

# VILLAGE OF ORLAND PARK

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



## Meeting Minutes

Monday, April 19, 2021

7:00 PM

Village Hall

## Board of Trustees

*Village President Keith Pekau  
Village Clerk John C. Mehalek*

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Daniel T. Calandriello,  
William R. Healy, Cynthia Nelson Katsenes, and Michael R. Milani*

## CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:00 P.M.

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

Trustee Dodge asked that President Pekau consider moving item 2021-0292 Proclamations Honoring Village Clerk John C. Mehlaek, Trustee James V. Dodge, Trustee Kathleen M. Fenton and Trustee Daniel T. Calandriello up to the Proclamations section of the agenda. (refer to audio)

President Pekau denied the request and had comments. (refer to audio file)

## VILLAGE CLERK'S OFFICE

### 2021-0301 Approval of the April 5, 2021, Regular Meeting Minutes

The Minutes of the Regular Meeting of April 5, 2021, were previously distributed to the members of the Board of Trustees. President Pekau asked if there were any corrections or additions to be made to said Minutes. There being no corrections or additions,

I move to approve the minutes of the Board of Trustees Meeting of April 5, 2021.

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

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

**Nay:** 0

## PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

### 2021-0297 The Museum Development Advisory Board - Appointment

President Pekau appointed Trustee William Healy as a liaison to the Museum Development Advisory Board. Trustee William Healy is replacing Trustee Kathleen Fenton.

I move to advice and consent the appointment of Trustee William Healy as a liaison to the Museum Development Advisory Board.

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

**Nay:** 0

**2021-0287 The Economic Development Advisory Board - Appointment**

President Pekau appointed Ray Oral to the Economic Development Advisory Board. Ray Oral is replacing Ed Sexton

Trustee Calandriello had a question. (refer to audio)

President Pekau responded to Trustee Calandriello. (refer to audio)

I move to advice and consent the appointment of Ray Oral to the Economic Development Advisory Board.

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

**Nay:** 0

**2021-0290 The Open Lands Fund Commission - Appointments**

President Pekau appointed Dale Carver, Diane DeVito, Fred Garfield, Trustee Cynthia Nelson Katsenes, John Mackanin, Paul Shaheen and Patrick Zomparelli to the Open Lands Commission. They are replacing Wendy Connolly, Trustee Kathleen Fenton, Donald Guisinger, Judith Jacobs, Lou Mule, Jeanne Stacey and Robert Sullivan.

Trustee Fenton had comments. (refer to audio file)

I move to confirm and approve the Village President's immediate removal of all current members of the Orland Park Open Lands Fund Commission, all of whose terms have long been expired, and I move to confirm and approve the Village President's appointment of the following new members to the Orland Park Open Lands Fund Commission:

Dale Carver (Chairperson), Diane DeVito, Fred Garfield, Trustee Cynthia Nelson Katsenes, John Mackanin, Paul Shaheen and Patrick Zomparelli;

And

Consistent with the Bylaws of the Orland Park Open Lands Corporation, which requires each member of the Board of Directors to be a member of the Open Land Funds Commission, I move to replace all current members of the Board of Directors of the Orland Park Open Lands Corporation with all the new members of the Open Lands Fund Commission.

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

**Aye:** 4 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 3 - Trustee Fenton, Trustee Dodge, and Trustee Calandriello

#### **2021-0289 The Plan Commission - Appointment**

President Pekau appointed John Nugent to the Plan Commission. John Nugent is replacing Laura Murphy.

I move to advice and consent the appointment of John Nugent to the Plan Commission.

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

**Nay:** 0

#### **2021-0293 The Recreation Advisory Board - Appointments**

President Pekau appointed Diane DeVito and Colleen Panega to the Recreation Advisory Board. Diane DeVito is replacing Felicitas Cortez and Colleen Panega is replacing Laimdota Ansmits.

I move to advice and consent the appointment of Diane DeVito and Colleen Panega to the Recreation Advisory Board.

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

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

**Nay:** 0

#### **2021-0291 The Stellwagen Family Farm Foundation - Appointments**

President Pekau appointed Trustee-elect Sean Kampas and Carol McGury to the Stellwagen Family Farm Foundation. Trustee-elect Sean Kampas and Carol McGury are replacing Trustee Kathleen Fenton and Robert Sullivan.

I move to advice and consent the appointment of Trustee-elect Sean Kampas and Carol McGury to the Stellwagen Family Farm Foundation.

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

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

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

### **2021-0288 The Technology Commission - Appointments**

President Pekau appointed Carol McGury and Ray Oral to the Technology Commission. Carol McGury and Ray Oral are replacing Trustee-elect Sean Kampas and Trustee-elect Joni Radaszewski.

I move to advice and consent the appointment of Carol McGury and Ray Oral to the Technology Commission.

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

**Nay:** 0

### **2021-0269 Monarch Butterfly Day Proclamation**

Mayor Pekau proclaimed April 30, 2021, as Monarch Butterfly Day in the Village of Orland Park. Additionally, the Village will pursue membership in the Monarch City USA Program in order to help the Monarch butterfly population recover.

**NO ACTION**

### **2021-0242 Earth Day and Arbor Day Proclamations**

Mayor Pekau proclaimed April 22, 2021, as Earth Day and April 30, 2021 as Arbor Day in the Village of Orland Park.

**NO ACTION**

## **ACCOUNTS PAYABLE**

### **2021-0302 Accounts Payable from April 6, 2021 through April 19, 2021 - 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 April 6, 2021 through April 19, 2021 in the amount of \$2,588,627.53.

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

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

**Nay:** 0

## **CONSENT AGENDA**

### **Passed the Consent Agenda**

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

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

**Nay:** 0

#### **2021-0303 Payroll for April 2, 2021 - 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 April 2, 2021, in the amount of \$1,174,841.84.

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

#### **2021-0274 Disposal of Equipment - Recommended Ordinance**

The Police Department has sixteen (16) computers, two (2) computer monitors, three (3) printers, two (2) televisions and one (1) typewriter (see attached memo) which are over five (5) years old, no longer operate and serve no useful purpose to the Police Department. These electronic items have been replaced with newer equipment.

I move to recommend to the Village Board to pass Ordinance Number 5603, entitled: AN ORDINANCE AUTHORIZING DISPOSAL OF PERSONAL PROPERTY (COMPUTER EQUIPMENT) OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS.

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

#### **2021-0306 Orland Park Police Supervisors Association Collective Bargaining Agreement**

The Village bargaining team and Orland Park Police Supervisors Association (OPPSA) have reached a tentative agreement. OPPSA has ratified the tentative agreement and the management bargaining team recommends that the Village Board approve the agreement. In many ways, the proposed agreement for

OPPSA mirrors the collective bargaining agreement with MAP including:

- \* **Contract Length:** This new agreement is for four years and the term of the agreement is May 1, 2019 to April 30, 2023.
- \* **Wages and Insurance:** A 3% wage increase for each year of the contract, retroactive to May 1, 2019. The portion of the increase that represents above market wages is in consideration for concessions from the Union on the retiree insurance and insurance language. The step plan for the Union remains in place. This increase mirrors the MAP contract.
- \* **Health Insurance:** The parties agreed to substantial changes in insurance with bargaining unit members eliminating certain plans and moving to an increased, percent based, contribution to the Village health insurance plan premiums over the life of the contract. These increases move bargaining unit employees closer to the contributions of other unions as well as non-union Village employees. These changes mirror the MAP contract.
- \* **Retiree Insurance:** The current retiree insurance provisions sunset for employees hired after May 1, 2020. Furthermore, for current employees and retirees, retiree insurance ends at the attainment of Medicare eligibility, but in no case later than the retiree turning age 65. These changes mirror the MAP contract.
- \* **401(a) and Compensatory Time:** OPPSA originally proposed a compensatory time provision that mirrored what is provided in the MAP agreement. Compensatory time for MAP was the result of a prior arbitration award. For OPPSA, the agreement allows supervisors to accrue up to 80 hours of compensatory time each year in lieu of overtime payments. Officers can carry over a maximum of 40 hours of compensatory time to the next calendar year. On or about January 1st of each year, any hours over the carryover limit of 40 hours will be paid out at the officer's current hourly rate to the 401(a) plan. The initial 600-hour requirement to contribute to the 401(a) plan for sick time buy back is being eliminated. The 401(a) plan has been changed to reflect this understanding in the contract.
- \* **Longevity:** The parties agreed to a proposal on longevity that would spread the longevity payments over 24 pay periods. There is no change to the longevity payment amounts.

