

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Monday, April 4, 2022

7:00 PM

Village Hall

Board of Trustees

Village President Keith Pekau

Village Clerk Patrick R. O'Sullivan

*Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,
Sean Kampas, Brian Riordan and Joni Radaszewski*

CALL TO ORDER/ROLL CALL

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

Present: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski and Village President Pekau

VILLAGE CLERK'S OFFICE**2022-0265 Approval of the March 21, 2022, Regular Meeting Minutes**

The Minutes of the Regular Meeting of March 21, 2022, 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 March 21, 2022.

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 Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS**2022-0311 Luke Cudney - Community Pride Award**

The Village of Orland Park has witnessed the generosity and compassion of the community when we put out the call to assist Ukrainian refugees with humanitarian aid.

11-year-old Orland Park Resident Luke Cudney heard about the Humanitarian Aid Collection for Ukrainian Refugees and wanted to do something. Luke and his brothers made pots out of clay, painted them yellow and blue for the Ukrainian flag and sold them at the end of their driveway. The proceeds collected were delivered by Luke and his family during the event.

Luke was recognized with a community pride award for his efforts.

President Pekau and Trustees Kampas had comments. (refer to audio)

This item was a presentation. NO ACTION was required.

ACCOUNTS PAYABLE

2022-0293 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 March 22, 2022 through April 4, 2022 in the amount of \$2,312,961.80.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

CONSENT AGENDA

Passed the Consent Agenda

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

2022-0294 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 March 18, 2022 in the amount of \$1,251,921.84.

This matter was APPROVED on the Consent Agenda.

2022-0255 Disposal of Village Equipment (Online Auction) - Public Works Department - Ordinance

The Village's Public Works Department is requesting that the Village declare the following equipment described below and in the attached ordinance as surplus property, and dispose of through PublicSurplus.com (online auction). These items are no longer necessary or useful for the Village of Orland Park. Three (3) of the vehicles listed below are as a result of fleet reduction. Additional fleet reduction

review is ongoing.

One (1) 2013 Ford Police Interceptor Sedan, VIN: 1FAHP2M89DG130470, with 113,757 miles.

One (1) 2005 Ford Focus, VIN: 1FAFP34N95W160143, with 59,755 miles.

One (1) 2005 Ford Focus, VIN: 1FAFP34N05W160144, with 53,522 miles.

One (1) 2013 Ford Police Interceptor Sedan, VIN: 1FAHP2M80DG130471, with 109,015 miles.

One (1) 2014 Ford Police Interceptor Sedan, VIN: 1FAHP2MKXEG185507, with 151,000 miles.

One (1) 2015 Ford Police Interceptor Sedan, VIN: 1FAHP2MK2FG148985, with 120,000 miles.

One (1) 2011 Chevrolet Impala, VIN: 2G1WD5EM7B1291944, with 58,000 miles.

One (1) 2005 Harley FLHP-I, VIN: 1HD1FHW135Y657190, with 15,000 miles.

One (1) 2005 Harley FLHP-I, VIN: 1HD1FHW155Y658793, with 24,000 miles.

One (1) 1995 Ditch Witch 1820K, Serial Number 1M0649, with 158 hours.

One (1) 1999 Wacker RD11A Roller, Serial Number 5069518, with 680 hours.

One (1) Delfield Freezer, Model 6151XL-S, Serial Number 1207152000846.

One (1) 1976 Ford 231LCG Tractor, Serial Number C511700, with 1,643 hours.

One (1) 2000 Kubota L4310D Tractor, Serial Number 71174, with 1,303 hours.

One (1) 2000 New Holland TC33D Tractor, Serial Number G024172, with 1,624 hours

One (1) 2004 New Holland LB75B Loader Backhoe, Serial Number 031050672, with 2,096 hours.

One (1) 2004 Beaver OW-20 Tri-axle Trailer, VIN: 1B9FW24364J202096

One (1) Ammco Model 4100 Brake Lathe, Serial Number 1258, Property Number 06877

One (1) 2019 Sewer Equipment Company JAJ-600WH Easement Machine,

Serial Number 8024, with 4 hours

In order to legally dispose of municipal property, the Village must adopt an ordinance that describes the items to be sold.

In the event that two (2) attempts have been made to sell said property, and that no bids have been received equal to the minimum price, the property shall be either donated or scrapped as determined by the Village Manager.

The disposal of the passenger vehicles and equipment is the first step towards optimizing the fleet size and replacing aging vehicles with vehicles that help increase efficiencies, improve reliability, and minimize overall costs.

I move to adopt Ordinance Number 5703, entitled: AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS.

This matter was APPROVED on the Consent Agenda.

2022-0285

Veterans Commission Moraine Valley Community College Scholarship Fund

The Orland Park Veterans Commission recently donated \$3,000 to Moraine Valley Community College to be used for the education expenses of veterans and their families. The Commission would like to establish the Orland Park Veterans Commission Scholarship Fund (the "Fund") using the donated funds. The Fund would be established through a Memorandum of Agreement between the Orland Park Veterans Commission and Moraine Valley Community College, and the agreement would clearly define how the Fund will be administered.

Staff is requesting the approval of the Memorandum of Agreement between the Orland Park Veterans Commission and Moraine Valley Community College.

I move to approve the Memorandum of Agreement between the Orland Park Veterans Commission and Moraine Valley Community College to establish the Orland Park Veterans Commission Scholarship Fund;

AND

Authorize execution of said Agreement by the Village Manager, subject to Village attorney review.

This matter was APPROVED on the Consent Agenda.

2022-0275 ITB #22-009 Athletic Surface Repairs 2022

As a part of the annual athletic surface improvement process, staff utilized the 2019 Parks Assessment Survey, to identify park sites in need of improvements. The Survey grades parks in terms of security, accessibility, general conditions and average score.

Scores of 0-2.50 indicate a need for upgrades and/or renovations.

Scores of 2.51 - 2.99 indicated that the park has areas of concern that need to be addressed.

Scores of 3.00 - 5.00 indicate a minor review of specific issues should be addressed in a future renovation.

Four sites, Spring Creek Park, Sunny Pine Park, Breckenridge Park and Treetop Park were deemed as priorities for 2022.

A summary of the average scores for each park, along with notations from the report are noted below.

- Breckenridge Park, built in 2002, scored an average of 2.88. The report specifically notes, "Bocce Ball and Horseshoes edging and elements have aged and are deteriorated."
- Spring Creek Park: Renovated in 1999, scored an average of 2.33. Park amenities were removed in 2021 for a stormwater management project.
- Sunny Pine Park, built in 2012 scored an average of 2.99. The report specifically notes, "basketball court is in need of replacement, it is ponding water, the surface finish is gone and edges are crumbling."
- Treetop Park, built in 1998 scored an average of 2.55. The report specifically notes, "asphalt recreational play areas are significantly deteriorating."

