the tax levy and subsequent collections of property tax are utilized by the Village, along with other revenue sources, to fund the Village Budget. One of the more difficult aspects to understand regarding the property tax system in Illinois pertains to its timing. The Village's 2025 tax levy will be incorporated in the property tax bills property owners receive in 2026 and will be used by the Village to fund a portion of the 2026 Budget.

The tax levy ordinance adopted by the Village is filed with the Cook and Will

County Clerks, whose offices determines the "tax rate" needed to raise the dollars levied by the Village. As a home-rule community, the Village levies in dollars rather than by a specific tax rate, although Village staff can reasonably estimate the tax levy dollar amount needed to match a certain tax levy rate. The Village does not receive any additional dollars if the assessed valuation of property in the Village increases or decreases. Rather, the amount of the Village tax levy remains the same, and is spread over a greater or lesser total assessed valuation of property (which results in a decrease or increase in the actual Village tax rate).

For the 2025 tax levy, the total assessed valuation is anticipated to increase as a result of property growth.

The actual property tax rate is determined by the Cook and Will County Clerks and appears on the property owner's property tax bill. The tax rate is applied to the property's assessed valuation, which determines the amount of money the taxpayer pays to the Village and other taxing agencies. Property owners will note that the Village is only one of many taxing bodies that appear on the annual property tax bill accounts for approximately 6% of a property tax bill.

#### Impact to Homeowner

The final element in preparing the tax levy is estimating the impact of a property tax levy on a typical homeowner. The key piece of information for estimating this impact is determining what the equalized assessed valuation of all property in the Village will be for the pending tax year. The equalized assessed value, or EAV, is the result of applying the state equalization factor to the assessed value of all parcels of property in the Village. Tax bills are calculated by multiplying the EAV (after any deductions for homesteads) by the tax rate. The EAV is not certified until months after the tax levy ordinances are due in December.

#### Recommended Tax Levy

Since the proposed tax levy is not more than 5% of the taxes extended for the prior tax levy, a "Black Box" is not required. However, the Village will publish the Black Box for full transparency and will hold a hearing on December 1, 2025. The attached Tax Levy Determination Resolution, will illustrate an overall maximum property tax levy over the previous year's extended levy. Once the tax levy is determined at the November 3, 2025, meeting, the Village Board can set the tax levy amount equal to or below the maximum amount, but it cannot set the levy above the maximum amount. The actual tax levy will be approved at the December 1, 2025, Village Board meeting.

The text of the proposed "Black Box" hearing notice is as follows:

NOTICE OF PROPOSED PROPERTY  
TAX LEVY FOR THE

## VILLAGE OF ORLAND PARK

I. A public hearing to approve a proposed property tax levy increase for the Village of Orland Park for 2025 will be held on Monday, December 1, 2025 at 7:00 p.m. at the Village Board Room located at the Frederick T. Owens Village Hall, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Mary Ryan Norwell, Village Clerk, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462, telephone number (708) 403-6150.

II. The Proposed corporate and special purpose property taxes to be levied for 2025 are \$17,854,474.

III. The property taxes extended for debt service and public building commission leases for 2024 were \$2,801,728. The estimated property taxes to be levied for debt service and public building commission leases for 2025 are \$3,215,279. This represents a 14.76 % increase over the previous year.

IV. The total property taxes extended or abated for 2024 were \$20,257,000. The estimated total property taxes to be levied for 2025 are \$21,069,753. This represents a 4.16% increase over the previous year.

PRESIDENT AND BOARD OF TRUSTEES  
VILLAGE OF ORLAND PARK, ILLINOIS.  
By: Mary Ryan Norwell, Village Clerk

Village Manager George Koczwarra and Finance Director Chris Frankenfield presented information regarding this matter. (refer to audio)

President Dodge and Trustee Milani had questions. (refer to audio)

Village Manager Koczwarra responded to their questions and continued presenting.

Finance Director Frankenfield presented information. (refer to audio)

President Dodge had comments. (refer to audio)

Village Manager Koczwarra had comments and continued presenting. (refer to audio)

President Dodge had comments and questions. (refer to audio)

Village Manager Koczwarra responded to President Dodge.

Finance Director Frankenfield and Village Manager Koczvara continued presenting.

