

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Monday, September 15, 2014

7:00 PM

Village Hall

## Board of Trustees

*Village President Daniel J. McLaughlin*

*Village Clerk John C. Mehalek*

*Trustees, Kathleen M. Fenton, James V. Dodge, Jr., Edward G. Schussler,  
Patricia Gira, Carole Griffin Ruzich, and Daniel T. Calandriello*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:02 PM.

**Present:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello and President McLaughlin

**VILLAGE CLERK'S OFFICE****2014-0525 Approval of the September 2, 2014 Regular Meeting Minutes**

The Minutes of the Regular Meeting of September 2, 2014, were previously distributed to the members of the Board of Trustees. President McLaughlin asked if there were any corrections or additions to be made to said Minutes. There being no corrections or additions,

I move to approve the minutes of the Board of Trustees Meeting of September 2, 2014.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Abstain:** 1 - Trustee Gira

**2014-0532 Saint Michael's School - Raffle License**

St. Michael's School is requesting a license to sell raffle tickets beginning October 1, 2014 through Saturday, February 7, 2015 when the raffle drawing will take place at 10:00 PM.

I move to approve issuing a raffle license to St. Michael's School so tickets may be sold beginning Wednesday, October 1, 2014 through Saturday, February 7, 2015 when the raffle drawing will take place at St. Michael's School.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS****2014-0530 Constitution Week - Proclamation**

President McLaughlin proclaimed September 17 - 23, 2014 as Constitution Week in the Village of Orland Park.

**This is a proclamation NO ACTION was required**

**2014-0528 Garden Walk Hosts - Presentations**

President McLaughlin recognized the 2014 Open Lands Orland Park Garden Walk hosts:

Crystal & Rob Beach  
Helen & Jack Flaherty  
Jeanne Wright-O'Boyle & Joseph O'Boyle  
Jan Johnson & Bill Massey  
Cindy Talwar  
Elaine & Ted Haldeman  
Lora Lee & Robert Gelles

**This is a presentation NO ACTION is required**

**PRE-SCHEDULED CITIZENS & VISITORS**

**2014-0526 36th Annual Orland "Open" Spelling Bee - Presentation**

Spelling Master Bill Smith gave a brief presentation on the 36th Annual Orland "Open" Spelling Bee to be held at The Presbyterian Church in Orland Park, 13401 South Wolf Road, on Sunday, October 19, 2014, beginning at 2:00 p.m..

**NO ACTION was required.**

**CONSENT AGENDA**

Trustee Ruzich requested that Item D. Insurance Brokerage Services be removed from the Consent Agenda for a separate vote.

**Passed the Consent Agenda**

**A motion was made by Trustee Fenton, seconded by Trustee Dodge, 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 Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**2014-0522 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 August 29, 2014 in the amount of

\$994,381.80.

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

**2014-0523 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 September 3, 2014 through September 15, 2014 in the amount of \$2,502,414.47.

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

**2014-0516 Renewal of the PerfectForms System - Approval**

PerfectForms is a cloud-based service used by the Village last year to provide residents with the ability to submit their tax rebate applications and supporting documentation over the Internet. The system's core functionality includes the capability to build custom web forms with intelligent behaviors and workflow applications. Examples of the behaviors that were built into the tax rebate application include lookup and validation of property index and utility account numbers, dispatching of email to both the applicant and internal staff, and internal routing of applications for verification and approval.

The cost of the annual license is \$4,500. There are additional charges for hosting the data files from which the lookups are performed, one additional user license, and additional storage space for residents to attach their supporting documentation. The total cost for the renewal of the system is \$7,540.00.

I move to approve the PerfectForms system annual renewal at a cost not to exceed \$7,540.00.

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

**2014-0524 159th & LaGrange Road Various Invoices - Approval**

A detailed spreadsheet is attached to the Board packet, showing the invoices requiring payment due to the 159th & LaGrange Road intersection improvement.

I move to approve payment of invoices for the 159th Street and LaGrange Road intersection improvements in the amount of \$9,223.10.

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

**2014-0508 16" Watermain Repair (108th Avenue) - Payment Request**

On Friday, August 8, 2014, Public Works received a call from the Crystal Tree Golf Course reporting a watermain break along 108th Avenue. Staff responded and identified the break on the 16" watermain just south of Crystal Springs Lane. Since the scope of work was beyond in-house Public Works capabilities, Airy's

Inc., of Tinley Park, IL, was contacted to complete the repair. The total cost of work was \$11,707.84. A contract is in place between the Village and Airy's Inc. to perform this type of work on an emergency basis.