Based on this report, and current conditions at each park site, staff identified the following potential improvements for each site:

- Breckenridge Park: Full replacement of the bocce ball court, converting asphalt surfaces to concrete, installing new timbers and playing surface.
- Spring Creek Park: Installation of a fenced tennis court with pickleball striping, and one half basketball court.
- Sunny Pine Park: Resurfacing of basketball court, installation of new post, backboard, rim and net. Basketball court may include hopscotch striping.
- Treetop Park: Full replacement of tennis and basketball courts, and removal of the inline hockey rink.

An Invitation to Bid (ITB) (attached) was issued on January 21, 2022, for the repair and construction of athletic courts at Breckenridge Park, Sunny Pine Park, Spring Creek Park and Treetop Park. Repairs vary in each park and are detailed in the attached Exhibit B. Please note, the scope at Spring Creek Park was amended to

one, half basketball court. The ITB was posted on bid Net and was matched to 142 vendors. Information was partially downloaded by twelve (12) vendors and completely downloaded by five (5) vendors.

One (1) proposal (attached) was submitted by Evans and Son Blacktop.

Resident engagement is a key component to park improvements. As such, 267 postcard invitations were sent to residents living in close proximity to Breckenridge, Spring Creek and Sunny Pine Parks.

Five residents, all living in close proximity to Breckenridge Park attended the January 25, 2022 meeting.

Those in attendance expressed an interest in having the existing bocce ball courts removed rather than replaced.

Due to the low meeting turnout, staff created a survey related to proposed improvements for Spring Creek Park, Sunny Pine Park and Breckenridge Park. Postcards with the survey link were sent to 267 households near these parks.

Survey results based on the proposed athletic surface improvement are as follows:

- Breckenridge Park 85% of survey respondents expressed a preference for removal of the court, and adding benches/trees around the park.
- Spring Creek Park: 60% of survey respondents expressed a preference for proposed improvements.
- Sunny Pine Park: 100% of residents responding to the survey affirmed proposed improvements.

Resident feedback was presented to the Recreation Advisory Board (RAB) during its February meeting. The RAB voted unanimously to support the improvements at Spring Creek Park, Sunny Pine Park and Breckenridge Park as presented.

Since the consensus by residents and the RAB is to remove, rather than replace the bocce ball courts at Breckenridge, funds are available to make improvements to Treetop Park in 2022. As such, staff presented potential improvements to the Recreation Advisory Board during its March meeting.

These include:

- the removal of the existing tennis and basketball courts, the in-line skating surface, benches and pavilion
- the installation of a new, fenced-in tennis court with pickleball striping
- the installation of one new half basketball court
- seeding the in-line skating area

NOTE: Public Works has identified Treetop Park for improvements in 2023 including a new pavilion and playground.

To solicit resident engagement, 346 postcards were mailed to residents living in close proximity to park inviting them to attend a March 22nd neighborhood meeting, and/or complete an interest survey regarding potential improvements.

Sixteen opened the survey, five completed the survey, no residents attended the neighborhood meeting. Of the five that responded to the survey, three agreed with repairing and restoring the tennis court; two agreed to restoring the basketball court; four agreed to the removal of the excess asphalt area (in-line hockey area). Staff recommends initiating athletic surface improvements to Spring Creek Park, Sunny Pine Park, Breckenridge Park and Treetop Park as presented, and awarding the repairs to Evans and Son Blacktop.

Evans and Son has indirectly performed numerous repairs and installations for the Village acting as a subcontractor for U.S. Tennis. In doing so, Evans and Son has exhibited professional workmanship, delivering superior results, while utilizing durable, high quality products. Evans and Son will be using U.S. Tennis as a subcontractor to install the court surfacing.

The total athletic court repairs are projected to be \$314,285. A 10% contingency, totaling \$31,428.50, is recommended for potential unforeseen circumstances.

I move to approve awarding athletic court repairs to Evans and Son Blacktop in an amount of \$314,285, plus a 10% contingency of \$31,428.50 for a total not to exceed amount of \$345,713.50 for specified court repair and construction work at Spring Creek Park, Sunny Pine Park, Breckenridge Park and Treetop Park;

And,

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

And,

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

This matter was APPROVED on the Consent Agenda.

2022-0211 ITB 22-028 Silver Lake West Phase II & El Cameno Real Water Main Replacement & Stormwater Upgrades - Bid

Silver Lake West subdivision was developed in phases starting in the late 1970's through the mid 1980's, and El Cameno Real was developed in the 1960's. The water mains were installed using cast iron pipes. Current industry standard is ductile iron pipe with a polyvinyl wrap. Over the 50+ years of service, the water mains have corroded on the exterior of the pipe, which has caused numerous breaks. Public Works Staff are systematically replacing and/or lining these older cast iron pipes throughout the Village. The Silver Lake West and El Cameno Real

subdivision area homes are also prime candidates for remodeling, building additions, and upgrades which will require larger water service sizes. These areas are best suited for water main replacement instead of lining, allowing the opportunity to increase pipe diameter to improve flow characteristics and upgrade water services. A flood study was conducted in El Cameno Real by Christopher B. Burke Engineering in 2014 to evaluate the flooding problems in the area, and determine potential alternatives to address the issues.

Public Works published ITB 22-028 Silver Lake West Phase II & El Cameno Real Water Main Replacement & Stormwater Upgrades on BidNet Direct from March 10th, 2022, to March 24th, 2022. Fourteen (14) vendors that were sent courtesy email notifications, thirty-two (32) vendors viewed the documents, four (4) fully downloaded them, and two (2) bids were received. The proposal price totals were as follows:

Austin Tyler Construction, Inc. of Elwood, Illinois - \$5,946,253.02
P.T. Ferro Construction Company of Joliet, IL - \$5,993,828.50

Austin Tyler started out as an underground utility installation company, and have done acceptable utility work for the Village in the past, including the Silver Lake West Phase I water main project in 2021. While the Village has had some recent issues with Austin Tyler in regards to the neighborhood road improvement program, this does not disqualify them from this type of work.

Baxter and Woodman Consulting Engineers of Mokena, Illinois was approved by the Village Board on September 20, 2021, for engineering and construction oversight. The Village and Public Works Staff have worked with Baxter and Woodman on our roadway projects over the past several years with great success.

