

# VILLAGE OF ORLAND PARK

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



## Meeting Minutes

Tuesday, September 8, 2020

7:00 PM

Village Hall

## Board of Trustees

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

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

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:25 P.M.

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

**VILLAGE CLERK'S OFFICE**

**2020-0613 Approval of the August 17, 2020, Regular Meeting Minutes**

The Minutes of the Regular Meeting of August 17, 2020, 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 August 17, 2020.

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

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

**Nay:** 0

**2020-0611 Approval of the September 1, 2020, Special Meeting Minutes**

The Minutes of the Special Meeting of September 1, 2020, 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 Special Meeting of September 1, 2020.

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

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

**Nay:** 0

**ACCOUNTS PAYABLE**

**2020-0583 Accounts Payable from August 18, 2020, - September 8, 2020 - 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 August 18, 2020, - September 8, 2020, in the amount of \$2,603,647.34

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

**Aye:** 5 - Trustee Fenton, Trustee Dodge, Trustee Nelson Katsenes, Trustee Milani, and Village President Pekau

**Nay:** 0

**Abstain:** 2 - Trustee Calandriello, and Trustee Healy

## **CONSENT AGENDA**

Trustee Calandriello requested that Item B. 2019 Asphalt Pavement Maintenance - Contract Extension Request be removed from the Consent Agenda for a separate vote.

## **Passed the Consent Agenda**

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,

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

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

**Nay:** 0

## **2020-0582 Payroll for August 21, 2020 - 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 21, 2020, in the amount of \$1,107,500.68

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

## **2020-0603 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 Public Surplus.com (online auction). These items are no longer necessary or useful for the Village of Orland Park.

One (1) 1996 RediHaul R24252U trailer, VIN 47SU242TXT1011714

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.

I move to pass Ordinance Number 5542, 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.**

**2019-0794 2021 Winter/Spring Program List Approval**

The lists of recommended programs to be offered in the Recreation Departments 2021 Winter/Spring Program guide are attached to the Board Packet. Included are contractual costs (over \$20,000) that require Board approval. These costs are covered by revenue generated through registration fees. Actual costs are dependent on the number of participants registered.

Staff is requesting approval of the recommended programs and payment to the contractual instructors at the time of invoicing.

I move to approve the recommended programs and payment to the contractual instructors at the time of invoicing.

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

**2020-0620 Sertoma Centre - Ordinance for a Special Use Permit with Modifications and Rezoning**

On February 5, 2018, the Village Board of Trustees approved a Site Plan, Elevations, Landscape Plan, Subdivision, Rezoning, Vacation of Right-of-Way, and Special Use Permit with Modifications to allow for a residential development with attached dwellings in the VCD Village Center District for Sertoma Centre. The approved plans include a 3-story, sixteen (16) dwelling unit multi-family building located at 14205 Union Avenue. The project entails the consolidation of the existing parcels for Sertoma Centre, the vacation of the Oak Place and 142nd Street right-of-ways, the dedication of the new 142nd Street right-of-way, and consolidation of parcels for Mr. Bruce Cooper located at 14214 Oak Place. The westernmost parcel of the site was also approved to be rezoned from R-3 Residential District to VCD Village Center District.

On July 20, 2020, the Village Board approved the Plat of Subdivision for Sertoma Centre, Plat of Consolidation for the parcels owned by Mr. Bruce Cooper, the

Ordinance Authorizing the Development Agreement for Sertoma Centre (Ordinance No. 5527), as well as the Ordinance Authorizing and Approving the Vacation of a Portion of the Vacant and Unimproved 142nd Street Right-of-Way and Authorizing and Approving the Vacation of a Portion of the Vacant and Unimproved Oak Place Right-of-Way and Approving a Plat of Vacation Relating to Said Right-of-Way Vacations (Ordinance No. 5528).

This is now before Village Board of Trustees for consideration of the ordinance for the Rezoning and for the Special Use Permit with Modifications.

I move to pass Ordinance Number 5543, entitled: ORDINANCE GRANTING A SPECIAL USE WITH MODIFICATIONS AND REZONING OF A PORTION OF THE PROPERTY (SERTOMA CENTRE - 14205 S. UNION AVENUE)

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

#### **2020-0625 MAP Collective Bargaining Agreement**

A new collective bargaining agreement with the Metropolitan Alliance of Police, Chapter 159 and the Village of Orland Park is attached to the Board Packet for approval. The terms of the tentative agreement have been incorporated in the new agreement and are outlined on the attached. This new agreement is for four years and the term of the agreement is May 1, 2019 to April 30, 2023. The agreement has been ratified by MAP.