I move to approve payment to Airy's, Inc. of Tinley Park, Illinois, for the August 8, 2014 watermain repair south of the intersection of 108th Avenue and Crystal Springs Lane in an amount not to exceed \$11,707.84.

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

#### **2014-0504 Police Vehicles - Bid Award**

The 2014 Fiscal Year Budget includes a Board approved line item in the amount of \$178,500.00 for the purchase of seven (7) unmarked sedan pursuit vehicles for the Police Department.

Legal notices for all vehicles were placed in the SouthtownStar Newspaper on Thursday, August 07, 2014. Four (4) bids were received. Sealed bids were opened by the Village Clerk's Office on Thursday, August 21, 2014. The lease option is not available for pursuit type vehicles. Joe Rizza Ford of Orland Park, Illinois, was the lowest responsive bidder. Their bid price for the seven (7) Ford Police Interceptor Sedan vehicles is \$171,766.07, providing delivery within 125 days after receipt of purchase order.

I move to approve awarding the bid for seven (7) 2014 Unmarked Ford Police Interceptor Sedan Pursuit Vehicles to Joe Rizza Ford of Orland Park, Illinois, in an amount not to exceed \$171,766.07.

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

#### **2014-0506 Building Maintenance Vehicle (Cargo Van) - Bid Award**

The 2014 Fiscal Year Budget includes a Board approved line item in the amount of \$30,000 for the purchase of one (1) 3/4 ton Cargo Van for the Building Maintenance Division.

Legal notice was placed in the SouthtownStar Newspaper on Tuesday, August 5, 2014, for the 3/4 ton Cargo Van. Five (5) bids were received. Bids were opened by the Village Clerk's Office on Tuesday, August 19, 2014. Advantage Chevrolet of Hodgkins, Illinois, was the lowest bidder. However, a variance was noted in their submitted bid. After careful review by legal counsel, it has been determined that the disqualification of Advantage Chevrolet bid was warranted due to an omission. Ray Chevrolet Inc. of Fox Lake, Illinois, was the next lowest and most responsive bidder. They submitted a bid price for the 2015 Chevrolet 3/4 ton Cargo Van in the amount of \$25,791.00, providing delivery within one hundred and twenty days (120) after receipt of purchase order.

Staff evaluated and compared a purchase versus leasing option]. The TCO is based on a 5-year lease term. Under typical conditions, the vehicle would remain

in the fleet for up to ten (10) years. A lease term of that length is generally not available. Because the lease term is only five years, and the Village would generally keep the vehicle in service for approximately 10 years, the lease option would not be cost efficient; therefore, staff recommends the purchase of the Cargo Van.

I move to approve awarding the bid for one (1) 2015 Chevrolet Express 2500 Cargo Van for the Building Maintenance Division to Ray Chevrolet of Fox Lake, Illinois, in an amount not to exceed \$ 25,791.00.

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

**2014-0495 La Reina Real Storm Water Improvement Phase I Engineering - Proposal**

The La Reina Real Subdivision Storm Water Improvement Project is a continuation of the work performed as part of the Flood Risk Reduction Study completed by Christopher B. Burke Engineering, Ltd. (CBBEL). The primary area that reported flooding is a cluster of homes along La Reina Real that has extremely flat topography and poorly defined, modified, blocked or missing overland flow routes. There is also limited storm water conveyance piping throughout the subdivision.

On July 30th, 2014, the Village received a proposal from CBBEL to initiate Storm Water Improvement Phase I engineering to evaluate the flooding problems in the area and determine potential alternatives to address the issues. This project will also be coordinated with the ongoing engineering being performed for the reconstruction of 151st Street. The scope of work anticipated for this project includes; Topographic Survey, Utility Coordination, Hydrologic and Hydraulic Modeling, Alternatives Evaluation, Preliminary Design Exhibit and Preliminary Cost estimate. The total cost for initiating the La Reina Real Storm Water Improvement Phase I Engineering from Christopher B. Burke, Ltd. Of Rosemont, Illinois is \$93,000. After review, staff finds the proposal to be of good value for the scope of work and also believe the fees to be appropriate.

I move to approve accepting the proposal from Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois, for professional engineering services as outlined in their July 30, 2014, proposal for the La Reina Real Storm Water Improvement Phase I Engineering in an amount not to exceed \$93,000.

