

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us



Meeting Minutes

Monday, February 18, 2013

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 7:05 PM

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

2013-0088 Presentation of Colors

Orland Park Boy Scout Troop 383, under the direction of Gerry Klotz, presented the colors.

VILLAGE CLERK'S OFFICE**2013-0095 Approval of the February 4, 2013 Regular Meeting Minutes**

The Minutes of the Regular Meeting of February 18, 2013, 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 February 4, 2013.

A motion was made by Trustee Fenton, 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

PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**2013-0089 Community Pride Awards - Boy Scout Troop 383 - Presentation**

President McLaughlin presented the Community Pride Awards to the Orland Park Boy Scout Troop 383 in recognition of their earning the Boy Scouts of America 2012 Journey to Excellence National Gold Award and in appreciation for creating the Geochallenge to celebrate Orland Park's 120th Anniversary.

This item was a presentation, NO ACTION was required.

NON-SCHEDULED CITIZENS & VISITORS

President McLaughlin introduced the newly elected State Senator of the 18th District, Bill Cunningham and State House Representative of the 35th District, Frances Hurley.

Both Senator Cunningham and Representative Hurley stated that they both want to remain in close contact with their community along with the residents and Elected Officials.

They both encouraged folks to call their office which is located at 16033 94th Avenue in Orland Hills.

CONSENT AGENDA

Passed the Consent Agenda

A motion was made by Trustee O'Halloran, seconded by Trustee Schussler, 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

2013-0096 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 January 18, 2013 in the amount of \$1,023,707.92.

This matter was APPROVED on the Consent Agenda.

2013-0097 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 February 5, 2013 through February 18, 2013 in the amount of \$2,282,205.43.

This matter was APPROVED on the Consent Agenda.

2013-0074 Annual Website Maintenance and Hosting - Expenditure Approval

The annual website maintenance and hosting agreement is due for renewal. Maintenance, hosting and support fees have increased \$1,637.16 from last year. Staff is requesting approval in the amount of \$11,495.16 for this service effective January 1, 2013 to December 31, 2013.

The cost breakdown is as follows:

Hosting	\$225.90 per month
Software maintenance & updates	\$261.85 per month
Unlimited support	\$470.18 per month
Total	\$957.93 per month/\$11,495.16 annual

Staff has begun the process of redesigning the Village's website and will bring an agenda item to the committee in the near future outlining the plan and related cost.

I move to approval the annual website maintenance and hosting expenditure from CivicPlus in an amount not to exceed \$11,495.16.

This matter was APPROVED on the Consent Agenda.

2013-0068 Vehicle Stickers 13 -15 - Approval

Rydin Decal has printed the stickers in the past and the Finance Department has experienced excellent customer service and a high quality product. Rydin Decal has quoted a price of \$7,303.47 plus shipping for the printing of the 2013-2015 vehicle stickers. This quoted price includes printing 53,310 vehicle stickers. Rydin understands the required product quality and timeline for delivery and is therefore recommended.

I move to approve retaining Rydin Decal for the printing of the 2013-2015 vehicle stickers at a cost not to exceed \$7,303.47 plus shipping.

This matter was APPROVED on the Consent Agenda.

2013-0060 Approval of Occupational Health Service Provider

Midwest Center for Environmental Medicine provides Occupational Health Services (MCEM) including pre-employment exams, other employee medical exams and serves as the collection site for the drug and alcohol testing.

The Village and MCEM have a long standing positive working relationship which includes competitive exam and collection rates which have remained unchanged for many years. In addition Dr. Moisan is a well-respected physician and his staff has been very professional and accommodating in coordinating impromptu exams as well as coordinating an on-site drug screening for our pool staff.

I move to approve the continued use of Midwest Center for Environmental Medicine to provide Occupational Health Services.

This matter was APPROVED on the Consent Agenda.

2013-0058 Drug and Alcohol Testing Third Party Administrator

LexisNexis is a professional service that provides comprehensive substance abuse program administration since 1991. As our third party administrator of several years, they have provided Medical Review Officer (MRO) services, random drug program administration, statistical reporting services, and emergency collection sites for the Village's drug and alcohol testing program.