I move to approve awarding ITB 22-028 Silver Lake West Phase II & El Cameno Real Water Main Replacement & Stormwater Upgrades to Austin Tyler Construction of Elwood, Illinois in bid amount of \$5,946,253.02 plus a 3% contingency of \$178,387.59 for a total not-to-exceed amount of \$6,124,640.61;

AND

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

This matter was APPROVED on the Consent Agenda.

[2022-0273](#) Ordinance Revising Title 3, Chapter 2 - Streets and Public Ways - Addressing

The primary purposes of establishing the address numbering standards provided for in this chapter is to promote the public health, safety, and welfare of the community by establishing a consistent and clear manner to locate properties and

to ensure the efficient delivery of mail, packages, goods, and services to properties located within the Village of Orland Park.

Development Services has completed a draft revision of the address assignment code. The revision includes adding an appropriate definition and scope, defining the responsible parties, and setting the standards for address assignment.

Similarly, the draft revision was adjusted to regulate when an address shall be provided. For example, pump stations and parks were added as areas that shall provide an address. Anything that requires an electrical service needs an address for ComEd to respond. Parks are provided accurate address so residents can locate them with ease.

This agenda item is being considered by the Committee of the Whole and the Village Board of Trustees on the same night.

I move to adopt Ordinance 5704, entitled: AN ORDINANCE AMENDING TITLE 3 (PUBLIC WAYS AND PROPERTIES), CHAPTER 2 (STREETS AND PUBLIC WAYS) OF THE ORLAND PARK VILLAGE CODE.

This matter was APPROVED on the Consent Agenda.

2022-0298 An Ordinance Amending the Land Development Code to Section 5-112 to Reduce Letter of Credit Requirement

The Land Development Code states that all developments shall provide surety, generally a letter of credit, for the developments' proposed improvements that are required to meet Village and outside agency codes. Currently, the Village has a requirement that surety be provided for an amount equivalent to 132% of the estimated construction costs. The additional 32% is comprised of 25% contingency for construction related items and 7% for project management and administration of surety funding.

Engineering staff reached out to other municipalities in the Chicago suburb area to inquire about their surety requirements. The research showed that many communities use 125% of the estimated construction cost as their surety amount. Engineering Department is recommending reducing the current surety requirement of 132% to 125% to bring the Village requirements closer to these communities but still maintain a surety amount that effectively protects the Village from unanticipated costs for incomplete development improvements.

At the March 22, 2022 public hearing, the Plan Commission unanimously approved the ordinance amending the Land Development Code for a reduction to the letter of credit requirement.

I move to adopt Ordinance 5705, entitled: AN ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE VILLAGE OF ORLAND PARK, AS AMENDED (Article 5 Section 5-112).

This matter was APPROVED on the Consent Agenda.

2022-0252 All Hazards Public Alerting Outdoor Warning Siren System - Purchase

The Orland Park Police Department currently has fourteen (14) outdoor weather warning sirens placed throughout the village. The Police Department is currently using a Fulton Technologies Tornado Siren Activation System that was installed in phases that date back to the 1980's and early 1990's. Over the past several years, these sirens have needed maintenance and are at the end of their life cycle. The Village of Orland Park issued a RFP seeking prospective bidders to provide pricing of the fourteen (14) sirens of the All Hazards Public Alerting Outdoor Warning Siren System, including the relocation of four (4) current sirens and the installation of one (1) additional siren to address coverage gaps for a total of fifteen (15) sirens. The Village received two (2) bids, the lowest one from Federal Signal in the amount of \$379,874.65. The bid from American Signal Corporation is in the amount of \$386,077.00.

I move to approve the purchase of the All Hazards Public Alerting Outdoor Warning Siren System as proposed by Federal Signal in the amount of \$379,874.65.

This matter was APPROVED on the Consent Agenda.

2022-0309 Ordinance Amending Title 7, Chapter 15 - Reducing the Number of Class B Tobacco Licenses

The number of Class B Tobacco Licenses are being reduced from twelve (11) to eleven (10).

The business license for FWQ Inc., dba Hookah To Go, BL-21-27485, located at 8600 159th Street was revoked on March 29, 2022, pursuant to Section 7-15-5 (A) of the Village of Orland Park Municipal Code. As such, the number of tobacco licenses is being reduced

I move to adopt Ordinance 5706, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 15 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS B TOBACCO LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS.

This matter was APPROVED on the Consent Agenda.

2022-0282 FY2022 Budget Amendment #2 - Approval

detailed spreadsheet (by fund) reflecting budget adjustments is attached. This is the second budget amendment for FY2022.

Items/Contracts previously board approved

153rd / Ravinia Roundabout Engineering

At the January 4, 2022 COTW meeting, Village staff presented design and construction cost estimates for each of the three alternatives prepared by V3. The intersection is expected to experience an increase in traffic volume due to 2050 traffic projections and the eventual extension of Ravinia Avenue to La Grange Road (southeast of Costco). The 2050 traffic projections are prepared by the Chicago Metropolitan Agency for Planning (CMAP). Based on available data, experience at other locations, and consultant's/staff's engineering experience, a roundabout at this intersection would provide a long-term solution with improved traffic flow, reduced traffic delays, reduced congestion, reduced air pollution and improved pedestrian safety.

In June 2021, the Board approved V3's fee for Phase I preliminary engineering contract at \$69,850 (based on using the existing intersection geometry). The initial Phase I fee for the roundabout estimated by V3 and discussed at the January 4, 2022 COTW meeting was \$203,500. Village staff estimated the new contract total for the Phase I roundabout design at approximately \$185,000. Staff was able to negotiate with V3 the Phase I fee for the roundabout at total contract value of \$179,726.17, which includes the original \$69,850. Therefore, this amendment would add an additional not-to-exceed amount of \$109,876.17.

CPAC Slide Resurfacing

WhiteWater West Industries LTD submitted a proposal for CPAC Slide Resurfacing for \$549,239.00 plus a contingency of \$3,866.88, plus \$15,741.44 for Performance and Payment Bonds, for a total not to exceed \$568,847.32. The 2022 budget approved \$175,000 for slide refinishing, \$200,000 to be moved from Capital Project Fund to Recreation - Pool. The estimated increase to the 2022 Budget is \$193,847.32. This change also requires modifications to interfund transfers to redirect funds.

Finance Department Staffing

Lauterbach & Amen, LLP submitted a proposal to provide a 40-hour per week, on-site employee to undertake the responsibilities of the Accounting Analyst position to help support our payroll, accounts payable, accounts receivable, accounting and financial reporting and other areas when needed that is critically necessary during the ERP implementation. The estimated increase for the balance of 2022 is \$103,500.