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

**2014-0505 Parks Department Replacement Vehicles - Bid Award**

The 2014 Fiscal Year Budget includes a Board approved line item in the amount of \$152,000.00 for two (2) replacement work trucks for the Parks Department.

Periodically, the Village purchases vehicles through the Suburban Purchasing Cooperative (SPC). The goal of the SPC is to combine the resources and purchasing power of governments and not-for-profit entities to jointly negotiate

contract terms on high quality products at the lowest possible price. Currie Motors of Frankfort, Illinois is a contracted SPC vendor for the purchase of these types of vehicles. Currie Motors submitted proposals for the replacement vehicles. First, a vehicle cost of \$67,406.00 for one (1) 2015 Ford F550 dump truck equipped with snow plow and chipper cap. Additionally, Currie Motors provided a vehicle cost of \$51,355.00 for one (1) 2015 4x4 F350 with snow plow and service body.

Staff evaluated and compared a purchase versus leasing option. The TCO is based on a 5-year lease term. Under typical conditions, these vehicles would remain in the fleet for up to ten (10) years. A lease term of that length is generally not available. Because the lease term is only five years, and the Village would generally keep these vehicles in service for approximately 10 years, the lease option would not be cost efficient; therefore, staff recommends the purchase of these vehicles.

Staff seeks authorization to purchase these two vehicles from Currie Motors of Frankfort, Illinois at a total combined cost not to exceed \$118,761.00.

I move to approve to award the bid for one (1) 2015 Ford F550 dump truck with specified modification for the Parks Department to Currie Motors of Frankfort, Illinois, through the Suburban Purchasing Cooperative in an amount not to exceed \$67,406.00;

And

Approve to award the bid for one (1) 2015 F350 XL 4x4 SD Super cab service body truck with specified modifications for the Parks Department to Currie Motors of Frankfort, Illinois, in an amount not to exceed \$51,355.

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

#### **2014-0497 Road Improvement Program - Asphalt Restoration**

For many years the Public Works department has been responsible for asphalt restorations resulting from construction and repair work. Asphalt restorations are generally a result of repair work within the right-of-ways from water main breaks, storm sewers and sanitary sewer repairs.

Public Works staff includes funding in the budget each year for asphalt materials for in-house repairs. Current staffing challenges, coupled with a significant work load, has required the need to engage our Road Improvement Program contractor Austin Tyler Construction Company of Elwood, Illinois to assist with the required repairs.

There is a Board approved budget line item, account 031-6002-462800 with a current balance of \$12,639.12 to purchase asphalt restoration materials. Staff is recommending adding the \$12,639.12 to the 2014 Road Improvement Program

as awarded to the Austin Tyler and contracting for the needed work.

I move to approve the addition of \$12,639.12 to the 2014 Road Improvement Program contract with Austin Tyler Construction Company of Elwood, IL for the completion of asphalt restorations at the current contract unit prices.

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

**2014-0496 ComEd Cable Burial - 167th Street and LaGrange Road - Cost Increase**

As part of the LaGrange Road Corridor Improvement Project, in March, 2013, three segments of ComEd overhead cables were approved to be relocated from overhead to underground. Two of the segments, 144th Place to 147th Street and 135th Street were completed within the quoted and Board approved amount. The third segment at 167th Street was measured as being 300 feet in length and was quoted for a total cost of \$83,000. The work was completed and while preparing the invoice, ComEd identified that the buried segment had been misquoted and actually totaled 400 feet for an additional cost of \$22,661.71. The total cost of the 167th Street burial work is \$105,661.71. \$41,500.00 was paid to ComEd in advance leaving a balance due of \$64,161.71.

I move to approve payment to ComEd for the additional cost of \$22,661.71 to bury the overhead cables at 167th Street and LaGrange Road for a total cost of \$105,661.71.

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

**2014-0503 Disposal of Certain Village Equipment - Ordinance**

The Village's Public Works Department is requesting that the Village declare the following equipment described below as surplus property and to dispose of through Public Surplus.com (online auction). These items are no longer necessary or useful for the Village of Orland Park.