President Dodge, Trustee Healy and Trustee Leafblad had comments. (refer to audio)

Village Manager Koczvara had comments. (refer to audio)

I move to adopt Resolution 2566, entitled: A RESOLUTION DETERMINING THE 2025 TAX LEVY IN COMPLIANCE.

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

**Aye:** 6 - Trustee Healy, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 1 - Trustee Nelson Katsenes

**2025-0884 Resolution Making the FY2026 Proposed Annual Budget Available for Public Inspection and Setting a Public Hearing Date**

This resolution is a step in the annual budget process. The Village Board previously held the budget workshop on October 15, 2025. This resolution will provide direction to make the proposed budget available for public inspection and will set the public hearing date.

The revised budget will be available by visiting the Village website. The transmittal letter will include a list of changes made since the proposed budget was distributed to elected officials on October 5th, 2025.

The attached Public Hearing Notice will be published by November 17, 2025, in the Daily Southtown newspaper. At the December 1, 2025, Board meeting, the Board will hold the hearing and will consider an ordinance to adopt the 2026 budget.

Trustee Lawrence had a question. (refer to audio)

Finance Director Chris Frankenfield and Village Manager Koczvara responded to Trustee Lawrence. (refer to audio)

Trustee Milani had comments. (refer to audio)

Finance Director Frankenfield responded to Trustee Milani. (refer to audio)

I move to adopt Resolution 2567, entitled: RESOLUTION MAKING THE FY2026 PROPOSED ANNUAL BUDGET AVAILABLE FOR PUBLIC INSPECTION AND SETTING A PUBLIC HEARING DATE.

**A motion was made by Trustee M. L. Leafblad, seconded by Trustee Lawler, that this matter be PASSED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

## **VILLAGE MANAGER**

### **2025-0886 Service Delivery Review Request for Proposals**

The Village offers a wide range of essential public services including emergency services, utilities, public works, and more, all aimed at fulfilling the Village's mission which is to enhance the quality of life for those that live, work and visit Orland Park. Those that rely on the Village want responsive, high-performing public services, without substantial increases to costs.

As a service provider, it is critical to have knowledgeable, dedicated, engaged professionals in every facet of the organization to not only achieve this mission but exceed it. As part of leadership development and training in 2023, the Village took part in a Q12 Gallup Employee Engagement Survey. Gallup has measured employee engagement across thousands of organizations using their 12-item engagement survey. The survey measures employees' perspectives on the most crucial elements of workplace culture. Measuring and managing engagement is critical to all leaders and teams. Engaged employees have higher wellbeing, better retention, lower absenteeism and higher satisfaction.

Based on the attached results of the 2023 Gallup Q12 results, a RFP was issued in 2023 seeking proposals for a Police Department Organizational assessment. In total, (8) proposals were received at the time. This Assessment was to be completed with the cooperation of the rank and file and was to be the vehicle for implementing any potential alternate schedules and other potential changes to enhance public safety and increase engagement. The then-Village Board opted not to proceed with the assessment.

A renewed emphasis is now being placed on making the Village a greater provider of services. All great organizations share one thing in common: a constant drive to be the best. Making steady, consistent progress toward its mission can only come from a culture of discipline, diligence in continuous improvement, and adapting as needs arise.

At the July 21, 2025, Committee of the Whole meeting, staff was directed to proceed with the RFP. The proposed scope of work calls for the following:

Ø Police Department Service Delivery Review

The review will help the department prepare for the future, maximize existing resources, and develop a staffing plan for both sworn and civilian positions. Areas to be reviewed will include Technology Evaluation, Environment, Organizational Leadership & Culture, Operations & Staffing, Patrol, Community Engagement, Investigations, Operational Policies, Data & Technical Equipment, Fleet, Training, Recruitment & Retention, Professional Standards, Dispatch, and Schedule & District Redesign.

Ø Village-wide Assessment

The review will help plan and identify the knowledge, skills, and abilities needed for effective service delivery across all departments. Areas to be reviewed will include organizational structure and functions, staffing levels, department goals/objectives, compensation, overtime, succession planning, performance measures, and user fees.

Six firms submitted proposals (see attached RFP Compliance Summary). Interviews were conducted with three of the six firms. Staff recommends the selection of Raftelis for the Police Department and Village-wide Assessment, with the exception of the compensation and user fees studies, which would be performed by Baker Tilly. Both firms have extensive experience and expertise in these areas.