Human Resources Outsourcing

In order to provide Human Resources staff augmentation, the Village has contracted with HR Philosophy (\$163,200) and Paula Wagener (\$96,000) to provide temporary HR services. This budget amendment will provide needed staffing support through the end of 2022.

IT Staff Augmentation Services

Due to staff departures, a contract with ClientFirst Consulting Group, LLC for implementation of the Village's new Cisco Unified Communications

telecommunications system was previously approved. The cost of \$87,858 plus a \$8,786 contingency for a total not to exceed \$96,644 will be offset with the funds approved by the FY 2022 Dolt Budget for consulting services.

Mowing Budget

Public Works -Natural Resources and Facilities (NRF) was seeking mowing renewal proposals during the Budget approval process. Funds in six (6) accounts were initially budgeted as placeholders until final pricing was determined. The following chart shows the addition and subtraction of each line item requested in this amendment to align with the final total pricing of \$634,841.55.

Water & Sewer Fund, 031-6007-443510

Budgeted: \$161,756

Adjusted: \$174,783

Budget Amendment: \$13,027

Recreation & Parks Fund, 283-4003-443510

Budgeted: \$284,113

Adjusted: \$315,844.20

Budget Amendment: \$31,711.20

Civic Center Fund, 026-0000-443510

Budgeted: \$9,466

Adjusted: \$13,222.65

Budget Amendment: \$3,756.65

General Fund, NRF, 010-1700-443510

Budgeted: \$600,000

Adjusted: \$58,822.05

Budget Amendment: (\$541,177.95)

General Fund, Streets (ROWs), 010-5002-443510

Budgeted: \$0

Adjusted: \$71,434.65

Budget Amendment: \$71,434.65

MST TIF Fund, 282-0000-443510

Budgeted: \$800

Adjusted: \$735

Budget Amendment: (\$65)

Village Total

Budgeted: \$1,056,155

Adjusted: \$634,841.55

Budget Amendment: (\$421,313.45)

Other Budget Changes

Codification Services

A budget amendment is needed to add codification services provided by American Legal Publishing, the Village's legacy codification service. The Village will continue to use American Legal Publishing until the recodification project has been completed.

IT Part Time Office Support

The IT Department has been without their part time office support staff for several months. This budget amendment will add a second part time office support staff position.

Police Department - Boards and Commissions

The Police department is anticipating the high probability of a patrol officer eligibility testing (a year earlier than projected). The estimated increase for 2022 is \$54,750.

Police Department staffing grade changes

The Police Department is recommending changing salary ranges for Community Service Officers and Detention Aides in order to improve employee attraction and retention, and to provide a pipeline of potential future police officers.

Silver Lake West

Higher than budgeted costs for Silver Lake West and El Cameno Rael Subdivision water and stormwater work. The storm work is more extensive than was initially planned. The initial budget estimates were preliminary; the designs were just finished in January. The budget was reduced for the Meter Evaluation Consultant based on lower fees in the recommended firm's proposal, and the delay in pump 3, which will be delivered in 2023.

I move to approve an increase in the General Fund expenditure budget in the amount of \$183,523, a decrease in the Capital Projects Fund revenue budget in the amount of \$200,000, a decrease in the Capital Projects Fund expenditure budget in the amount of \$90,123, a decrease in the MST TIF Fund expenditure budget in the amount of \$65, an increase in the Recreation & Parks Fund revenue budget in the amount of \$200,000, an increase in the Recreation & Parks Fund expenditure budget in the amount of \$425,559, an increase in the Civic Center Fund expenditure budget in the amount of \$3,757, and an increase in the Water & Sewer Fund expense budget in the amount of \$6,655 as detailed on the FY2022 Amendment #2.

This matter was APPROVED on the Consent Agenda.

2022-0254 An Ordinance Amending Appendices A and B to Ordinance No. 5676 - Ordinance

The attached ordinance formally approves amended Appendix A and Appendix B that were approved by the Board on December 20, 2021. 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 IT Telecommunications Analyst (Grade 910, temporary position) from Department of Information Technology
- Eliminate the part time Payroll Coordinator position (Grade 600)
- Eliminate the Winter Seasonal Snowplowing Operator (Snowbird) position (Grade 600)
- Change the part time Community Service Officer position from Grade 200 to Grade 600
- Change the part time Detention Aide position from Grade 500 to Grade 600

The IT Telecommunications Analyst, the Payroll Coordinator and Winter Seasonal Snowplowing Operator (Snowbird) positions are no longer needed because those services are provided by other contracts or contract employees.

Police Department changes

The Orland Park Police Department is seeking to elevate the classification of part time Community Service Officers from Grade 200 to Grade 600 and increasing the part time Detention Aides grade from 500 to 600 (\$22.12- \$28.45). This approved increase will allow the Department to be in line with the market analysis for Community Service Officers throughout the region. For example, the Village of Brookfield, Morton Grove and Rosemont are advertising (Blue Line) for current open Community Service Officers positions, with a job description substantially similar to ours, at a starting rate averaging over \$19.00 per hour. Locally, the starting pay on average for a Part-time Community Service Officer (Oak Brook \$22.00 (mall), Schaumburg \$21.75 (mall), Palos Park \$14.00, Mokena \$16.34, Palos Hills \$18.00, Frankfort \$15.45, Palos Heights \$18.80, Lockport \$17.51 and Tinley Park \$15.00) is \$17.65.

The Department is currently down four (4) Community Service Officers resulting in sworn personnel assigned to non-police related calls for services (loose running dogs/cats, keys locked in vehicles, mail runs, traffic control at crossings, accidents, etc.) that tie up valuable resources at a considerable expense including, at times, incurring overtime.

In 2021, the turnover cost associated with a Community Service Officer position was \$3,575.00 (Training, equipment and background investigation).

Detention Aides responsibility places them in direct contact with prisoners on a daily basis in the lock-up facility. Additionally, Detention Aides are scheduled to work the detention area 24 hours a day, 7 days a week monitoring, processing, and inventorying belongings owned by the prisoners. An unscheduled Detention Aide results in a sworn officer being assigned to those duties resulting in less manpower allocated to patrolling and responding to calls for service or incurring overtime, in particular processing prisoners and preparing the appropriate paperwork for court transportation. The Department is currently down four (4) Detention Aides, which has affected operations.

The turnover cost associated with a Detention Aide was \$5,615.00 (Training, equipment and background investigation) in 2021.

The Orland Park Police Department's long-term strategy of obtaining qualified and talented applicants for full-time sworn positions is predicated upon recruiting and "growing our own" through our Detention Aide and Community Service ranks. Increasing the grade classifications helps us to develop a competitive advantage in employing the most qualified for future and allowing the Department to have full staffing to address the needs of the community without reassigning valuable and higher cost resources and/or incurring overtime.