#### ..Financial Impact

While the Union did receive a total compensation increase over 3%, the Village will find savings with bargaining unit members contributing a larger portion of the health insurance premium over the life of the contract. Additionally, this agreement will alleviate the long-term financial impact retiree health insurance would have on the Village as a result of the arbitration award that was issued on this matter prior to the start of contract negotiations. Finally, while the Village did agree to

compensatory time for the supervisors, the new provision will avoid OPPSA taking this issue to interest arbitration and will limit the liability that comes with compensatory time.

I move to approve the collective bargaining agreement between the Village of Orland Park and Orland Park Police Supervisors Association;

And,

Authorize the Village Manager to execute said agreement.

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

#### **2021-0256 401a Contract Amendment**

The Village maintains the Village of Orland Park Police Supervisors, Commanders & Deputy Chief Sick-Time Buy Back Program ("Plan"), a qualified retirement plan, for the benefit of its eligible employees. The 401(a) documentation was amended to add the OPPSA group. The amendment includes updated language including section 6-2 (f), requested the contribution rules for each eligible group be clarified. Also requested was a change to the plan name, in section 2-1, to better reflect the broader scope of the current plan. Plan participants will receive a Summary of Material Modifications summarizing the changes under the amendment.

I move to approve an amended 401(a) plan for the Village of Orland Park Police Supervisors, Commanders and Deputy Chief Sick-time Buy Back Program;

And,

Authorize the Village Manager to execute the Plan amendment and performance of any other actions necessary to implement the Plan amendment.

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

#### **2021-0109 Concrete Flatwork SPWDA Joint Bid - Orland Park Bid Award**

The Village, through the Public Works Director, is a member of the Suburban Public Works Directors Association (SPWDA). The SPWDA, via the Village of Homewood, annually takes the lead on establishing a joint community bid for various concrete flatwork repairs for its participating communities. Participation in this bid is optional and does NOT obligate participating communities to commit to using this bid for any repair work. Prior to the bid advertisement, each municipality is asked to provide an estimated quantity of work to facilitate an estimate upon which the bidders will base their bids. Upon receipt of the bids, each municipality then has the option to enter into a direct contract with the awarded bidder, if the municipality finds the bid pricing favorable. Orland Park, along with Villages of Homewood, Alsip, South Holland and Richton Park submitted their estimated quantities that were advertised by the Village of Homewood Call For Bids and



opened on March 31, 2021.

Orland Park benefits from this “joint bid process” by saving staff time and resources. Furthermore, the additional work from other communities provides for better economies of scale, which translates to lower unit pricing. Considering that the commitment is optional, participation in the process enables Orland Park to gather insight on market pricing for small scale concrete work. In short, if the bid pricing proved to be high, Orland Park would simply opt out of participation.

Over the past four (4) years, the Village of Orland Park has taken advantage of this opportunity with very positive results. Work completed under these contracts has successfully supplemented Village staff’s work and resulted in more timely restoration of sidewalks, driveways and curbs. Additionally, this joint bid process provides an opportunity to more effectively address lengthy or complex sidewalk repair areas which typically occupy a substantial amount of Public Works crews’ manpower and time. This bid also allows Public Works staff to leverage contractor resources at repair locations which are outside of the annual Road Improvement Program contractor’s work areas. Following a winter season that required several utility repairs, staff has identified numerous locations throughout the village where the replacement of excavated sidewalk, curb and driveways would again be ideal for this bid project.

Five (5) contractors submitted bids for consideration (bid tab attached). A review of the bid submittals identified Whiteline Construction, Inc. of Chicago, Illinois as the lowest responsive, responsible bidder. The unit prices submitted by Whiteline Construction for concrete flatwork and curb are comparable to larger volume pricing staff has traditionally received for similar work. Whiteline Construction has performed similar work for surrounding communities in the past, and therefore staff is confident this year will be successful. As such, staff recommends that the Village Board accept the bid from Whiteline Construction, Inc. of Chicago, Illinois in an amount not to exceed \$125,000.

I move to accept the bid for Concrete Flatwork from Whiteline Construction, Inc. of Chicago, IL for an amount not-to-exceed \$125,000;

And,

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

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

#### **2021-0260 Tree Trimming for Road Improvement Program - Bid Award**

The 2021 Neighborhood Road Improvement Program (“Program”) includes the maintenance and reconstruction of various roadways/streets throughout the village. Part of that maintenance is tree trimming in a neighborhood-wide fashion

for each project area within the Program, to address low-hanging branches along the roadway and sidewalks. The trimming is also timely in that it provides relief from damage frequently caused by tall construction equipment such as a backhoe excavator boom/bucket, semi-truck dump beds and the massive pavement milling machine conveyor. The trimming also alleviates daily conflicts with delivery trucks, garbage collection service and seasonal village snow plowing activities.

The Village, through the Public Works Director, is a member of the Suburban Public Works Directors Association ("SPWDA"). In 2021, the SPDWA, via the Village of Homewood, took the lead on establishing a joint bid for participating communities to solicit various street right-of-way maintenance operations, which included parkway tree trimming services. The bid was opened on April 1, 2021, and the bid award recommendation, pending Homewood approval, contains two (2) contractors; Homer Tree Care, Inc. of Lockport, Illinois for tree and stump removal, and Winkler's Tree Service, Inc. of LaGrange Park, Illinois for tree trimming and emergency removal. Staff is requesting to use Winkler's Tree Service, Inc. to provide tree trimming services within the neighborhoods included in the 2021 Program. Winkler's Tree Service Inc. has previously performed this service for Orland Park in 2019 and 2020 with excellent results. The contract could potentially be used by the Natural Resources and Facilities Division for occasional tree trimming projects as well based on tree management or maintenance needs.

I move to approve tree trimming services from Winkler's Tree Service, Inc. of LaGrange Park, Illinois in an amount not to exceed \$120,000.00.

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

#### **2021-0270 PACE 2021 Certification and Assurances - Approval**

In December 2018, the Village Board of Trustees approved a budget amendment for FY2019 to include the PACE Municipal Vehicle Program (MVP) as a more cost-effective alternative to the former PACE Bus Dial-A-Ride transportation program. The Village Board approved entering into the agreement with PACE in February 2019. This agreement included authorization for the Village Manager and Village Attorney to sign the Federal Fiscal Year 2018 Certification and Assurances for FTA Assistance Programs. PACE is now requesting that the Village authorize signature of the current year Federal Fiscal Year 2021 Certification and Assurances for FTA Assistance Programs.

In order to continue in the program, the Village must certify compliance with the applicable provisions of the FTA as referred to in the Federal Fiscal Year 2021 Certification and Assurances for FTA Assistance Programs. Staff and the Village Attorney have reviewed the 2021 Certification and Assurances as they apply to the PACE Community Vehicle Program and find the document to be acceptable.

Having determined that the Federal Fiscal Year 2021 Certifications and Assurances for FTA Assistance Programs are true and correct as they apply to the PACE Community Vehicle Program, I move to approve that such

Certifications and Assurances be approved;

And,

The Village Manager and Village Attorney be authorized to sign them on behalf of the Village.

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

**2021-0224 Water Supply Service Agreement with Illinois-American Water Company for Alpine Heights Subdivision**

The Illinois-American Water Company is a public utility, regulated by the Illinois Commerce Commission, which owns and operates a potable water distribution system located in the Alpine Heights subdivision. The subdivision has no connections to other Illinois-American Water Company water lines, so the subdivision's water is supplied by the Village of Orland Park.