Items are listed as follows;

- One (1) used Hewlett-Packard laser jet printer-copier-scanner and fax machine. The model number is C7053A and the serial number is USDJ011326
- One (1) used Brother DCP-7040 which is a multifunction printer / copier and scanner. The serial number on the unit is U62065D8N201566.
- One (1) used Hewlett Packard Laser Jet workgroup printer model 4200TN. This is a black and white 35 ppm laser printer with serial number USDNL05803.
- One (1) used model ML100 standard electric type writer manufactured by Brother. The serial number on this unit is F3E620303.
- One (1) used Hewlett Packard 5100TN workgroup laser printer. SERIAL # CNGN162526.
- One (1) new rim assembly Kawasaki part number 41025-1394 8C.
- One (1) Onan 0149-1754 filter
- Three (3) - Onan 122-0645 filters



- Seven (7) - Jacobsen 550556 filters
- Four (4) - Baldwin BF7665 filters

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

The attached ordinance in the Board Packet identifies the items to be sold through Public Surplus.com on line auction service

I move to pass Ordinance Number 4925, entitled: AN ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS.

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

#### **2014-0511 Brick Paver Crosswalk Maintenance - Proposal Award**

The Public Works Department has in the past hired a contractor to inspect, repair, restore and perform maintenance to the brick paver crosswalks and sidewalks installed as part of the 143rd St. and LaGrange Rd. improvement project. Heartland Green of Homer Glen, IL was the original installer of brick crosswalks for the Village in several locations and has previously performed inspections and maintenance.

The difficulty in seeking pricing is that very few companies deal with brick pavers in roadways, especially those located on state controlled or heavily travelled streets. Staff contacted five vendors, only two of which were willing and had the ability to perform the work and provide traffic control. Both contractors would want to perform the repairs at night into the early morning hours to avoid rush hour traffic thus creating a safer work zone. Outside View of Homer Glen, IL, Carlin Moran of Tinley Park, IL, and LPS Pavement of Lockport, IL declined to submit proposals due to the logistics of traffic control needed.

Cost submitted by both vendors is based on an hourly rate for personnel costs. The Village will provide replacement pavers and sand for this activity. Heartland Green Industries of Homer Glen, IL guarantees that the work will be completed in two days while Prairie Path Pavers of LaGrange, IL estimates their work will take three to four days. Heartland Green Industries' two-day work guarantee makes their overall cost lower than Prairie Path Pavers. Prairie Path Pavers of LaGrange, IL submitted a cost of \$425.00 per hour for a five man crew for crosswalk repairs and \$350.00 per hour for a four man crew for paver sidewalk repairs. Heartland Green of Homer Glen, IL submitted a cost of \$650.00 per hour for a five man crew for crosswalk repairs and \$480.00 per hour for a four man crew for paver sidewalk repairs. This work will include inspections, repairs and restorations of brick pavers in the Metra Triangle area including sidewalks and crosswalks at four locations: LaGrange Rd., 143rd St., 142nd St. and Ravinia Ave. This estimate includes one day for crosswalk repairs and one day for sidewalk repairs. All estimates assume that all work can be performed within the

timeframes mentioned.

Using time estimates and guarantees provided by the contractors, work by Prairie Path Pavers is estimated at a minimum of three days to cost \$12,625; with the cost for Heartland Green's two-day guarantee to cost \$9,690.

I move to approve accepting the proposal from Heartland Green Industries of Homer Glen, IL for brick paver inspection, maintenance and restoration for a cost not to exceed the Board approved budgeted amount.

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

**2014-0309 2014 Land Development Code Amendments I - Ordinance**

On September 2, 2014, the Village Board of Trustees approved the first round of Land Development Code Amendments covering Sections 2-102, 5-112, 6-104, 6-203, 6-302, 6-310 and 8-101.

I move to pass Ordinance Number 4926, entitled: AN ORDINANCE AMENDING THE LAND DEVELOPMENT CODE OF THE VILLAGE OF ORLAND PARK, AS AMENDED (Sections 2-102, 5-112, 6-104, 6-203, 6-302, 6-310, and 8-101)

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

**2014-0538 Brija Estates Plat of Subdivision**

The proposed subdivision was approved by the Board of Trustees on September 2nd, 2014. Attached to the Board packet was the formal subdivision plat which now divides the existing singular parcel into the approved three lots. Lot 1 is to be developed as a single estate lot. No further subdivision will occur within Lot 1. Lot 2 will be further subdivided upon receiving Board of Trustees approval for formal development of this lot. Lot 3 is the stormwater detention facility parcel.

Staff has reviewed this plat and it is in substantial conformance with Village standards for plat creation. Following Board approval, staff shall oversee the submittal of a formal mylar original document for signatures and have it recorded by the Village Attorney with the Cook County Recorders' Office.

I move to approve the plat of subdivision titled Brija Estates Subdivision, file number 7908SUB-01, dated 10/31/13 and bearing a revision date of 8/22/14, prepared by Spaceco Inc.