In conclusion, increasing the grade classifications for Community Service Officers and Detention Aides to 600 will allow the Department to operate more efficiently and effectively and at cost that is neutral.

I move to adopt Ordinance 5707, entitled: ORDINANCE AMENDING APPENDICES A AND B TO ORDINANCE NO. 5676.

This matter was APPROVED on the Consent Agenda.

2022-0284 RFP 22-016 Meter Replacement Program Evaluation-bid

Since 1996, Public Works has received Board approval to purchase Sensus water meters from Sensus Technologies, Inc. of Uniontown, Pennsylvania to continually update the Village's residential and commercial water meters for replacement and new construction and removal of Badger meters. In 2004, the Meter Change out Program was reviewed and Sensus was approved by the Board to continue to supply meters to the Village.

Meter reading technology has changed over the years. Instead of visual reading, meter reading changed to a radio read format utilizing an MXU transmitter installed with each meter. Initially using handheld devices, meter reads were collected by walking near each metered property. As technology advanced and provided for improved meter reading efficiency, a vehicle mounted unit, a VXU, was purchased in 2002 to allow for drive-by meter reading. Between 2002 and 2012, the MXU transmitters with battery power reached their end of life span.

In 2012, taking advantage of improved technology, new Smart Point transmitters were started to be installed. SmartPoint transmitters come with a full twenty-year warranty, including the battery. The SmartPoint transmitters are capable of storing hourly reads for seven to ten days, as well as detecting continuous flow over a specified period of time and potentially identifying leak situations.

In 2014, a fixed network meter reading system called FlexNet™ was installed which allows for the reading of all SmartPoint enabled meters via computer using antennas installed on three water towers. The SmartPoint transmitters coupled with the FlexNet™ System can now read meters, eliminating the need to drive each route each billing period. The FlexNet™ technology provides two-way communication between the Village and individual meters, providing staff in Public Works and Finance the ability to read and monitor individual meters without having to drive to the meter site, as individual meter reads can be obtained by directly and remotely polling a meter.

In 2015, meter reading technology also changed with the introduction of the lower cost iPerl meter with composite flow tube construction, fully electronic and non-mechanical meter. The iPerl meter, with no moving parts, uses magmeter (electromagnetic) flow metering technology to measure the flow of water. The measuring capability is as low as .03 gallons per minute (gpm) up to 55 gpm. While malfunctions can occur in any meter reading system, several self-diagnostic alarm capabilities are included that are not available in mechanical meters. These include; battery alarm, EMF failure and predictive battery life alarm. In addition to the self-diagnostic features, several other capabilities include empty pipe, low and very low battery, low battery voltage, leak detected, reverse flow, magnetic tamper, and high temperature, along with various other self-diagnostic alarms.

When used in conjunction with the FlexNet™ meter reading network and SmartPoint transmitters, the opportunity for a robust customer portal becomes available. Customers will be able to directly access their consumption and billing information and receive alerts via multiple communication methods including email, text and phone. Customers could set their own thresholds regarding the amount of money or water they don't want to surpass during a billing period, and be notified directly about potential leaks in their system. Unfortunately, this has not been available for the Village until Innoprise can be replaced with Tyler product.

The Village also saw a reduced cost in pricing and improved warranty with the iPerl meters. Pricing in 2015 for iPerl was \$105.00 for the ¾", \$159.00 for the 1" with a twenty (20) year warranty versus old meters of \$148.00 for the ¾" SR11 and \$195.00 for the 1" SR11 with a ten year warranty. In 2020, iPerl pricing was \$116.00 for the ¾" meter, and \$172.00 for the 1" meter, or 10% and 8% increase after five years.

Since 2018, the Village completed large and small water meter testing programs due to age of meters. Industry standards is to bench test meters especially over

fifteen (15) years old to test system reliability and look for under-registering during low water flow. From the data from these tests, it was evident that the Village would need to initiate another round of meter conversion program starting in 2020 and span the next eight to ten (8-10) years starting with the oldest meters in the system.

The Village has over 23,000 meters and smartpoint conversions. Utilizing in house staff, seven to fourteen (7-14) meters per day have been replaced with the new Sensus iPerl. To date, over 2,800 have been installed and working well. The local authorized vendor for Sensus products in our region is Core & Main of Mokena, Illinois

In 2021, the Village decided to implement a new Enterprise Resource Planning program called Tyler that will have a new utility billing software system. In order to have a standard reading and billing figures as well as the capabilities to have monthly billing and customer portal, the Village has decided to replace all the meters versus the previous plan of eight to ten (8-10) year plan. While the Village has invested and put in place advanced metering infrastructure of smartpoint and FlexNet™ and being upgraded to a cloud based system, the Village decided to evaluate the existing system, receive recommendations for changes/upgrades, and request assistance in preparation for bid and oversight of installation of meters.

On February 22, 2022, Finance published RFP 22-016 Meter Replacement Program Evaluation on BidNet Direct from February 22nd 2022, to March 7th, 2022. Three (3) vendors were sent courtesy email notifications, fifteen (15) vendors viewed the documents, seven (7) fully downloaded them, and three (3) bids were received. The proposal pricing totals were as follows:

Baxter & Woodman Inc. of Crystal Lake, Illinois - \$130,930.00

Arcadis U.S. Inc. of Chicago, Illinois - \$447,226.00

Veregy of Oakbrook Terrace, Illinois - Alternative Pricing of Energy Performance Contract that guarantee savings and revenue sharing model

Arcadis also provided two (2) alternative pricing of: Alternative 1 - Turn-Key Implementation Project - Reduces the fees associated with Tasks 2.1 and 2.2 by \$26,000. Alternative 2 - Optional Field Inspections during the Implementation would range between \$60,000 and \$110,000.

On March 21st, 2022, Arcadis and Veregy presented to the selection committee, and on March 25th, 2022, Baxter & Woodman presented to the selection committee consisting of Finance and Public Works members. The bid proposers presented their approach to scope of work, staff experience to include local work, cost justification/pricing model, schedule, and capabilities of quality control, procurement development, installation oversight and public outreach. The selection committee considered these qualifications and skill capabilities along

with bid price and rated Baxter & Woodman as technically accepted and best price.

I move to approve awarding RFP 22-016 Meter Replacement Consultant to Baxter & Woodman Inc. of Crystal Lake, Illinois in a not-to-exceed amount of \$130,930.00;

AND

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

This matter was APPROVED on the Consent Agenda.