Orland Park had previously entered into an agreement with Derby Meadows Utility Company dated October 8, 1992 in which the Village of Orland Park sold water to Derby Meadows, who supplied water to Alpine Heights Subdivision (See Exhibit A). Since 1992, Citizen's Utilities Company acquired all assets of Derby Meadows Utility Company and then Illinois-American Water Company acquired all assets and stock of Citizen's Utilities Company. The Village of Orland Park has continued to supply water to Illinois-American and Illinois-American has purchased water pursuant to the same terms as provided in the 1992 agreement.

Illinois-American Water seeks to have Orland Park continue to provide a potable water supply to Alpine Heights System and the Village of Orland Park is willing and able to provide the potable water supply (See Exhibit B).

The Village of Orland Park Public Works Department and the Village Attorney have reviewed this agreement with no further suggested changes.

I move to approve entering into an agreement between the Village of Orland Park and the Illinois-American Water Company to provide water to the Alpine Heights Subdivision;

And,

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

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

**2021-0295 Megan Nicole Ridge - Special Service Area #9 - Ordinance Proposing the Establishment of a Special Service Area and Providing for a Public Hearing**

On July 6, 2020, the Village Board of Trustees approved the Site Plan, Rezoning, Plat of Subdivision, Preliminary Landscape Plan, and Variances for the Megan Nicole Ridge subdivision located at 13201 88th Avenue, subject to annexation into the Village.

The proposed subdivision contains nine (9) lots for single-family homes and one (1) lot for a detention pond on a 3.11-acre site. The property was zoned R-3 Residential District upon annexation into the Village.

On September 8, 2020, the Village Board adjourned a public hearing for the Annexation and Annexation Agreement for the property located at 13201 88th Avenue in unincorporated Cook County.

On September 21, 2020, the Village Board authorized that the Annexation Agreement for the property located at 13201 88th Avenue be entered into and executed by the Village, which has now been completed.

On February 15, 2021, the Village Board approved the ordinance annexing the subdivision and the ordinance for rezoning and granting variances.

**Special Service Area**

As a condition of approval of the Megan Nicole Ridge subdivision and the Annexation Agreement, the establishment of a Special Service Area (SSA) is required to guarantee the long term maintenance of the detention pond and related stormwater management facilities. If activated, the proposed SSA will provide the Village with the necessary resources to assume maintenance duties in the event the detention pond and stormwater facilities are not maintained. An SSA allows the Village to levy an additional tax to assist with financing costs for such maintenance, repair, and/or replacement.

In accordance with State statute, the attached ordinance is structured to announce a public hearing to take place at the Village Board meeting scheduled for May 17, 2021. It is also anticipated that the Ordinance Establishing the SSA will be brought forward to the May 17, 2021 meeting. A public hearing notice will be published by May 2, 2021, within the 15- to 30-day time period required prior to the public hearing, to inform the public of the upcoming public hearing. The taxpayer of record notices will also be mailed on the same day.

The 3.11-acre property is owned by a single property owner, who has provided the Village with a signed agreement allowing the 60-day waiting period to be waived. The 60-day waiting and public comment period has been waived for the establishment of this SSA.

I move to pass Ordinance Number 5604, entitled: AN ORDINANCE PROPOSING THE ESTABLISHMENT OF SPECIAL SERVICE AREA NUMBER 9 IN THE VILLAGE OF ORLAND PARK, AND PROVIDING FOR A PUBLIC HEARING AND OTHER PROCEDURES IN CONNECTION THEREWITH.

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

**2020-0336 Chick-Fil-A Drive-Through Expansion and Building Addition - Development Petition for a Special Use Permit Amendment with Modifications, Variance, Site Plan, Elevations, and Landscape Plan**

The subject property, Lot 4 of the Lowe's subdivision, was originally developed as the Chick-Fil-A which remains at this property today. The Board of Trustees approved the development of a 4,195 square foot quick-serve restaurant with drive-through service on October 18, 2009, (Legistar File ID 2009-0344) via Ordinance No. 4512. Aside from minor exterior alterations that took place in 2014 (Legistar File ID 2014-0312), which included the replacement of existing wall sconces with different style light fixtures, construction of a new ground sign, and improved foundation plantings, there have not been any substantial changes to the property or building since the time of its construction.

**PROJECT DESCRIPTION & CONTEXT**

The petitioner intends to expand the existing single lane drive-through to a two (2) lane drive-through, install freestanding canopies above the drive-through on the north side of the property, install an attached canopy that extends from the buildings south elevation over the existing single lane drive-through, and construct an 85 square foot building addition at the southeast corner of the building. Additional alterations to the parking lot, pedestrian walkways, and landscaping are proposed as a result of the proposed site improvements.

The proposed change requires an amendment to the existing Special Use Permit (Ordinance No. 4512) to allow for the expansion of a single lane drive-through to a two (2) lane drive-through.

In addition to the required Special Use Permit Amendment, four (4) Special Use Permit Modifications and one (1) Variance is sought as part of the project. These requested Modifications and Variance are as follows:

**Modifications:**

- 1) Increase the number of drive-through lanes from one (1) single lane with a maximum width of fourteen (14) feet to two (2) lanes with a combined width of twenty-four (24) feet (Section 6-210.F.4).
- 2) Increase the allowable projection of the drive-through canopy into the side setback along the south side of the property from three (3) feet to eight (8) feet and nine (9) inches (Section 6-302.C.3).
- 3) Reduce the screening requirements for the proposed drive-through canopy located on the north side of the property to be partially screened from the adjacent

public right-of-way (Section 6-302.K).

4) Eliminate landscaping requirements around the base of one of the proposed drive-through menu boards, located under the drive-through canopy at the north side of the property (Section 6-302.K).

Variance:

1) Reduce the side yard setback along the south property line from the previously approved variance of twelve (12) feet to as little as eleven (11) feet and two (2) inches (Section 6-210.F.2).

With the exception of the requested Special Use Permit Modifications and Variance, the project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area.

#### SITE PLAN

The proposed site plan includes a 4,280 square foot restaurant (Chick-Fil-A), a two (2) lane drive-through facility as an extension of the existing single lane drive-through facility located along the north property line of the subject property, an 85 square foot building addition at the southeast corner of the restaurant, drive-through facility canopies above a portion of the north drive-through lanes as well as the south drive-through lane, and alterations to the parking lot and landscaping as a result of the above changes.

The proposed changes to the site result in the removal of sixteen (16) parking spaces and the ability for twenty-four (24) vehicle stacking spaces within the expanded drive-through facility. Overall, a total of forty-seven (47) parking spaces will be provided on site which is slightly more than the required amount of forty-three (43) parking spaces.

Roughly 1,487 square feet of permeable pavers are to be installed in the drive-aisle south of the north drive-through facility. Overall, lot coverage on site will be reduced from 76.46% to 75.45%.

Aside from the Variance being requested for the south setback, which is an existing condition, all setbacks, drive-aisle widths, and other bulk regulations are compliant with the Land Development Code.

I move to approve the Site Plan, Landscape Plan, Elevations, Special Use Permit Amendment with Modifications, and Variance for the Chick-Fil-A Drive-Through Expansion and Building Addition located at 15605 South LaGrange Road, as recommended at the March 16, 2021, Plan Commission meeting, and as recommended at the April 5, 2021 Committee of the Whole meeting, and as fully referenced in the motion below.

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

I move to approve the Preliminary Site Plan titled "Site Plan," Sheet C-200,

prepared by GBC Design, Inc., dated May 1, 2020 and last revised January 27, 2021, and the detailed site plan titled "Site Plan Detail", Sheet C-210, prepared by GBC Design, Inc., dated May 1, 2020 and last revised January 27, 2021, subject to the following conditions:

1. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
2. All ground-based and roof-mounted mechanical equipment must be fully screened from view and shall meet the code requirements listed in Section 6-308.J.
3. 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.