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

**2014-0477 Village Code Revisions - Title 5, Chapter 1, Section 13 - Ordinance**

The Village Building Code is referenced in Title 5, Chapter 1 of our Village Code. Section 13 shows 158 amendments from the adopted model International Building Code (IBC/2012), used as our minimum building standards.

The Village's Development Service's Department is proposing changes to one of

the existing code amendments (item #30) which requires the floor/ceiling framing materials of a garage to be of a solid concrete material when a residential multi-family unit is located above a parking garage.

The intent of the existing amendment is to add protection for residential units when they are located above a larger open garage having numerous parking spaces below. This garage design is typical for multi-story condominium buildings.

The existing Village amendment (Section 501.3.3, Exceptions) is restrictive, and Village staff is recommending allowing a non-combustible (metal bar joist) design assembly to be used as an alternate to a required solid concrete floor/ceiling design when garage spaces below are not open to each other and individually separated into single car garages. Conditions have been highlighted in the attached to the Board packet proposal for allowing an equal level of life safety with a non-combustible structural joist assembly.

The latest proposed code amendments include minor revisions/deletions from those approved by the Village Committee on 8/18/2014. The intent is for allowing wheelchair accessible parking spaces are required by the Illinois Accessibility Code (item 2A2) and other revised wording to clarify the fire resistive applications (item 2A3).

I move to approve of Ordinance Number 4927, entitled: AN ORDINANCE AMENDING THE ORLAND PARK VILLAGE CODE, TITLE 5, BUILDING, CHAPTER 1, BUILDING CODE, SECTION 13, ITEM 30 (AMENDMENTS TO BUILDING CODE REGARDING GARAGE FLOOR/CEILING FRAMING MATERIALS).

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

#### **2014-0500 Insurance Brokerage Services**

On June 11, 2014 the Village issued a Request for Proposals (RFP) for Insurance Brokerage Services for property/casualty coverage to begin January 1, 2015. The RFP was posted on the Village's website, published in the SouthtownStar, and staff directly notified four (4) insurance brokers who had submitted proposals to the Village in prior years. Proposals were due July 16, 2014; the four insurance brokers that were directly notified responded, including The Horton Group, Arthur J. Gallagher & Co., Assurance Agency, Ltd., and Alliant Insurance Services, Inc. All four responses were complete and competitively priced.

A selection committee comprised of staff members from Finance and Administration evaluated the proposals. Three of the four proposers were invited for an interview - The Horton Group, Arthur J. Gallagher, and Assurance Agency, Ltd. Alliant Insurance Services is based in San Francisco, California, with the nearest office located in Troy, Michigan. The committee gave preference to brokers with an office in the Chicagoland area. After interviews were completed,

the committee invited The Horton Group and Arthur J. Gallagher back for a short presentation of their online risk management system. These systems provide the Village with the functionality needed to efficiently manage our safety and risk management program, including injury and incident reporting, certificate of insurance tracking, employee training, Material Safety Data Sheet management and a library of policies/documents that can be tailored to Village specifications. Both systems met the requirements of the Village; however, the base system from The Horton Group, "SUCCEED", is slightly more comprehensive, includes all of the desired functionality, and would be provided at no cost. The certificate of insurance tracking module provides a tracking tool for certificates of insurance submitted by Village vendors, with letters sent notifying vendors of upcoming expirations. The module also scans the certificates to ensure the coverage provided meets our requirements. Up to 500 letters on an annual basis are provided free of charge. If we were close to exceeding 500 letters, we would negotiate a per-letter overage fee with The Horton Group. "RiskPartner" from Arthur J. Gallagher is module based and would require additional expenditures for each module that we chose to implement and was therefore not as desirable.

Based upon submitted proposals, interviews and reference checks, the selection committee recommends that the Village continue to contract with The Horton Group for property/casualty insurance brokerage services. The Horton Group has been the Village's insurance broker for over 10 years and therefore has a significant amount of institutional knowledge. They have provided exceptional responsiveness to the needs of the Village throughout their tenure, consistently meeting all renewal deadlines. In addition, their headquarters are based in Orland Park and they have invested heavily in the Orland Parkway - I80 corridor development. The Horton Group has gone out to the market each year and secured coverage for all required lines, with minimal annual increases in premium amounts. From FY2009 to FY2014, the overall cost of the property/casualty insurance program has only increased by 2.5%. In addition, over the years The Horton Group has substantially decreased its Annual Service Fee from a high of \$65,000 in FY2009 to \$54,900 in FY2014. The current proposal includes an Annual Service Fee of \$54,900 for a one year contract or \$49,500 for a three year contract.