2020-0681

Metro East Townhomes - Development Petition for Special Use Permit for a Planned Development, Site Plan, Landscape Plan, Elevations, Plat of Subdivision

On September 7, 2021 the Committee of the Whole considered the Metro East Townhomes development petition. The Committee added conditions and recommended preliminary approval to the Board of Trustees by a vote of 6-1.

On October 4, 2021 The Village Board of Trustees considered the petition, with revisions to address the concerns of the Committee of the Whole. The Board granted preliminary approval by a unanimous vote.

At this time, Final Engineering Plans, Final Landscape Plans, Final Elevations, and Final Plat adhering to the conditions of the preliminary approvals have been reviewed by Staff and are approved for substantial compliance with the preliminary plans approved by the Board and compliance with the Land Development Code. The Final Site Plan, Final Landscape Plan, Final Elevations, and Final Plat of Subdivision are now before the Board of Trustees to grant final approval.

I move to approve a Special Use Permit for a Planned Development for the Metro East Townhomes in the Village Center District; as fully referenced in the motion below.

FOR REFERENCE ONLY, NOT NECESSARY TO BE READ

I move to approve the Final Site Plan titled "Site Plan", prepared by Gary R Weber Associates, Inc. and last revised March 21, 2022, subject to the following conditions:

1. Meet all building code requirements and required permits from outside agencies.
2. The detention pond and associated stormwater facilities shall be privately owned and maintained by an established homeowners' association.

3.A special service area (SSA) shall be established to assure the privately owned detention pond will be maintained to Village standards.

4.Provide cash in lieu of park land donation and park cash as stipulated in the Development Agreement;

And,

I move to approve the Final Landscape Plan, sheet 1 of 8 titled "Landscape Plan," and sheet 2 of 8 titled "Landscape Details", prepared by Gary R Weber Associates, Inc. and last revised March 21, 2022, subject to the petitioner providing a cash in lieu of land donation and park cash as stipulated in the Development Agreement;

And,

I move to approve the Elevations titled "5-Unit Building Mix Character Elevations", prepared by BSB Design, dated January 27, 2022, and "6-Unit Building Mix Character Elevations", prepared by BSB Design, dated January 27, 2022, and "Exterior Material Exhibit: Collections 1-4.";

And,

I move to approve the Plat of Subdivision titled "Final Plat of Subdivision for Metro East", prepared by CEMCON, Ltd. last revised March 16, 2022, subject to the petitioner providing a record plat of Subdivision to the Village for execution and recording.

This matter was APPROVED on the Consent Agenda.

2022-0267 Metro East Townhomes - Development Agreement Ordinance

On September 7, 2021 the Committee of the Whole considered the Metro East Townhomes development petition. The Committee added conditions and recommended preliminary approval to the Board of Trustees by a vote of 6-1.

On October 4, 2021 The Village Board of Trustees considered the petition, with revisions to address the concerns of the Committee of the Whole. The Board unanimously granted preliminary approval of the special use for a planned development to subdivide one existing lot on a 5.02-acre site into a 44 lot subdivision and construct 42 townhome dwelling units within 8 buildings.

At this time, Final Engineering Plans, Final Landscape Plans, Final Elevations, and Final Plat adhering to the conditions of the preliminary approvals have been reviewed by Staff and are approved for substantial compliance with the preliminary plans approved by the Board and compliance with the Land

Development Code. The Final Site Plan, Final Landscape Plan, Final Elevations, and Final Plat of Subdivision will be before the Board of Trustees to grant final approval at the April 4, 2022 Village Board meeting.

Attached is a draft Development Agreement which sets forth terms and conditions for the development of the Metro East Townhomes proposed at 9300 W. 143rd Street in Orland Park.

I move to adopt Ordinance 5708, entitled ORDINANCE AUTHORIZING DEVELOPMENT AGREEMENT - METRO EAST TOWNHOMES (9300 W. 143RD STREET).

AND

I move to authorize the Village Manager to execute the Development Agreement for Metro East Townhomes.

This matter was PASSED on the Consent Agenda.

2022-0272

Metro East Townhomes - Ordinance Granting a Special Use for a Planned Development

On September 7, 2021 the Committee of the Whole considered the Metro East Townhomes development petition. The Committee added conditions and recommended preliminary approval to the Board of Trustees by a vote of 6-1.

On October 4, 2021 The Village Board of Trustees considered the petition, with revisions to address the concerns of the Committee of the Whole. The Board unanimously granted preliminary approval of the special use for a planned development to subdivide one existing lot on a 5.02-acre site into a 44 lot subdivision and construct 42 townhome dwelling units within 8 buildings.

At this time, Final Engineering Plans, Final Landscape Plans, Final Elevations, and Final Plat adhering to the conditions of the preliminary approvals have been reviewed by Staff and are approved for substantial compliance with the preliminary plans approved by the Board and compliance with the Land Development Code. Prior to considering this ordinance, on April 4, 2022 the Village Board of Trustees will consider the final approval of the Special Use Permit and development plans.

This is now before the Board of Trustees for adoption of an ordinance for the special use permit.

I move to adopt Ordinance 5709, entitled: ORDINANCE GRANTING A SPECIAL USE FOR A PLANNED DEVELOPMENT (METRO EAST TOWNHOMES - 9300 W. 143RD STREET).

This matter was PASSED on the Consent Agenda.

PUBLIC WORKS**2022-0213 RFP 22-015 - Holiday Lighting Services**

RFP 22-015 Holiday Lighting Services was issued on March 3, 2022, and closed on March 18, 2022. The project scope of work consists of the installation, removal and storage of existing Village-owned holiday decorations, the installation and removal of tree lighting, and the maintenance of holiday lighting and decorations for a period of three (3) years, with the option to extend the contract for an additional two (2) years. This service includes the holiday decorations primarily displayed at Village Hall and Crescent Park, as well as the holiday lighting installed on trees located in Crescent Park, Centennial Park, and LaGrange Road medians.

While fifteen (15) vendors fully or partially downloaded the RFP documents, only one (1) vendor submitted a proposal. The RFP audit report and bid tabulation are attached for reference. Due to the specialized nature of this work, a limited number of bidders was expected.

The sole proposal was submitted by Artistic Holiday Designs, LLC, who is the Village's current holiday lighting service provider. A summary of their 2022 - 2026 proposal prices is provided below. It should be noted that, due to the time of year that the Village requested proposals, the Village qualifies for a 10% Early Renewal Discount from Artistic Holiday Designs.

Artistic Holiday Designs, LLC.