And

I move to approve the Preliminary Landscape Plan titled "Landscape Plan", Sheet L-100, prepared by Manley Land Design, dated March 10, 2020 and revised March 3, 2021, subject to the same conditions as outlined in the Preliminary Site Plan motion and subject to the following conditions:

1. Submit a final landscape plan meeting all Village Code and all required supporting documentation addressing all outstanding landscape items in conjunction with the final engineering submittal.
2. Provide cash-in-lieu for tree mitigation or for any required trees or plan material that is unable to be provided on site as a result of existing restrictions, in accordance with Section 6-305.F. The petitioner shall pay the final cash-in-lieu amount to the Village prior to the issuance of any building permit.

And

I move to approve the Elevations titled "Exterior Elevations," on Sheets A-2.1 and A-2.2, prepared by Chipman Design Architecture Inc., dated September 24, 2020, as well as Exhibit A showing the conceptual canopy temporary wind screens, subject to the same conditions as outlined in the Preliminary Site Plan motion and subject to the following conditions:

1. All masonry must be of anchored veneer type masonry with a 2.625" minimum thickness.
2. Submit an Appearance Review and Building Permit to Development Services Department for separate review of the conceptual wind screen for the drive-through canopy.

And

I move to approve the Special Use Permit Amendment to the Special Use Permit (Ordinance No. 4512) for Chick-Fil-A located at 15605 South LaGrange Road to allow for the expansion of the existing drive-through facility and one (1) building addition in the COR Mixed Use District, subject to the same conditions as outlined in the Preliminary Site Plan motion. Modifications to the Special Use Permit include:

1. Increase the number of drive-through lanes from one (1) single lane with a maximum width of fourteen (14) feet to two (2) lanes with a combined width of twenty-four (24) feet (Section 6-210.F.4).
2. Increase the allowable projection of the drive-through canopy into the side setback along the south side of the property from three (3) feet to eight (8) feet and nine (9) inches (Section 6-302.C.3).
3. Reduce the screening requirements for the proposed drive-through canopy located on the north side of the property to be partially screened from the adjacent public right-of-way (Section 6-302.K).
4. Eliminate landscaping requirements around the base of the proposed second lane drive-through menu board, located under the drive-through canopy at the north side of the property (Section 6-302.K).

And

I move to approve the Variance to reduce the side yard setback along the south property line from the previously approved variance of twelve (12) feet to as little as eleven (11) feet and two (2) inches (Section 6-210.F.2).

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

**2020-0169 Belle Tire - Development Petition for Special Use Permit for Planned Development, Special Use Permit for Motor Vehicle Services, Rezoning, Site Plan, Elevations, Landscape Plan, and Plat of Subdivision**

The subject property is comprised of three (3) properties. The three (3) properties were involuntarily annexed by the Village in 1994 via Ordinance No. 2580 and given the zoning classification of E-1 Estate Residential. It is standard practice to re-zone properties that are involuntarily annexed to the most restrictive zoning district if the annexation does not accompany a proposed redevelopment project.

Two (2) of the properties (PIN(s): 27-15-302-027-0000 and 27-15-302-028-0000) are part of the Glen Cooper Subdivision that was approved by the Village in 1995 (Legistar ID:1995-0026) and recorded with Cook County via Document No. 95206323. The third property (PIN: 27-15-302-007-0000) is centrally located to the Glen Cooper Subdivision, sharing property lines on the west, north, and east.

In 2004, the Cooper properties had proposed rezoning the properties from E-1 Estate Residential to BIZ General Business District. On January 25, 2005 the Plan Commission voted unanimously to recommend approval of the rezoning to the



Village Board. However, the item was continued at the February 28, 2005 Committee meeting, as well as the March 28, 2005 committee meeting to allow for time to investigate the status of the existing billboard on the site. The petitioner stated that the lease of the billboard was signed with Clear Channel Company in 1994 and that the lease would expire in 2014. The committee had also raised the issue of the difficult configuration of the site and whether the property in the middle with the separate ownership could be consolidated. It was determined that, at that point in time, the request for rezoning of the current lot did not allow for any redevelopment of the site but only permitted the reusing of the existing buildings for uses that are permitted in the BIZ General Business District. The project was continued once more at the May 26, 2005 Planning and Economic Development Committee. Due to the fact that the existing buildings could be used for similar uses as to those that existed when the property was annexed, it was ultimately determined that rezoning was not necessary at this point in time. The project was terminated on July 5, 2005, by the Board of Trustees.

Since this time, there have not been any changes to the subject properties. The current petition addresses several of the items above such as the removal of the billboard and rezoning the property in conjunction with a proposed development.

#### PROJECT DESCRIPTION & CONTEXT

The petitioner is proposing to subdivide three (3) irregular lots to create two (2) lots as part of a Planned Development, rezone the newly created Lot 1 from E-1 Estate Residential to BIZ General Business District, and construct a 9,800 square single-story commercial building on the newly created Lot 1 which will be occupied by Belle Tire, a motor vehicle services company. Lot 1 of the newly created Planned Development measures roughly 1.268 acres (55,257 square feet) and Lot 2 measures roughly 1.257 acres (54,758 square feet). At this time, no new development is proposed for Lot 2 of the new subdivision. However, site improvements to Lot 2 are proposed to create a more developable property.

The proposed project requires approval of subdivision, a Special Use Permit to create a Planned Development, rezoning of Lot 1, and a Special Use Permit to allow for Motor Vehicle Services in the BIZ General Business District. There are no requested Special Use Permit Modifications nor Variances as part of the proposed project.

The project conforms to the Village's Comprehensive Plan, Land Development Codes and policies for this area.

#### SITE PLAN

The existing three (3) irregular lots are proposed to be subdivided into two (2) regular lots. Below is a summary of the proposed site plans for each lots as part of this project.

Lot 1

Lot 1 of the proposed Planned Development, the western lot, will measure roughly 1.268 acres and include a 9,800 square foot motor vehicle service building. The site also includes a garbage enclosure at the northwest corner of the property, a monument sign at the southwest corner of the property, a rear drive aisle located to the north of the property, a total of thirty-nine (39) parking spaces, and four (4) bicycle parking spaces.

A new pedestrian sidewalk will be constructed along 159th Street, running west to east and connecting to the existing sidewalk systems on the property to the west as well as the newly created Lot 2. As it exists, the sidewalk on Lot 1 is directly adjacent to 159th Street. The newly constructed sidewalk will provide an adequate buffer to those utilizing the sidewalk systems, being setback roughly twenty-one (21) feet from the street.

The proposed building will be located on the eastern side of the property with access to the office being from the new sidewalk that connects to the parking lot and the 159th Street network. Access to the motor vehicle services area will be on the west elevation of the structure directly from the adjacent, centrally located parking lot.

Parking is provided to the west of the proposed building. The parking lot will connect to a newly constructed twenty-five (25) foot drive aisle that will provide future cross-access to the adjacent east and west properties via a thirty (30) foot cross-access easement. The rear drive aisle will have a guardrail on the eastern stubbed point and a 6" concrete curb on the western stubbed point until such a time that either property develops.

#### Lot 2

Lot 2 does not have a proposed development at this time and therefore there are no changes at this time other than some minor grading for the rear drive aisle on Lot 1. Non-conformities on Lot 2 may remain in place until such time that a future development is approved on site. Existing non-conformities shall not be expanded, enlarged, moved, or altered in any manner that would increase the degree of the non-conformity. However, there are substantial improvements to the property that will take place once a development is proposed. These substantial improvements will be required via the Development Agreement and are as follows:

1. Completion of the construction of the cross-access drive between Lots 1 and 2. The guardrail must be removed at this time.
2. Removal of the existing billboard after the existing leases contract expires on November 1st, 2023.
3. Consolidation of access drives from 159th Street as there is currently three.
4. All overhead utilities must be buried.

The proposed site plan is compliant with applicable setbacks, lot coverage and

proposed aisle widths.