LexisNexis recently announced that it has entered an agreement to sell its screening business to the private equity firm Symphony Technology Group (STG). The screening business will be combined with First Advantage, an STG company, which is also a key player in the background screening industry. The transaction is subject to regulatory review and certain other customary conditions. Operations will continue to be based around the country, and LexisNexis is working closely with the First Advantage team to ensure a smooth transition so that you experience no disruptions. They have assured clients that they can expect business as usual.

Our service agreement automatically renews on 4/1/2013. We have been very satisfied with LexisNexis serving as our drug and alcohol program third party administrator and expect the transition to be a smooth one. We experienced this type of transition while working with Choicepoint which then merged with LexisNexis. Pricing is competitive costing \$20.50 per drug screen and \$21.50 per DOT drug screen. In addition our occupational health provider utilizes LexisNexis in the processing of all drug and alcohol collections. To provide for continued high level of service and continuity with our occupational health provider we recommend exercising the service agreement's automatic renewal provision for additional one year term.

This is a professional service; therefore I request to waive bids and recommend that the Board approve that authorization be given to the Village Manager to authorize the one year renewal of our service agreement with LexisNexis, Inc.

I move to approve the continued use of LexisNexis, Inc. as the third party administrator for the drug and alcohol testing program at an amount not to exceed \$10,900 annually.

This matter was APPROVED on the Consent Agenda.

2013-0078 United States Conference of Mayors Dues - Approval

2013 Membership dues for the United States Conference of Mayors were budgeted in the amount of \$5,269 in the FY 2012 budget.

I move to approve payment of 2013 membership dues to the United States Conference of Mayors in the amount of \$5,269.

This matter was APPROVED on the Consent Agenda.

2013-0056 Taste of Orland Park Entertainment - American English

American English is a popular local group that has been a big draw at the Taste of Orland for the last several years. The village would like to hire the group, American English, to close out the entertainment at Taste of Orland Park 2013 on Sunday, August 4 from 7 p.m. to 9 p.m. Cost of the performance is \$5,000.00.

I move to approve the contract for the group, American English, in the amount of \$5,000.00 to provide entertainment at the Taste of Orland Park on Sunday, August 4, 2013 from 7 p.m. to 9 p.m.

And

Approve payment of a \$2,500.00 deposit to be paid upon approval of contract and balance to be paid at the Taste of Orland Park 2013.

This matter was APPROVED on the Consent Agenda.

2013-0054 2012-13 Zoning Map Update

Per State Statute, the Village must update and publish a zoning and boundary map reflecting the changes that occurred during the previous calendar year. The zoning changes for the calendar year 2012 through February 18, 2013 are attached. Development Services has reviewed the map and listings and is in concurrence with the changes. The 2012-2013 Zoning and Boundary Map, with the zoning changes highlighted, is hanging in the Board Room. It is requested that the Board read into record the following motion so that we may proceed with the publication of the official zoning and boundary map.

I move to approve the Official Zoning and Boundary Map of the Village of Orland Park, Cook and Will Counties, Illinois, reflecting the true and correct zoning of the Village of Orland Park as of February 18, 2013, and that said Official Zoning and Boundary Map be authorized to be published.

This matter was APPROVED on the Consent Agenda.

DEVELOPMENT SERVICES AND PLANNING

2013-0115 Illinois Elevator Safety Program Agreement

The Village of Orland Park currently utilizes the 2012 Edition of the International Building Code as the basis for standards regulating Elevator safety.

The State is requiring the Village to sign a revised letter of agreement between the Office of the State Fire Marshall (OSFM) and the Village, permitting the Village to operate an Elevator Safety Program in conformance with Section 140 of the Elevator Safety and Regulation Act (225 ILCS 312/400), and the Administrative Rules (41 Il. Adm. Code 1000). The revisions included in this Agreement reflect important changes made to the Illinois Elevator Safety Rules, which became effective October 1, 2012. Additional changes to the Agreement address programmatic modifications implemented by the OSFM, as the Administrator of the Elevator Safety Act. These changes were addressed by the Village in the adoption of the 2012 IBC on February 4, 2013.