2022: \$140,226.31 (\$155,807.02 without Early Renewal Discount)

2023: \$140,226.31 (\$155,807.02 without Early Renewal Discount)

2024: \$142,136.98 (\$157,929.98 without Early Renewal Discount)

2025: \$142,136.98 (\$157,929.98 without Early Renewal Discount)

2026: \$144,238.70 (\$160,265.23 without Early Renewal Discount)

Artistic Holiday Designs has been the Village's holiday lighting contractor since 2016, which is when the Village made the original investment in holiday decorations and lighting. The Village's decorations were manufactured by Leblanc Illuminations, which operated out of Le Mans, France. Artistic Holiday Designs, based in Lemont, IL, has extensive experience in both public and private holiday lighting designs, and holds the distribution rights for Leblanc Illuminations throughout the United States. Their clients include Naperville, New Lenox, Rosemont, El Paso, and Virginia Beach. They have provided high quality customer service to the Village, and Public Works Staff have a positive experience working with their management and installation teams.

As such, Staff recommends awarding RFP 22-015 Holiday Lighting Services to Artistic Holiday Designs, LLC for the 2022 - 2024 holiday seasons, with the option to extend the contract for an additional two (2) years, in an amount not to exceed

the Board approved annual budgeted amount.

It should be noted that the Village's holiday decorations, which were purchased by the Village in 2016, have a five to ten (5-10) year life expectancy, meaning it will be necessary to budget for the refurbishment of this equipment in the near future. Village Staff will work with Artistic Holiday Designs in 2022 to evaluate the equipment and determine a refurbishment timeline and associated cost estimates. Refurbishment would reset the decorations back to a "new" condition, and would include a two (2) year warranty.

I move to approve awarding RFP 22-015 to Artistic Holiday Designs, LLC. of Lemont, IL for a three (3) year contract (2022, 2023, & 2024), with the option to extend an additional two (2) years in an amount not to exceed the Board approved budgeted amount;

AND

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

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

2022-0229 USIC Street Light Locates - Contract Award

Whenever digging or excavation takes place on a property, residents or contractors contact J.U.L.I.E. to have underground utilities located. Currently, when those requests come into the Village, Streets personnel locate all Village-owned street light cables, and Utilities personnel locate Village-owned underground utilities (i.e. water, sanitary sewer, and storm sewer). In order to complete these duties, a designated Streets maintenance worker in a dedicated locate vehicle with locating equipment and materials, such as flags and spray paint, is required. Along with marking the underground cables, the Village assumes liability to properly mark our facilities within eighteen (18) inches of each side of the wire. If something is mismarked, and the wire is damaged by a contractor, the costs to repair our cable is borne by the Village. The Village averages eleven thousand (11,000) J.U.L.I.E. locates per year.

Public Works has engaged in conversations with a contractor to perform these services for the Streets Department. US Infrastructure Company (USIC) is currently the locate service that marks natural gas, electric, and telecommunications for other public utilities. Since USIC would already be onsite, they have proposed a simple fee of \$5.00 per street light locate, which includes all

time and materials to complete this task. Emergency locates which have to be completed within two (2) hours will be at a flat fee of \$40.00 each. USIC will provide the Village access to their 'real time' ticket management system which houses all ticket data and pre-dig photographs, which can be used for confirmation of markings in the event of a damage claim, as well allows Staff to verify as-built records. USIC stands behind their marks, and provides a restoration cap of \$2,000 per hit in case our infrastructure was mismarked and subsequently damaged during a dig, as well as provide investigative services for all damage claims.

To determine if other locate companies were available, staff reached out to GPRS that perform locates on private properties. After speaking with GPRS, they decided they would not be able to provide the services to the Village at a reasonable cost compared to USIC, and opted to not provide a proposal.

Staff is recommending the street light cable locate work be contracted out, which will allow a Maintenance Worker to focus full-time on other sidewalk repair duties as Staff gears up for the busy summer season. A contractor would also provide the Village with 24/7 support, eliminating problems when locate staff is on vacation or sick. To offset costs, this additional support will allow all concrete and sidewalk repairs and replacement to be performed in-house, foregoing contractor support. The current locate vehicle will be utilized solely for irrigation, and will take the place of a current vehicle request for a new separate irrigation vehicle. There will be a cost savings in no longer needing to purchase flags, spray paint, or a new set of locating equipment that was budgeted for 2022. This also moves the liability for mismarked utilities from the Village to USIC. Annually, we pay close to \$10,000 in repairs due to mismarked cables. Safety of the employees is also prioritized, in that they will no longer deal with electricity, which is always a concern due to the lack of a licensed staff electrician.

Trustee Riordan had questions. (refer to audio)

Director of Public Work Joel Van Essen responded to Trustee Riordan. (refer to audio)

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

Director Van Essen responded to President Pekau. (refer to audio)

I move to waive the bidding process for utility locating and marking services;

AND

Move to approve awarding USIC of Indianapolis, IN a contract for one (1) year, with the option to extend an additional two (2) years, in an amount not to exceed \$55,000 for 2022, or the Board approved budgeted amount thereafter;

AND

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

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

ENGINEERING

2022-0297 Illinois Department of Transportation Letter of Understanding for Wolf Road Bridge Work Over Interstate 80

The Illinois Department of Transportation (IDOT) has requested that the Village President sign a Letter of Understanding (LOU) for the Wolf Road Bridge work over I-80. The improvements will replace the upper portion of the bridge and widen the roadway for the installation of a multi-use path. Other improvements will include drainage, traffic signal modifications at 187th Street and address ADA concerns with existing sidewalk or multi-use path. According to IDOT, the project is scheduled to be bid on April 29, 2022, and has an estimated completion date of August 25, 2023.

The LOU states covenants that IDOT wants the Village to agree to, as defined in the attached LOU draft provided by IDOT. Below is a summary of those covenants:

- IDOT will prepare plans and specifications, bid, award contract, and oversee construction of the project to ensure it is in compliance with IDOT's plans and specifications.
- IDOT will pay all land acquisition, construction and engineering costs.
- Village will agree not to permit driveway entrance openings along the Wolf Road project limits without the consent of IDOT.
- IDOT agrees to maintain the Wolf Road Bridge over I-80, roadway and other improvements associated with roadway as long as IDOT owns the right-of-way.
- Village agrees to maintain sidewalk, multi-use path, ADA ramps, parkways (mowing), road lighting including furnishing electricity, crosswalks, and stop bars.
- Village will agree to continue to maintain existing infrastructure within Village right-of-way.