#### PLAN COMMISSION DISCUSSION - APRIL 6, 2021

A public hearing was held before the Plan Commission on March 16, 2021. The issues discussed at the public hearing are summarized below.

Christopher Enright, project manager, provided an overview of the project following the presentation given by Kyle Quinn, Village Planner. Points of interest during Mr. Enright's presentation included the contaminated soils on the property, coordinating the subdivision and Planned Development with the seller (and also property owner of Lot 2), underground detention, and being able to meet all of the standards and requirements as required by the Land Development Code.

Commissioner Zaatar asked about the current property lines and if there are currently two (2) properties. Kyle Quinn responded that there are currently three (3) atypical properties that are to be subdivided into two (2) typical properties.

Commissioner Zaatar asked if there is currently only one (1) owner of the properties. Kyle Quinn responded that yes, there is one (1) property owner currently (Cooper family) and that the current owner will continue to own Lot 2 of the Planned Development after the proposed subdivision and acquisition of Lot 1 by Belle Tire.

Commissioner Zaatar asked about the establishment of the proposed cross-access easement/drive-aisle to the rear of the building and if it jeopardizes the operations on the proposed Lot 2. Kyle Quinn responded that only the easement will be established as part of the Plat of Subdivision. The construction of the cross-access drive-aisle will take place once a development is proposed for Lot 2.

Commissioner Zaatar asked for clarification on the current E-1 Estate Residential zoning on the three (3) properties. Kyle Quinn explained that the properties were involuntarily annexed and, because the properties were nonconforming and not required to come into conformance as a result of the involuntary annexation, the properties were given E-1 Estate Residential because it is the most restrictive zoning characteristic. Commissioner Zaatar indicated that he did not agree with rezoning Lot 2 of the Planned Development at this time. Kyle Quinn clarified that Lot 2 is not to be rezoned as part of this project, and therefore any proposed development on Lot 2 would be required to attend Plan Commission because of the need to rezone it at a future date.

Commissioner Zomparelli inquired about the possibility of providing further cross-access between the Planned Development and the drive-aisle to the north on the Target property. Mr. Enright stated that they have a good relationship with the property owner of Target but that the grade change on Lot 1 is too drastic to provide cross-access. However, Lot 2 may be able to provide cross-access to

Target as the grade on Lot 2 is subtler.

Vice-Chairman Schussler stated that while cross-access is generally good, providing cross-access to the Target site may result in vehicles using the proposed Planned Development as an alternative route to LaGrange Road when the intersection of 159th Street and LaGrange becomes congested.

Vice-Chairman Schussler provided context for the property as he was on the Board of Trustees when the property was involuntarily annexed into the Village of Orland Park. Mr. Schussler noted that the removal of the existing billboard on Lot 2 of the Planned Development has been a goal of the Village's since the properties incorporation.

Commissioner Zaatar also asked if the rear building on Lot 2 would need to be demolished at this time because of the proposed cross-access easement which will bisect the structure. Kyle Quinn clarified that the drive-aisle on Lot 2 will not be constructed at this time and that the creation of the easement would not require the demolition of the structure at this time.

The Plan Commission agreed that the project is a positive development on a very difficult property and that it is a welcome addition.

Overall, the Plan Commission expressed support for the project.

I move to approve the Plat of Subdivision, Rezoning, Site Plan, Landscape Plan, Elevations, Special Use Permit for a commercial Planned Development for Belle Tire in the BIZ General Business District and E-1 Estate Residential District, and the Special Use Permit to allow for Motor Vehicle Services in the BIZ General Business District on Lot 1 of the Planned Development, located at 9500 159th Street, as recommended at the April 6, 2021 Plan Commission meeting, and as fully referenced in the motion below.

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

I move to approve the Plat of Subdivision titled "Subdivision Plat", prepared by Woolpert, dated January 30, 2020 and last revised May 14, 2020, subject to the following conditions:

1. Submit a Record Plat of Subdivision to the Village for approval, execution, and recording.
2. Establish the proposed 30' cross-access easement at the rear of the subject property.

And

I move to approve the Rezoning of Lot 1 of the subject property located at 9500 159th Street from E-1 Estate Residential District to BIZ General Business District.

And

I move to approve the Site Plan titled "Site Plan," Sheet C-200, prepared by Woolpert, dated March 4, 2021, subject to the following conditions:

1. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
2. All ground-based and roof-mounted mechanical equipment must be fully screened from view and shall meet the code requirements listed in Section 6-308.J.
3. 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.

And

I move to approve the Landscape Plan titled "Landscape Plan", Sheet C-500, prepared by Woolpert, dated January 8, 2021, subject to the same conditions as outlined in the Preliminary Site Plan motion and subject to the following condition:

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

And

I move to approve the Elevations titled "Building Elevations," on Sheets A201, A202, and A203, dated May 15, 2020, subject to the same conditions as outlined in the Preliminary Site Plan motion and subject to the following conditions:

1. All masonry must be of anchored veneer type masonry with a 2.625" minimum thickness.
2. Meet all building code requirements and final engineering requirements.

And

I move to approve the Special Use Permit for a commercial Planned Development for Belle Tire in the BIZ General Business District and E-1 Estate Residential District, subject to the same conditions as outlined in the Preliminary Site Plan Motion and subject to the following conditions:

1. All overhead utilities on Lot 1 of the commercial Planned Development must be buried and all overhead utilities on Lot 2 of the commercial Planned Development must be buried at the time of future development.
2. At such a time that Lot 2 of the commercial Planned Development is developed,

- the cross-access must be completed and the guardrail must be removed.
3. The owner of Lot 2 of the commercial Planned Development must provide official authorization for the proposed off-site grading for Belle Tire as well as confirmation of agreement to remove the billboard as part of Final Engineering.
  4. No contract for the existing billboard may be extended or entered into and the existing billboard must be removed within six (6) months of the current contract which expires on November 1, 2023 or upon development of Lot 2, whichever occurs first.
  5. Existing nonconformities on Lot 2 shall not be expanded, enlarged, moved, or altered in any manner that would increase the degree of the non-conformity.
  6. At such a time of future development, Lot 2 must be rezoned to BIZ General Business District.
  7. The property owners of Lot 1 and Lot 2 must enter into a Development Agreement with the Village prior to Ordinance adoption.

And

I move to approve the Special Use Permit to allow for Motor Vehicle Services in the BIZ General Business District on Lot 1 of the Planned Development.

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

**2021-0305 Qualifications Based Selection (QBS) Policy for Engineering Consulting Services**

When the Village of Orland Park (Village) or any municipality receives federal funds for engineering consulting services, the Village must comply with a Qualifications Based Selection (QBS) process to use of the grant funding. This is both a state and federal government requirement when state and federal funding is used to support a project. The engineering consulting services may include Phase I (Preliminary Engineering Studies), Phase II (Final Engineering Studies) and/or Phase III (Construction Engineering or Observation). The following is a brief summary of QBS process:

- The QBS process requires that the Village first select a consultant based on qualifications only, without collecting or discussing costs for the engineering services.
- Once the consultant is selected, the Village then negotiates the cost for engineering services with the top ranked firm. If the negotiations are successful, then the Village may execute a contract for services.
- If the negotiations are not successful with the top ranked firm, the Village may negotiate with the second ranked firms, completing the same process as above.

This QBS process must comply with the attached written policies and procedures that are approved by the Illinois Department of Transportation (IDOT). This

process meets the requirements of Federal Highway Administration's (FHWA) 23 CFR 172 and the Brooks Act (Public Law 92-582). These QBS policies and procedures, substantially follow Section 5-5 of the IDOT's Bureau of Local Roads and Streets (BLRS) Manual, and specifically Section 5-5.06(e).

The QBS policy attached to the Board Packet was prepared by the Village staff and approved and accepted by IDOT on April 9, 2021. Staff is recommending that the Board of Trustees approve and adopt this policy. These policies will be used for all future engineering services where federal funding will be used.

I move to approve and adopt the attached Qualifications Based Selection process for Village projects where state or federal funds will be used.