The parties agreed to a 3% wage increase for each year of the contract, retroactive to May 1, 2019. The portion of the increase that represents above market wages is in consideration for concessions from the Union on the retiree insurance and insurance language. The step plan for the Union remains in place.

The parties agreed to substantial changes in insurance with bargaining unit members moving to an increased, percent based, contribution to the Village health insurance plan premiums over the life of the contract. These increases put bargaining unit employees closer to the contributions of other unions as well as non-union Village employees. For example, depending on the plan and dependent coverage selected, contribution increases for the PPO Silver plan for employee + spouse and employee + child increase over the life of the contract from 12% to 20%, and the High Deductible HSA family plan contributions increase from 2.8% to 8%.

#### **Retiree Insurance:**

The current retiree insurance provisions sunset for employees hired after May 1, 2020. Furthermore, for current employees and retirees, retiree insurance ends at the attainment of Medicare eligibility, but in no case later than the retiree turning age 65. These concessions were given with the understanding that the Village would dismiss its challenge to the arbitration decision related to retiree health insurance.

I move to approve the collective bargaining agreement between the Village of Orland Park and Metropolitan Alliance of Police, Chapter 159;

And,

Authorize the Village Manager to execute said agreement.

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

## **VILLAGE MANAGER'S REPORT**

President Pekau amended the agenda to move item 2020-0596 under Village Manager's report after the consent agenda. All were in favor. (refer to audio file)

### **2020-0596 Appointment of Chief of Police**

Following a successful interim appointment, Village Manager Koczwara has elected to appoint Joseph Mitchell as Chief of Police beginning September 9, 2020.

As Chief of Police, Chief Joseph Mitchell shall continue to devote his attention to the discharging of the duties prescribed in the laws of the State of Illinois, in this Code and all other ordinances of the Village.

President Pekau had comments and administered the oath to the Village's new Chief of Police Joseph Mitchell. (refer to audio file)

Chief of Police Mitchell had comments. (refer to audio file)

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

I move that the Village Board of Trustees confirm the appointment of Joseph Mitchell to the position of Chief of Police for the Village of Orland Park per the terms of the Village Manager's appointment, effective September 9, 2020.

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

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

**Nay:** 0

**2020-0601 2019 Asphalt Pavement Maintenance - Contract Extension Request**

The annual Asphalt Pavement Maintenance project comprises the required maintenance upkeep for village facility parking lots, bike paths and also includes a large amount of asphalt roadway patching at various spot-locations throughout the Village. The parking lot maintenance includes patching, crack sealing, seal coating and striping as required per location. In May 2019, the project was bid out, five bids were submitted and the Village awarded a contract to the low bidder, M&J Asphalt Paving Company, Inc. ("MJAPC") of Cicero, Illinois.

In 2019 and into 2020, the locations listed below for various maintenance activities were completed as described:

**Parking Lots:**

Discovery Park (Brook Hills)	re-pave, add curbing
Cachey Park (Wheeler Drive)	re-pave, add curbing + sidewalk+ path
Brentwood Park	re-pave
Centennial Park Field 8	add path and bleacher pads
153rd Street Metra	sidewalk extension for athletic fields
Orland Park Health & Fitness	seal coat, re-stripe
Civic Center	seal coat, re-stripe
Recreation Administration	seal coat, re-stripe
Franklin Loebe Center	seal coat, re-stripe

**Paths:**

Stellwagen Farm Path	crack seal, seal coat
LaGrange Road (131st St. to 143rd St.)	crack seal, seal coat
SW Hwy (Highwood Dr. to 179th St.)	seal coat
104th Avenue (167th St. to 163rd Pl.)	seal coat
Riviera Estates (88th Avenue S. of 143rd St.)	existing path overlay
Helen Park & Field (Park Hill Subdivision)	new path construction & dugout paving
Various Path Patch Locations	over 60 patches

Various Street Patch Locations                      over 380 patches

MJAPC submitted a project cost of \$615,923.25, which was below staff's estimate of \$699,399.00 for the scope of work. The collective budgeted amount for this project totals \$775,000.00 and the original approval authorized the contract in a not-to-exceed amount (\$615,923.25 bid amount plus a contingency of \$159,076.75). The project has been very productive and much has been accomplished. In order to complete additional work, still within the overall budgeted amount, staff is requesting a contract extension to October 30, 2020, and use of the remaining budget funds. The remaining contingency amount is \$49,244.00.