Director of Engineering Khurshid Hoda had comments regarding this matter.. (refer to audio)

President Pekau had comments. (refer to audio)

Trustee Healy had questions. (refer to audio)

President Pekau and Director Hoda responded to Trustee Healy. (refer to audio)

I move to approve the Village President signing the Letter of Understanding from IDOT for the improvements of FAI 80 / Interstate 80 at Wolf Road Bridge and Wolf Road at 187th Street, Job No. C-91-1060-21, Contract 62N20 Agreement LU-122011.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

FINANCE

2022-0276 FY2021 Audit Engagement Letter - Approval

The Village Board approved a 5-year contract with BKD. Since that time, a number of auditing and accounting standards have been added and/or updated. The attached engagement letter spells out the various items that are required to conduct the audit of the Village's financial statements for 2021.

The fee includes the following:

- Village Annual Comprehensive Financial Report, \$50,235 (original contract amount per the request for proposals)
- Compliance Audit in accordance U.S. Office of Management and Budget OMB Compliance Supplement, \$6,600 (single audit if required, included in original request for proposals)
- Assistance with the preparation of the draft Annual Comprehensive Annual Financial Report, \$7,000 (first contract amendment, approved in by the Village Board in 2020)
- Report on Illinois Grant Accountability and Transparency Act (GATA), \$3,000 (new legal requirement implemented by the State of Illinois)
- Assistance in reconciling accounts related to IMRF Pension Plan and the Village's Police Pension Plan in accordance with the provisions of GASB 68, Accounting and Financial Reporting for Pensions, \$3,500 (new accounting standard with formal guidance provided after the original request for proposals)
- Re-evaluation of the Village's 457 Plan and 401(a) Plan that was consolidated in 2021 under GASB Statement No. 84 Fiduciary Activities, \$3,000 (required due to the change in plan documents and structure of 457 and - 401(a) plans)
- Research, consultation and report changes related to the consolidation/combination of the Orland Park Open Lands Corporation to the Village's General Fund, \$3,000 (required due to change from component unit to part of the Village)

If a Single Audit is required and more than one major program is required to be tested, the cost per major program will be an additional \$5,000.

I move to authorize the Village Manager to sign the engagement letter with BKD CPAs & Advisors, dated February 7, 2022, for a cost of \$69,735 plus single audit fees if a single audit is required.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

2022-0277 Approve Tyler Payments for merchant processing services - Tyler Contract Amendment

The implementation of Tyler software as the Village's ERP provided an ideal time to review the Village's merchant processing to process credit card payments. The Village currently has several merchant processing relationships, and best practice is to reduce the number of merchant accounts to achieve better transaction pricing and to simplify account reconciliation. However, not all merchant processors work with all systems, so the universe of available merchant processors is very small.

There is not a single merchant processor who works with all of the Village's platforms. Staff and implementation consultants examined all available alternatives. These merchant solutions consist of an interface with various software systems (and sometimes a customer facing portal), and also a back end processor that actually moves funds to and from banking institutions. There were two solutions that provide both components. Other solutions provided just the back end bank transactions which does not meet our needs and were therefore not considered.

Paymentus - the Village's current merchant processor has been difficult to deal with and they were non-responsive for several months during testing. Paymentus promised that they could integrate and process transactions to both Munis and Innoprise, but they were not able to provide basic information needed to test credit card transactions in Munis. Our Paymentus contract runs through May 2023.

Tyler Payments - This is a relatively new product that fully integrates with many Tyler products, including the Village's cashiering solution for Munis (Tyler Cashiering) as well as the cashiering solution for the Police Department's Brazos system (Incode Cashiering).

Cashiering phased implementation

As we approach our Go Live date with Munis, we have been reviewing our interim

processing strategies. Interim processing describes the solutions and tactics that will be necessary to process some information in Innoprise, some in Munis, and move data back and forth. Interim processes are critical because we need to be able to grab customer data from a source (such as utility billing), process the payment in a cashiering system, update the customer record in utility billing, and also update the general ledger in a way that can be reconciled with bank statements at a later date.

Our current plan for cashiering is briefly described as follows:

For the short term, we will continue to operate Innoprise cashiering. We will continue to bill utility customers and building permit customers in Innoprise, so there is no interim processing needed there. We will export the Innoprise General Ledger entries into Munis General Ledger for financial reporting.

As we move more modules to Tyler, such as EnerGov for permits, we will implement Tyler Cashiering. At that point, our contract with Paymentus will be nearing expiration. This will also provide us time to integrate Innoprise Utility Billing (pulling customer data for payments and then posting the payment to customer record) into Tyler Cashiering.

For merchant processing, we will keep Paymentus with Innoprise cashiering. That setup is working well and continue to handle those transactions. For Tyler Cashiering and Incode Cashiering, we will implement Tyler Payments. This keeps those transactions separate and distinct from Paymentus, which will be beneficial for reconciling transactions.

Because we are under contract with Tyler for the software system, this will be a change order to the overall ERP contract.

Staff recommends Tyler Payments as our long term merchant processor solution.

I move to approve a change order with Tyler Technologies for the implementation of Tyler Payments for merchant processing services;

AND

Move to authorize the Village Manger to sign the necessary documents and agreements with Tyler Technologies, Chase J.P. Morgan, and other related firms and service providers, subject to Village Attorney Review.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

MAYOR'S REPORT

2022-0253 Amend Title 7 Chapter 4 - Number of Class A-5 Liquor License - Ordinance

Increase the number of Class A-5 liquor licenses from zero (0) to one (1). For the year of 2022.

I move to adopt Ordinance 5710, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS A-5 LIQUOR LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

NON-SCHEDULED CITIZENS & VISITORS

Peter Vrdolyak addressed the Board. (refer to audio)

BOARD COMMENTS

Trustees Katsenes, Milani, Kampas, Radaszewski, Healy, Riordan and President Pekau had Board comments. (refer to audio)

EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees; b) collective negotiating matters between the village and its employees, or their representatives, or deliberations concerning salary schedules for one or more classes of employees; c) the purchase or lease of real property for the use of the village; d) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

RECONVENE BOARD MEETING

The roll was called to reconvene the Regular Meeting and Trustees Healy, Katsenes, Milani, Kampas, Riordan, Radaszewski and President Pekau were

present.

Purpose of the Executive Session was for the discussion of a) the appointment, employment, compensation, discipline, performances or dismissal of specific village employees; b) collective negotiating matters between the village and its employees, or their representatives, or deliberations concerning salary schedules for one or more classes of employees; c) the purchase or lease of real property for the use of the village; d) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent.

Present: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski and Village President Pekau

ADJOURNMENT: 9:45 P.M.

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

Aye: 7 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

Nay: 0

2022-0335 Audio Recording for April 4, 2022, Board of Trustees Meeting

NO ACTION

/AS

APPROVED: April 18, 2022

Respectfully Submitted,

/s/ Patrick R. O'Sullivan

Patrick R. O'Sullivan, Village Clerk