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

### **2021-0219 Utility Bill Printing Services**

After an RFP process in 2009, the Village selected InfoSend, Inc. as the firm to print utility bills for our customers. The contract was extended in 2012, and awarded to InfoSend again in 2015 after an RFP process.

The City of Quincy, Illinois, conducted a competitive bid process that allows for other municipalities to piggy-back on their pricing. The pricing of the Quincy proposal is actually less per piece than we are currently paying. We receive top quality service from InfoSend, and they have committed to making changes to our billing as we convert to Munis billing at no additional cost.

The majority of what the Village pays to InfoSend relates to postage. The contact costs including the following:

Data Processing fee per document \$0.015

Printing and Mailing Service: \$0.035 per page

US postage: pass through cost

Additional costs are required for 4 color printing

InfoSend is also able to print our billing stock, outgoing envelopes, and return envelopes at rates between \$0.015 and \$0.017. There also are minor monthly fees of \$250.

I move to authorize the Village Manager to execute the necessary documents with Infosend for utility bill printing services for a three-year term, subject to Village Attorney review.

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

### **2021-0283 Amend Title 7 Chapter 4 - Number of Class J Liquor License - Ordinance**

Decrease the number of Class J liquor licenses from one (1) to zero (0) to account for Cooper's Hawk located at 15690 S. Harlem Avenue no longer manufacturing and bottling wine on licensed premises.

I move to pass Ordinance Number 5605, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS J LIQUOR LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

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

**2021-0285 An Ordinance Amending Title 7, Chapter 4 Section 7-4-6 (6) of the Orland Park Village Code in Regard to Class F Liquor License**

The Ordinance attached to the Board Packet would amend the existing Village Code by expanding the number of days allowed to sell alcoholic liquor at retail with a temporary special event permit from up to fifteen (15) consecutive or non-consecutive days to accommodate Village-sponsored events.

I move to pass Ordinance Number 5606, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 SECTION 7-4-6 (6) OF THE ORLAND PARK VILLAGE CODE IN REGARD TO CLASS F LIQUOR LICENSE

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

**2021-0286 An Ordinance Amending Title 7, Chapter 4 Section 7-4-6 (7) of the Orland Park Village Code in Regard to Class G and Class G-5 Liquor Licenses**

The Ordinance attached to the Board packet would amend the existing Village Code to update the Civic Center as a department under Recreations and Parks since it is no longer a part of the Civic Center Authority Board.

I move to pass Ordinance Number 5607, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 SECTION 7-4-6 (7) OF THE ORLAND PARK VILLAGE CODE IN REGARD TO CLASS G AND CLASS G-5 LIQUOR LICENSES.

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

**2021-0284 Queen of Hearts - Raffle License**

The Orland Park Veterans' Commission is requesting a license to conduct a Queen of Hearts progressive raffle, which will take place weekly on Wednesdays at Mackey's Public House located at 9400 W 143rd Street. Ticket sales will begin on May 1, 2021. The duration of this license event shall not exceed one (1) year, expiring on May 1, 2022.

The purpose of the raffle is to raise funds for charitable distributions.

All required documentation, including a Special Event Indemnity, Hold Harmless and Conditions Agreement and Certificate of Liability Insurance, have been submitted by Mackey's Public House.

I move to approve issuing a raffle license for one (1) year, beginning on May 1, 2021, expiring on May 1, 2022, to the Orland Park Veterans' Commission to sell



raffle tickets for its Queen of Hearts progressive raffle, which will be held weekly on Wednesdays at Mackey's Public House;

And

I move to waive the \$10 license fee and fidelity bond requirement.

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

## **PUBLIC SAFETY**

### **2021-0307 An Ordinance Amending Title 8, Chapter 6 of the Orland Park Village Code in Regard to the Carrying of a Concealed Firearm on or into A Prohibited Area - Recommended Amended Ordinance**

The Police Department is seeking to amend Title 8, Chapter 6, of the Orland Park Village Code by creating a new ordinance pertaining to the carrying of a concealed firearm on or into a prohibited area. This ordinance aims to address this specific violation of the Illinois Firearm Concealed Carry Act ("the Act") through a municipal citation in lieu of a custodial arrest requiring a mandatory court appearance in either Cook or Will County Circuit Court. Additionally, the fine associated with the violation shall be same as outlined in the Act

President Pekau had comments. (refer to audio)

I move to approve an Ordinance Number 5608, entitled: AN ORDINANCE AMENDING TITLE 8, CHAPTER 6 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO THE CARRYING OF A CONCEALED FIREARM ON OR INTO A PROHIBITED AREA.

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

**Nay:** 0

## **TECHNOLOGY, INNOVATION AND PERFORMANCE IMPROVEMENT**

### **2021-0273 Telecommunications System Infrastructure**

Replacement of the Village telecommunications system infrastructure (TSI) was identified as a priority project in the FY2020 Budget. A network communications firm performed an assessment of the Village's network communications infrastructure. That assessment determined that the Village's existing cabling and equipment could not support a new Voice Over Internet Protocol (VoIP) telecommunications system. The Village currently has vendors replacing this cabling and equipment and these projects are projected to be completed in July

2021.

Previously, the Village issued a Request for Proposals in FY 2020 that included replacement of the TSI, along with the network cabling and network communications infrastructure. Staff recommended the Board of Trustees reject the RFP proposals because they believed they could reduce the total cost of these projects by refining the scope of work and technical specifications.

IT staff developed a more refined scope of work and technical specification. Concerns over the lack of vendor responses to the RFP, led staff to investigate using the OMNIA Partners cooperative purchase contract, through Insight Public Sector, Inc. The total project cost using this contract is \$552,522.47, which includes one-time charges for hardware and installation services, and three (3) years of software licensing and support. The Village would incur a cost of \$500,551.29 in year one, which includes one-time charges for hardware, installation services, and 3-year pre-paid software licensing subscription charges for Variphy (reporting) and Informacast (emergency notification). The Village would incur costs of \$25,985.59 in years two and three for annual Cisco software subscription licensing. These costs are detailed in EXHIBIT A TSI COST DETAIL TABLE. Cisco provided a 65% discount off their MSRP hardware prices, but these savings were offset by increases in their hardware prices ranging from .33% to 17.53%.

Staff recommended adding the InformaCast software because it enables staff to immediately broadcast messages to alert staff and patrons via public display screens, computers, overhead paging, and the new Cisco handsets. The Variphy software was also a recommended addition since it provides more detailed call statistical reporting enabling staff to better align resources to service customers. Finally, the Cisco Contact Center software was recommended since it enables the Village to setup call centers to better handle high volume incoming customer phone calls through queuing and call handling, which could be used for special events and immunization clinics.

I move to approve the three-year contract with Insight Public Sector, Inc. through the OMNIA Partners cooperative purchase contract for IT Products & Services #4400006644 with work to be performed by Mindsight for a cost of \$552,522.47 plus a \$50,055 contingency for a not to exceed amount of \$602,577.47.

And;

To authorize the Village Manager to approve change orders not to exceed the contingency amount.

And;

to authorize the Village Manager to execute all related contracts subject to Village

Attorney review.

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

**Nay:** 0

## **PARKS AND RECREATION**

### **2021-0296 2021 Centennial Park West Concert Series - Third Concert**

In 2020, the Village planned to host three (3) national level touring artists for the 2020 Centennial Park West Concert Series. As a result of the COVID-19 pandemic, the concert series was postponed. Two dates, June 20, 2020, featuring Blue Oyster Cult, Mark Farner's American Band and The Fabulous Thunderbirds; and August 22, 2020 featuring Scott Stapp, Filter, Dishwalla, were rescheduled for 2021. Staff cancelled the July 18, 2020 date featuring Tommy James and the Shondells and the Cornerstones of Rock.

Dishwalla has withdrawn from the Concert Series notifying the Village the Artist is not touring in 2021. 4CAST will be performing in its place.

In December 2020, the 2021 Centennial Park West Concert Series budget was approved for three (3) national level acts at a total cost of \$549,336.