Trustee Milani had questions. (refer to audio file)

Village Manager Koczvara and Public Works Director Joel Van Essen responded to Trustee Milani. (refer to audio file)

I move to approve the request for extending the existing contract with M&J Asphalt Paving Company of Cicero, Illinois for the 2019 Asphalt Pavement Maintenance project to October 30, 2020 and authorize the expenditure of the remaining contingency funds, not to exceed an additional \$49,244.00.

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

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

**Nay:** 0

**Abstain:** 1 - Trustee Calandriello

## **HEARINGS 7:00 P.M.**

Trustee Fenton made a motion to open the public hearing which was seconded by Trustee Katsenes. All were in favor. (refer to audio)

### **2020-0573 Megan Nicole Ridge - 13201 88th Avenue - Annexation Public Hearing**

Director of Development Services Ed Lelo reported that on July 6, 2020, the Village Board of Trustees approved the Site Plan, Rezoning, Plat of Subdivision, Preliminary Landscape Plan, and Variances for the Megan Nicole Ridge subdivision located at 13201 88th Avenue, subject to annexation into the Village.

This request is for a public hearing on the annexation for the properties located at 13201 88th Avenue in unincorporated Cook Count (PIN 23-35-300-040-0000 and 23-35-300-041-0000). The parcels to be annexed are generally located at the northeast corner of 88th Avenue and Beverly Lane. The petitioner requests annexation into the Village of Orland Park in order to construct nine (9) single-family homes and a detention pond outlot within a 3.11-acre subdivision. The property will be rezoned to the R-3 Residential District, subject to annexation into the Village.

A copy of the draft Annexation Agreement is attached to the Board Packet for review.

President Pekau had comments. (refer to audio file)

I move to adjourn the public hearing on the annexation agreement for the properties located at 13201 88th Avenue, also known as the Megan Nicole Ridge subdivision.

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

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

**Nay:** 0

## **PUBLIC WORKS**

### **2020-0606 Fernway Subdivision Roadway and Ditch Improvements 2020 - Bid Award and Construction Observation Services Proposal**

The roads and drainage ditches in the Fernway Subdivision were originally constructed in the early 1960s. At that time, the rural type unincorporated roadways were constructed to a poor standard. The Village has spent considerable resources maintaining these roadways and has contended with problematic ditch drainage since annexing the area over 40 years ago. The roads and ditches continue to be a challenge for the Village and the local residents.

The Village's pavement management consultant, Applied Research Associates (ARA), has recommended full depth pavement reconstruction, with the addition of concrete shoulders to support the pavement edge. Given that many areas of the roadside ditches function poorly, wholesale ditch reconstruction is necessary to complement the road construction and leverage economies of scale. Since the project inception, due to the large scale of work and expected total construction cost, the road and ditch reconstruction work for the entire Fernway subdivision has been projected to span nine (9) years, subject to annual availability of funding. Beginning in 2016, the first four phases have been successfully completed. The work planned for 2020 (year five) includes Robinhood Drive from 165th Place to 88th Avenue, Sussex Drive between Robinhood Drive and Sherwood Drive, and Sherwood Drive from 164th Place (included) to 88th Avenue.

Since beginning this multi-year project, the Village Board has approved annual contracts with Baxter & Woodman (B&W) and Christopher B. Burke Engineering Ltd. (CBBEL) to provide phase II design engineering services in a combined effort between the two consulting firms. B&W provided the roadway design, overall plan preparation, and cost estimation, while CBBEL provided the ditch drainage design. For 2019, staff requested proposals from B&W and CBBEL to establish one consultant for both the road design and the drainage design. Noteworthy, is the 2019 proposal's inclusion of three (3) years of drainage design in order to cover the entirety of Fernway subwatershed (#4). In February 2019, the Village Board accepted the phase II design proposal from CBBEL for the 2019 project area design and drainage design for sub-watershed #4. To date, CBBEL has demonstrated excellent ability to perform the services necessary for proper development of the Fernway roadway and ditch drainage design, as well as the construction oversight.