The Village has been party to an agreement with the OSFM since the program's inception in July of 2007. We are currently under contract with Elevator Inspection Services to help administer the program.

I move to approve the authorization of signatures to the Illinois Elevator Safety Program Agreement.

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

FINANCE

2013-0061 Budget Rollovers to FY 2013 - Approval

A detailed spreadsheet (by fund) was included in the Board packet of budget rollovers showing a total increase to the fiscal year 2013 budget in the amount of \$25,583,352. The budget rollovers are necessary as various projects budgeted in fiscal year 2012 were not completed during the fiscal year. The budget impact is a decrease in expenditures for fiscal year 2012 and an increase to the budgeted expenditures for fiscal year 2013.

I move to approve amending the FY2013 expenditure budget by \$25,583,352.

A motion was made by Trustee O'Halloran, seconded by Trustee Dodge, 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

MAYOR'S REPORT

2013-0076 Performance Management Program

President McLaughlin explained that as part of the Village's effort to launch an organization-wide performance management program, the first key element is for the policy-making body to establish a strategic plan. This plan would (1) create or affirm a vision for the community; (2) set direction and priorities for the Village over the next 3-5 years; and (3) establish a framework for implementation of a system of evaluating how the first two items are being achieved - a performance management program.

SmithBucklin's proposal, outlines the scope of services and the plan of work. The proposed fee is \$8,250. The actual strategic planning would comprise advance surveys of trustees, key village staff, and other community leaders as well as a strategic planning workshop.

Mr. Mark Thorsby of SmithBucklin Consulting Services has previously assisted the Village Board with coaching and governance matters. Mr. Thorsby has proposed a strategic planning work plan for the Village Board that staff believes represents the most effective means of developing a strategic plan. Mr. Thorsby and his firm are further recommended due to (1) his knowledge and familiarity with the Village and Village Board; (2) extensive experience in facilitating these types of plans and workshops; and (3) his reasonable price.

Once approved, the strategic planning workshop will be scheduled for the Spring of 2013.

I move to approve the professional services agreement with SmithBucklin Consulting Services in an amount not to exceed \$8,250 for professional services.

A motion was made by Trustee Fenton, 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

BOARD COMMENTS

TRUSTEE GIRA – Reminded everyone that Thursday, February 21, 2013 is the Chefs' Auction at the Orland Chateau, 14500 South LaGrange from 6 PM to 10 PM. This event benefits the American Cancer Society's Breast Cancer Research. Tickets are available at the Recreation Administration Building or the Sportsplex.

TRUSTEE SCHUSSLER – Reminded everyone that LaGrange Road will be closed from 135th to 143rd in Orland Park. This is for the demolition of the old Metra bridge over LaGrange Road. This closure begins Friday, February 22nd from 10 PM to 8 AM, Saturday, February 23rd from 10 PM to 9 AM, and Sunday, February 24th from 8 PM to 5 AM.

Closures will continue through the week of February 25th with a tentative completion date of March 3, 2013.

TRUSTEE FENTON – Echoed what Trustee Gira had mention regarding the Chefs' Auction. This is a great event for raising money for Breast Cancer Research for both men as well as women.

PRESIDENT MCLAUGHLIN – Reported that he had someone come in to speak with him regarding a type of warranty program for water and sewer lines for residents. This program is endorsed by the National League of Cities. This does not cost the Village anything.

President McLaughlin gave this information to Trustee Schussler who is the Chairman of the Public Works and Engineering Committee and asked that a representative be contacted to speak at the next Public Works and Engineering Committee.

EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) 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.

Purpose of the Executive Session was for the discussion of a) setting a price for sale or lease of village property.

ADJOURNMENT - 8:46 PM

A motion was made by Trustee Fenton, seconded by Trustee O'Halloran, that this matter be ADJOURNED. 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: March 4, 2013

Respectfully Submitted,

/s/ David P. Maher

David P. Maher, Village Clerk

/s/ Joseph S. La Margo

Joseph S. La Margo, Deputy Clerk