Staff intends to take advantage of several new services that were brought to our attention during this RFP process. We will utilize the online risk management system provided by The Horton Group which will help staff streamline the incident and claims tracking process. We also intend to utilize The Horton Group's certificate of insurance tracking system which will make this process more efficient and effective.

Staff recommends selecting The Horton Group for a three year contract in the amount of \$49,500 per year, with the option to renegotiate and renew on an annual basis thereafter.

Trustee Ruzich abstained due to her husband does business with the Horton Insurance Group.

I move to approve awarding a three (3) year contract with The Horton Group for Insurance Brokerage Services in the amount of \$49,500 per year for the first three years, with the option to renew annually.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**Abstain:** 1 - Trustee Griffin Ruzich

## **PUBLIC SAFETY**

### **2014-0225 Commercial Breeding Establishments (CBE) - Ordinance**

In the April and May Public Safety Committee meetings, Trustees sought input from the public on the issue of regulating pet shops that sell dogs from large-scale CBEs. Commercial Breeding Establishments (CBEs), are kennel facilities where puppies or kittens are produced in large numbers for commercial purposes. Staff outlined issues both for and against regulations by the Village and included existing regulations that have already been enacted at the state and county level. Also included in the report were policy alternatives concerning the regulation of such establishments. The policy options discussed by the Committee members included: taking action to affirm Cook County Ordinance, invoking home rule authority and exclude Orland Park from regulation by Cook County and later modifying our enforcement approach, or amending the current Village Code and restricting the sale of animals purchased from CBE accordingly via a customized local ordinance.

The definition of "pet shop operator" is in accordance with and is defined in the Illinois Animal Welfare Act. The definition also includes any animal dealer or animal broker. In the proposed ordinance, pet shop operators will be required at all times to operate their establishment(s) in full compliance with the Illinois Animal Welfare Act and the Orland Park Village Code. Pet shop operators must obtain a local Pet Shop Operator license in order to engage in the business, and all Pet Shop Operator licenses must be approved by the Village Board of Trustees. The main provisions of the proposed ordinance contain the following:

**License Application:** An application for a license shall be made in conformity with the requirements of Chapter 1 of this Title 7, on a form prescribed by the Department of Development Services. The Director of the Department of Development Services shall cause an investigation to be made of the proposed

Pet Shop Operator premises as named and described in the application for the purpose of determining whether the requirements of this Code are fully complied with.

Disclosures Required: Every pet shop operator shall post the following written disclosures for each animal in a conspicuous location on or near the animal's holding cage or in a centrally located area in the pet shop where they may be accessible, without request, by the public. The disclosures will be required to be provided to the customer in written form and shall be signed by both the pet shop operator and customer at the time of sale. The pet shop operator will be required to retain the original form of disclosure(s), with a copy given to the customer, along with the customer's acknowledgment, for a period of not less than two (2) years from the date of sale. The written disclosures to the public for each animal go beyond what existing state, county and federal regulations require and include:

- The breed, lineage, approximate age, sex and color of the animal;
- Description of any inoculation or medical treatment that the animal received while in the possession of the pet shop operator;
- Whether or not the breeder is a "hobby breeder" (less than five (5) female animals);
- If the breeder is licensed by the United States Department of Agriculture (USDA), USDA license number and any other license number held by the breeder within the past five (5) years;
- The breeder's business name, mailing and breeding location addresses of the breeder, as well as any other name and business address used by the breeder;
- Average animal population for the prior calendar quarter by the breeder by population category ranges;
- The average number of female animals capable of reproduction for the prior calendar quarter by the breeder;
- Address of the location where the animal was born as well as location(s) where the animal was housed after birth, if different from the breeder's address, and
- Any transfers of ownership of the animal prior to its sale by an Orland Park Pet Shop Operator and, if the animal was returned by a customer, the date and reason for the return.

Enforcement and Inspections: The Village shall have the right to make inspections of the business facilities of every Pet Shop Operator within the Village to assure compliance with this Code, including the accuracy and delivery of the information in the disclosures. The original disclosure and acknowledgment will be required to be made available for inspection by any designated employee or Officer of the Village.