The user fee study is designed to allow the Village to determine the extent to which service expenses could be recouped. Data will be collected to generate a fully burdened hourly cost for employees involved in each process. Village costs will be compared with peer communities, and a recommended fee schedule will be developed.

The compensation study will include 1-on-1s with department heads, review job descriptions, evaluate compensable factors for each position, assess the Fair Labor Standards Act designations, analyze benefits, and perform a market assessment of peer communities. Deliverables will include a compensation philosophy and a recommended pay plan.

I move to approve the selection of Raftelis for \$418,175 and Baker Tilly for a cost of \$216,700;

AND

Authorize the Village Manager to sign each agreement subject to Village Attorney review.

**A motion was made by Trustee Lawler, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

### **2025-0889 Advocacy & Legislative Consulting Selection**

In August, the Village issued a Request for Proposals for Advocacy & Legislative Consulting.

The proposed scope of services calls for the consultant to act as a liaison with state and local government officials. Anticipated activities and tasks include:

- Research, prepare and lobby proposals desired by the Village.
- Position the Village to maximize local, state and federal funding opportunities.
- Promote the Village's legislative proposals by communicating with state and other governmental officials through personal contact, position papers, testimony and other such means as appropriate.
- Monitor legislation, arrange for bill sponsorship, perform issue analysis and brief Village officials on legislative issues.
- Draft legislation in support of the Village's legislative priorities.
- Prepare monthly informational reports and action calls during legislative sessions to inform the Village of the legislative process and status of Village proposals.
- Perform other duties in relation to the Village's intergovernmental relations, including counsel, attendance and testimony at intergovernmental meetings.

Five firms submitted proposals (see attached RFP Compliance Summary). Interviews were conducted with four of the five firms. Staff recommends the selection of Matthew O'Shea Consulting and Michael Best Strategies. Both firms have extensive experience and expertise in this field.

At a subsequent Committee of the Whole and Board of Trustee meetings, the Village Board will be asked to finalize legislative priorities that the Village would like to pursue.

I move to approve the selection of Matthew O'Shea Consulting and Michael Best Strategies for one-year terms for a cost not to exceed \$60,000 each;

AND

Authorize the Village Manager to sign each agreement subject to Village Attorney review.

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

**Aye:** 5 - Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 2 - Trustee Healy, and Trustee Nelson Katsenes

**2025-0893 An Ordinance Amending Title 2 of the Orland Park Village Code Regarding Boards, Commissions and Committees**

On July 7, 2025, the Village Board adopted Ordinance No. 6023, which made wholesale enhancements to the Village Code regarding Boards, Commissions, and Committees. In one of the Whereas statements of that ordinance, it called for up to 7 members.

Because of overwhelming public interest, this ordinance will change the potential number of members from up to 7 to up to 11. On a related note, to determine the number of appointed members needed to achieve a quorum, the total number of appointed members should be divided by 2 and then add 1. For example, if only 8 members have been appointed, it will take 5 appointed members to achieve a quorum.

The ordinance also calls for the Chairperson for each board and commission to be appointed by the Mayor following a recommendation from the board or commission and the advice and consent of the Board of Trustees.

Assistant Village Manager Jim Culotta had comments regarding this matter. (refer to audio)

I move to adopt Ordinance 6058, entitled: AN ORDINANCE AMENDING TITLE 2 OF THE ORLAND PARK VILLAGE CODE REGARDING BOARDS, COMMISSIONS AND COMMITTEES.

**A motion was made by Trustee Lawler, seconded by Trustee M. L. Leafblad, that this matter be APPROVED. The motion carried by the following vote:**

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

**BOARD COMMENTS**

Trustees Healy, Milani, Lawler, Lawrence, Leafblad and President Dodge had Board comments. (refer to audio)

**ADJOURNMENT: 10:09 P.M.**

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

**Aye:** 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

**Nay:** 0

**2025-0932 Audio Recording for November 3, 2025, Board of Trustees Meeting**

**NO ACTION**

**/AS**

APPROVED: November 17, 2025

Respectfully Submitted,

/s/ Mary Ryan Norwell

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**Mary Ryan Norwell, Village Clerk**