Staff seeks approval to enter into contracts for Marc Martel's - The Ultimate Queen Experience, Purple Veins - The Essential Prince Tribute Band and George Michael Reborn Tribute for a night of icons to be added to the 2021 Concert Series.

Shortly after the 2018 release, and subsequent success of the film Bohemian Rhapsody, staff has sought to contract Marc Martel's Ultimate Queen Celebration to perform in Orland Park. Martel has been touring world-wide since 2017 exceeding promoters expectations for ticket sales.

Recently, Martel's agent reached out to the Village offering a late summer date. As such, staff seeks approval to add a third date to 2021 Centennial park Concert Series featuring a Marc Martel's Queen Celebration, along with Prince and George Michael tribute Bands.

Purple Veins - The Essential Prince Tribute Band, re-create the magical power and energy of Prince delivering a high energy tribute performance that captures the spirit and music of Prince.

George Michael Reborn Tribute delivers the energy and passion of George Michael engaging the audience in a second to none George Michael tribute performance.

President Pekau had comments. (refer to audio)

I move to approve adding Marc Martel's The Ultimate Queen Experience, Purple Veins - The Essential Prince Tribute Band and George Michael Reborn Tribute, to the 2021 Centennial Park West Concert Series in addition to Artists Blue Oyster Cult, Mark Farner's American Band and The Fabulous Thunderbirds on June 26, 2021; and August 22, 2021 featuring Scott Stapp, Filter and 4CAST for a total not to exceed \$549,336;

And,

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

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

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

**Nay:** 1 - Trustee Fenton

## **FINANCE**

### **2021-0220 Digital Budget Book and Capital Budgeting Platform**

The annual budget book is an important policy document, which requires a significant work effort to create the formatted pages, compile the necessary information, tabulate and create tables of contents, etc., in addition to compiling the Village's spending plan. Staff was interested in streamlining budget book production process, and examined the available providers.

The ClearGov platform is straightforward for staff to implement and update, and is easy for readers to find information they want, as well as customize charts and graphs with information they find relevant. Data can be imported from Excel, which means it is compatible with any budgeting software including Innoprise and Munis. All of the charts and graphs are mapped by ClearGov, and can be quickly updated by uploading new data files. In addition, this platform conforms to the GFOA's Distinguished Budget Award Program criteria.

Staff's budget book time can then be reallocated to writing narrative information rather than tedious formatting and compiling pdf documents for publication. This will represent a significant time savings for staff, resulting in a better user experience for residents and other interested stakeholders, as well as allow end users to customize a budget book that includes only the information that want to

see.

ClearGov also offers capital project tracking with dedicated online pages for selected projects that can be made available to the public. These project pages can include project maps, status, renderings, and other project details so interested members of the community can track progress over time.

Staff found one other provider that offers a digital budget book, but that platform requires utilizing their core financial software program, rendering it ineffective for our use.

Finance Director Kevin Wachtel presented information regarding this matter. (refer to audio)

Trustee Dodge had comments. (refer to audio)

I move to authorize the Village Manager to execute an agreement with ClearGov for its Digital Budget Book and Capital Budgeting modules for a total cost of \$90,131.25 for 2021 through 2024, subject to Village Attorney review.

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

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

**Nay:** 0

### **2021-0218 FY2021 Budget Amendment #1 - Approval**

A detailed spreadsheet (by fund) reflecting budget adjustments is attached. This is the first budget amendment for FY2021, so it incorporates new initiatives, budget corrections and projects that were not completed in 2020, and are now projected to be completed in 2021.

Revenue change includes:

- Waive Liquor License Fees for Restaurants

New Initiatives that were not included in the 2021 budget:

- Fingerprinting of all new hires
- Digital Budget Book
- Office furniture for EPS, and chairs for conference rooms in the Village Manager's Office, EPS, and Development Services
- Traffic Count Data Collection Equipment

Staffing changes, including the following:

- Add \$50,000 in funding for Part Time Police Officers

- Change Police Administrative Assistant to Executive Assistant
- Replace Part Time Engineering Technician position with Full Time Office Support Supervisor in Engineering Programs and Services
- Move Part Time Management Analyst from EPS to Public Works
- Replace Full Time Development Services Representative with Part Time Development Services Assistant, and moved Part Time Administrative Assistant from VMO to Development Services
- Add the Position of Full Time Human Resources Analyst
- Change Finance Department Cashiers to Cashier II, Replace PT Financial Analyst with PT Payroll Coordinator
- Move Accounting Technician II from Water & Sewer Admin. to Water & Sewer Finance
- Change Public Works Seasonal to Part Time positions
- Add an Executive Assistant for Public Works
- Change Part Time Communications & Marketing Assistant to Full Time Communications & Marketing Assistant

#### Budget corrections:

- Double budgeted IT line items (this was an oversight due to changing account structure within IT)
- Added Public Works projects that were in the spending plan, but were not entered in to the budget software.

#### Changes in the Public Works budget as follows:

- New item to add HVAC cooling for FLC Courts
- Weed and fertilization contract costs higher than budgeted
- Mowing was not budgeted for Village buildings (this was an oversight due the change in department and accounting structure)
- Spending for ice and snow melt and road salt were higher due to frequency and severity of snow and ice events over the winter
- Increase 151st Street Design work (94th Street to Harlem)
- Change from Snowbird personnel costs to Contractor support
- Pricing for Police Vehicles was higher than budgeted, and included an additional vehicle that was totaled due to mechanical damage
- Add funding for the meter replacement program (this was omitted from the final budget)
- Change the cost center for Inflow and Infiltration expenses
- Change the cost center for Grassland Pond Expansion Project, and add additional funding.

#### Budget rollovers

After reviewing outstanding purchase orders, we have identified the attached projects that we expected to have been completed in 2020 and were included in the 2020 forecast, but for a variety of reasons will be completed in 2021.

President Pekau had a question. (refer to audio)

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

I move to approve a decrease to the revenue budget of \$97,350 for the General Fund, a decrease in the General Fund expenditure budget in the amount of \$412,742, an increase in the Capital Projects Fund expenditure budget by \$367,201, an increase in the Water & Sewer Fund expense budget of \$888,255, and an increase in the Recreation & Parks Fund expenditure budget of \$106,409 as detailed on the FY2021 Amendment #1 worksheet.

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

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

**Nay:** 0

**2021-0217 An Ordinance Amending Appendices A and B to Ordinance No. 5571 - Ordinance**

The attached ordinance would formally approve an amended Appendix A and Appendix B to Ordinance No. 5571 that were approved by the Board on December 21, 2020. These appendices reflect changes to full-time and part-time positions, along with salary ranges, as summarized below.

The changes to the Salary Ordinance are:

- Eliminate Part Time Engineer I (Grade 900) from Engineering Program and Services
- Change Administrative Assistant - Police (Grade 5) to Executive Assistant (Grade 5)
- Change Executive Assistant to the Mayor and Executive Assistant to the Village Manager titles to Executive Assistant title (Grade 5)
- Add position of Part-time Development Services Assistant (Grade 400) and eliminating one (1) Full Time Development Services Representative
- Change the position of Part Time Financial Analyst (Grade 700) to Part Time Payroll Coordinator (Grade 600)
- Create the position of Full Time Human Resources Analyst (Grade 8)
- Create the position of Part Time Cashier II position (Grade 500) for Finance Department Cashier staff
- Change the title of the VMO Administrative Assistant Position (Grade 600) to Administrative Assistant (Grade 600)
- Remove the position of Part Time Communications & Marketing Assistant (Grade 600)
- Change the title of the Museum Curator/Admin to the Trustees (Grade 3) to Museum Curator (Grade 3)
- Remove the Part Time Communications & Marketing Assistant (Grade 600)

- Change title of the Planning Division Manager (Grade 10) to the position of Assistant Development Services Director (Grade 11)
- Remove the position of Part Time After School Pals Instructor (Grade 100)
- Change the Clerk Typist/Floater and Clerk Typist/Police Position titles (Grade 400) to Clerk Typist (Grade 400)
- Change the Program Assistant - Clerk, Program Assistant - Recreation, and Program Assistant - Veteran's Program titles (Grade 400) to Program Assistant (Grade 400)
- Change the Police Officer - Part Time position from Grade 700 to Grade 900

I move to pass Ordinance Number 5609, entitled: ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5571

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

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

**Nay:** 0

## OFFICIALS

### 2021-0015 **Agenda Initiative - Independent Investigation of Single Family Homes Purchased and Sold by the Village**

Per the Village Code, any individual Trustee can request that an initiative be placed on the Committee of the Whole agenda by instructing the Village Manager, either verbally or in writing, before noon on the Friday preceding the meeting, to place an item on the Committee of the Whole agenda. Village/Legal staff time is restricted until after at least three (3) Trustees vote to move the 'Agenda Initiative' forward.