Penalties for Violations: Any person or Pet Shop Operator violating any provision of this Code Section or counterfeiting or forging any disclosure, certificate or permit or resisting, impeding or obstructing any authorized officer in enforcing this Code Section is guilty of a misdemeanor punishable by a fine not exceeding

\$1,000 for a first offense and \$1,500.00 for a second offense, or by imprisonment for a period not exceeding six (6) months or both such fine and imprisonment. In addition to the above penalties, the Village business license of any pet shop operator may be suspended or revoked for failure to comply with the provisions of this ordinance.

I move to pass Ordinance Number 4928, entitled: AN ORDINANCE AMENDING TITLE 7 CHAPTER 3 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO ANIMAL AND CONSUMER PROTECTION

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

## **DEVELOPMENT SERVICES, PLANNING AND ENGINEERING**

### **2014-0534 Removal of Underground Storage Tank (UST) - Main Street Triangle**

The final phase of demolition for the former Orland Plaza will begin soon. Prior to this demolition, an old underground storage tank (UST) needed to be removed from the site. This UST was originally used to hold heating fuel for the building (Marquette Bank). The tank was recently removed from the site. During the removal, it was verified that the aged tank had leaked. Due to this leakage, the Village is required to remediate the soil and submit the necessary paperwork to the IEPA. The remediation plan requires the removal of the impacted soil and backfill. This is required to be completed prior to the demolition of the actual structures.

The original budget for this work was estimated to be under \$5,000. However, due to the impacted soil the budget needs to be revised. The new estimated budget is now \$29,177.50. This includes the work that has already been completed for the tank removal and the oversight of the project by the Village's environmental consultant, E. Cooney & Associates, Inc. All work is being coordinated and administered via the consultant. E. Cooney & Associates, Inc. will ensure that all required environmental testing, permitting and close-out is completed per IEPA rules and regulations.

The cost breakdown includes the following:

Robinette - \$22,977.50

Cooney - \$6,200.00

I move to approve payment to E. Cooney & Associates, Inc. (the Village's environmental consultant) for the removal and remediation of the underground

storage tank located at 143rd and LaGrange Road (Marquette Bank Building) in the amount not to exceed \$29,177.50.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

## **PARKS AND RECREATION**

### **2014-0545 2014 Taste of Orland Park - Signs/Banners**

Event signs and banners serve an important function for village events. At the Taste of Orland Park, signs are used to communicate regulations at the entry gates (i.e. no food, coolers, pets, weapons, etc.), to identify parking areas, list a schedule of events for the event weekend and identify areas of interest (i.e. Kids Day, car show, bingo, cooling centers). Banners are used to identify restaurant, sponsor, and community booths as well as to recognize sponsors on the main stage and community stage, to welcome residents to the event weekend, and to identify the entertainment on the community stage throughout the weekend.

In 2014, the need to replace worn signs and the addition of new signs and banners was more than in prior years. Several important banners used in previous years were unusable in 2014 and required replacement. Entry signs had to be updated due to new concealed carry laws, while additional signs and banners were required to better identify and communicate event features (i.e. ATMs, full entertainment line-up and Kids Day line-up), ADA parking areas, traffic directives, and new 2014 sponsors and restaurants.

The replacement of damaged banners, along with additional banners and signs needed, resulted in sign and banner expenses totaling \$5,997.60.

This agenda item is being considered by the Parks & Recreation Committee and the Village Board of Trustees on the same night to expedite payment to the vendor.

I move to approve the payment of \$5,997.60 to Mission Signs for the production of signs and banners for the 2014 Taste of Orland Park.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0



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## FINANCE & INFORMATION TECHNOLOGY

### 2014-0507 2014 Property Tax Rebate - Distribution of Funds

The Village Board recently approved the 2014 Property Tax Rebate Program. This is a rebate of 2013 property taxes paid to the Village by residential homeowners in 2014. Applications will be due December 12th and checks will be mailed to approved applicants the week of March 20, 2015.

For the last two rebate cycles, the Village has allocated the total rebate evenly amongst all applicants. The Board has asked that staff investigate alternative methods for allocating the total rebate. Below are some alternative scenarios based on a total rebate amount of \$2.2 million.

Scenario I - Allocate rebate evenly amongst all approved applicants

Assuming the same number of approved applications as the previous year, each approved applicant would receive \$145.97. If the approved applicant paid less than this amount to the Village, they would only receive the actual amount they paid.

Scenario II - Allocate rebate based on the percentage of the total tax amount paid by the approved applicants

Assuming the same approved applicants as the previous year, the average rebate would be \$145.97, the median rebate would be \$134.84, the highest rebate would be \$1,197.23, and the lowest rebate would be \$2.93. 6,113 applicants would receive more than in the prior year, 8,959 applicants would receive less than in the prior year.

Scenario III - Rebate a flat amount per approved applicant based on various ranges of taxes paid to the Village

Assuming the same approved applicants as the previous year -

--if taxes paid to the Village were \$150 or less, rebate would be equal to amount of taxes paid.

--if taxes paid to the Village were over \$150 but less than or equal to \$700, rebate amount would be \$150

--if taxes paid were over \$700 but less than or equal to \$1,000, rebate amount would be \$175

--if taxes paid were over \$1,000, rebate amount would be \$200

Trustee Ruzich stated that at the Committee level the motion was recommending to pay the Property Tax Rebate out in a tiered level. After further reflection on this item it was found this would be very complicated. The percentage method is a more appropriate way to distribute the funds.

Trustee Schussler stated that he is in favor of the evenly divided amount allocation amongst all approved applicants. Over the past several years staff has easily distributed the funds equally.

I move to approve allocating the 2014 Property Tax Rebate, in the amount of \$2.2 million, based on the percentage of the total tax paid to the Village by the approved applicant.

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

**Aye:** 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 1 - Trustee Schussler

## MAYOR'S REPORT

### 2014-0529 The Moving Wall -- Agreement with the Vietnam Combat Veterans

President McLaughlin reported that the Village has been named a commemorative partner for the Vietnam War 50th Anniversary Commemoration planned during the period of 2015 - 2017 by the United States Department of Defense. As a commemorative partner, the Village of Orland Park will plan and carry out at least two events during each commemoration year. The agreement with the Vietnam Combat Veterans, Ltd for the 5 day display of The Moving Wall on October 1 through October 5, 2015 for an amount not to exceed five thousand (\$5,000) has been reviewed and is recommended for approval. With the return of a signed agreement, a deposit of \$2,500 is required.

The second event for 2015 is currently in the planning stages.

I move to approve the agreement with Vietnam Combat Veterans, Ltd., for display of The Moving Wall for an amount not to exceed five thousand dollars (\$5,000).

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

## BOARD COMMENTS

TRUSTEE RUZICH – Kudo's to the Trustees and staff who worked so hard on the Commercial Breeding Establishments (CBE) Ordinance that was passed tonight. She believes other communities will model after Orland Park's example on this issue.

TRUSTEE CALANDRIELLO – Reminded everyone that it is Constitution Week in the Village of Orland Park. He recited the five protections in the first amendment,

which are Religion, Speech, Press, Assembly, and the Right to Petition the Government.

President McLaughlin stated that it was the Veterans that have given us those rights.

TRUSTEE FENTON – Thanked everyone who participated in the Garden Walk. She stated that without staff and the participants who graciously open their gardens to the public, there would no longer be such a great event.

She also thanked staff for everything they do to make the Farmers Market the success it has been this year and past years.

Trustee Fenton asked Public Information Officer Joseph La Margo if the Orland Park Knights will be videoed to appear on the Village's cable channel. She has only seen the Pioneer Football Team.

Public Information Officer La Margo stated that the Teams record and submit their own video's. Both teams have been invited to submit tapes to be aired, however, the Knights have not to date submitted anything.

PRESIDENT McLAUGHLIN – Asked when the new Commercial Breeding Establishment (CBE) Ordinance will be up on the Village's Website for public viewing.

Village Manager Grimes stated this will be on the Village Website as soon as possible. As for appearing in the Village Code Book it may take a few weeks before the codification is completed on line.

President McLaughlin commented with Orland Park growing in leaps and bounds, he believes by having events such as the Spelling Bee, along with the Garden Walk and Farmers Market that these types of events help make the Village of Orland Park have that "small town" feeling.

## EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; and b) the purchase or lease of real property for the use of the village.

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

**RECONVENE BOARD MEETING**

The roll was called to reconvene the Regular Meeting and Trustees Fenton, Dodge, Schussler, Gira, Ruzich, Calandriello and President McLaughlin were present.

Purpose of the Executive Session was for the discussion of a) approval of minutes; and b) the purchase or lease of real property for the use of the village.

**ADJOURNMENT - 8:10 PM**

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

**Aye:** 7 - Trustee Fenton, Trustee Dodge, Trustee Schussler, Trustee Gira, Trustee Griffin Ruzich, Trustee Calandriello, and President McLaughlin

**Nay:** 0

/nm

APPROVED:

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**