Agenda Initiatives include (1) the expenditure of money; (2) modifications to the Village Code; (3) formation/modification of Village policies; (4) the introduction of an ordinance or resolution; (5) the formation/modification of committees; (6) budget changes and/or (7) the appropriation of Village/Legal staff time.

#### Proposed Initiative

Trustee Milani requested an independent investigation of single family homes purchased and sold by the Village.

At the January 4, 2021, Committee of the Whole meeting, the proposed initiative from Trustee Milani was approved directing staff to investigate the various properties and their history, including why the Village purchased the homes, what had to be done in order to sell the properties and what was the rationale behind the purchases.

Additionally, at the January 18, 2021, Board of Trustees meeting, the Board gave



direction to staff to obtain three (3) proposals from independent law firms to further investigate the property transactions under question.

The investigation into this matter should include the following components:

- Identify any rules or Village ordinances, practices and procedures that were not followed; if any.
- Identify any potential criminal actions for which a complaint should be filed.
- Identify all Village property transactions.
- Provide a summary of the actions taken between the acquisitions and sales of these properties
- Provide any recommended procedural changes to ensure complete transparency moving forward.
- Provide any recommend procedural changes to ensure best practices are followed for property acquisitions and sales.

Four qualification proposals were received. (summary attached).

In addition, all documents regarding these property transactions should be placed on the website for full transparency.

At the February 1, 2021, Board of Trustees meeting, action on this matter was postponed to the February 15, 2021, Board of Trustees Meeting. At the February 15, 2021, Board of Trustees meeting, this matter was tabled.

Trustee Katsenes moved that we take from the table the motion to accept the proposal for Special Counsel Legal Services for the investigation of properties purchased and sold by the Village of Orland Park from Hervas, Condon & Bersani, P. C.;

And,

To authorize the Village Manager to execute a professional services agreement with Hervas, Condon & Bersani, P. C., subject to Village attorney review. It was seconded by Trustee Healy. All were in favor. (refer to audio)

Trustee Healy made a motion to amend the motion on the floor to substitute the law firm of Hervas, Condon & Bersani, P.C. with the law firm of Aronberg Goldgehn. It was seconded by Trustee Milani. (refer to audio)

Trustee Calandriello had questions. (refer to audio)

Trustee Healy responded to Trustee Calandriello. (refer to audio)

Trustee Katsenes had comments. (refer to audio)

On the motion to amend, Trustees Healy, Milani, Katsenes and President Pekau votes "AYE". Trustees Fenton and Dodge voted "NAY". Trustee Calandriello abstained. (refer to audio)

Trustee Calandriello explained why he was abstaining. (refer to audio)

I move to accept the proposal for Special Counsel Legal Services for the investigation of properties purchased and sold by the Village of Orland Park from Aronberg Goldgehn;

And,

To authorize the Village Manager to execute a professional services agreement with Aronberg Goldgehn, subject to Village attorney review.

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

**Aye:** 4 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

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

**Abstain:** 1 - Trustee Calandriello

## VILLAGE MANAGER'S REPORT

### 2021-0310 Real Property License and Artifacts Agreement between the Village of Orland Park and Orland Historical Society

Orland Historic Society ("OHS") owns two (2) historic cabins located just north of the Village's former Parks Administration building at 14671 West Avenue. OHS wishes to enter into a revocable, non-exclusive license to use the Village's property and a revocable exclusive license to utilize the parking and grounds surrounding the cabins, both subject to defined terms and conditions. Furthermore, both OHS and the Village own certain artifacts and other objects of artistic, cultural, historical or scientific importance, particularly with regard to the history of the people and places within the Village of Orland Park. Some OHS artifacts are currently in the possession of the Village and the entities desire to enter into an agreement that formalizes the possession, storage and display of said artifacts.

The attached agreement defines the licensed area and specifies a lease term of 180 days, with automatic 180-day term renewals, unless the agreement is otherwise terminated. The lease agreement is proposed with a nominal annual fee of \$1. Furthermore, the agreement solidifies the responsibility of OHS to repair the cabins and maintain them in a safe manner. Under the terms of the agreement, the Village shall continue to provide power to the one (1) cabin that currently has such a utility connection, but OHS acknowledges that the Village shall have no obligation to provide electrical service to the second cabin nor any other public

utility, security or communication service to either cabin.

Other terms of the agreement include joint access and usage provisions and insurance to be provided to the Village by OHS for the cabins. OHS has requested one deviation from the Village's standard insurance provisions, which is incorporated into the attached agreement for approval. OHS' current liability insurance limit is \$1,000,000 per occurrence (\$3,000,000 aggregate) whereas the Village typically requires \$2,000,000 per occurrence. OHS has represented that the Village's standard coverage is cost prohibitive for their organization.

The agreement specifies that OHS will allow the Village to use its artifacts in any motion picture, television production, photographs and/or still photo shoots and further grants to the Village the right to use any photographs, pictures and recordings of the OHS artifacts for publication and use as the Village deems appropriate. In addition, OHS will give its permission to the Village to exhibit all, or any part of such film or photographs provided that in all aforementioned uses, credit is provided to OHS for ownership of the artifacts.

In exchange, the Village will offer storage of OHS' artifacts, but OHS would be under no obligation to accept such offer. The agreement specifies that the Village assumes no responsibility for the safety of any items placed on display or placed in storage and assumes no responsibility for loss, theft, damage or destruction of items left for display. Items on display in a Village building or facility are to be provided the same security as the Village's collection and equipment, but insurance covering the value of the display would be the responsibility of OHS.

Finally, the agreement calls for the Village to continue mowing the lawn of OHS's Humphrey House, located at 9830 W. 144th Place, Orland Park, throughout the term of this Agreement.

Staff has spent more than one (1) full year negotiating the attached agreement with OHS, as well as cataloging the aforementioned artifacts. Staff recommends approval of the attached agreement.

President Pekau had comments. (refer to audio)

I move to approve the Real Property License and Artifacts Agreement between the Village of Orland Park and Orland Historical Society;

And,

Authorize the Village President to execute said agreement.

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

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

**Nay:** 0

**2021-0292 Proclamations Honoring Village Clerk John C. Mehalek, Trustee James V. Dodge, Trustee Kathleen M. Fenton and Trustee Daniel T. Calandriello**

Mayor Pekau honored Village Clerk John C. Mehalek, Trustee James V. Dodge, Trustee Kathleen M. Fenton and Trustee Daniel T. Calandriello for their dedicated years of service and present them with a plaque in recognition of their leadership and deep commitment to their fellow elected officials, village staff and the residents of Orland Park.

Village Clerk Mehalek and Trustees Calandriello, Dodge and Fenton had comments. (refer to audio)

**NO ACTION**

**BOARD COMMENTS**

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

**ADJOURNMENT: 7:55 P.M.**

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

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

**Nay:** 0

**2021-0313 Audio Recording for April 19, 2021, Board of Trustees Meeting**

**NO ACTION**

**/AS**

APPROVED: May 3, 2021

Respectfully Submitted,

/s/ Patrick R. O'Sullivan

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**Patrick R. O'Sullivan, Village Clerk**