An invitation to bid for the 2020 Fernway Subdivision Road and Ditch Improvements project was published on the BidNetDirect website on August 13, 2020. Per the BidNet audit report, 239 vendors were notified via their BidNet subscription, 20 downloaded the documents (nine entire downloads), and four (4) submitted bids. On Friday August 31, 2020 at 11:00 am, the four (4) sealed bids were opened by the Clerk's Office. Bids were received from: PT Ferro Construction Company of Joliet, Illinois; D Construction of Coal City, Illinois; M&J Asphalt Paving Company of Cicero, Illinois; and Austin Tyler Construction of Elwood, Illinois. See attached ITB 20-027 Bid Tabulation- All Bidders, and ITB 20-027 Bid Totals and Responsiveness Check documents for reference.

PT Ferro Construction Company of Joliet, Illinois is identified as the lowest responsive responsible bidder for the 2020 Fernway Subdivision Road and Ditch Improvements project with a submitted project cost of \$561,785.27 for roadway reconstruction, and \$371,621.50 for ditch reconstruction, for a total of \$933,406.77. This cost is below CBBEL's Engineer's Estimate of Probable Cost \$1,167,507.20. The Village has past working experience with PT Ferro Construction Company via the 2016 and 2017 Fernway Road and Ditch Improvement project, and the 2018 Neighborhood Road Improvement Project. Therefore, it is both staff's and CBBEL's recommendation that PT Ferro Construction Company of Joliet, Illinois be awarded the contract for the 2020 Fernway Subdivision Road and Ditch Improvements project in the amount of \$933,406.77, plus a 10% contingency (\$93,340.68) for the road reconstruction portion and a 10% contingency (\$37,162.15) for the ditch reconstruction portion for a total cost of \$1,026,406.77.

To facilitate the construction management, staff requested a proposal for Phase III construction oversight from CBBEL. CBBEL performed the construction observation for their design of the 2019 Fernway Road and Ditch Improvements project and the firm has maintained a proficient and professional relationship with the Village on numerous other CBBEL-designed construction projects. Therefore, staff recommends accepting the proposal from CBBEL in an amount not to exceed \$83,566.00 (proposal attached). Based on the above road reconstruction/ditch reconstruction cost split, \$50,139.60 (60%) of the construction observation cost will be from the Road Program account and \$33,426.40 (40%) will be from the stormwater funding in the Water and Sewer account.

I move to approve accepting the bid from PT Ferro Construction Company of Joliet, Illinois for the Fernway Subdivision Road and Ditch Improvements 2020 in an amount not to exceed \$1,026,406.77 (\$933,406.77 plus \$93,000.00 contingency);

And,

To allow the Village Manager to approve change orders not to exceed the

contingency amount of \$93,000.00;

And,

Approve accepting the proposal from Construction Observation Services for the Fernway Subdivision Roadway and Ditch Improvements 2020 from Christopher B. Burke Engineering Ltd of Rosemont Illinois, in an amount not to exceed \$83,566.00.

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

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

**Nay:** 0

**2020-0600 94th Avenue (151st Street to 159th Street) Pavement Resurfacing - Phase Two Design Engineering - Proposal**

94th Avenue is classified as a Major Collector roadway, by the Illinois Department of Transportation (IDOT) and Chicago Metropolitan Agency for Planning (CMAP). It is formerly referred to as a FAU (Federal Aid Urban) route and it falls under the Village's maintenance jurisdiction. 94th Avenue is eligible for federal funding through the CMAP Surface Transportation Program (STP) due to its functional classification.

The Village's pavement management consultant, Applied Research Associates (ARA), has recommended the resurfacing of 94th Avenue within the next five years. Due to the age and the amount of daily traffic, the pavement surface is progressively deteriorating and will need to be resurfaced in the near future. In July and August 2020, Public Works directed M&J Paving and Precision Pavement marking to perform isolated pavement patching and entire re-striping of pavement markings in order to maintain the road operational condition for the time being. Public Works anticipates the road resurfacing, along with ADA mobility improvements, will occur within the next few years.

The cost of construction and Phase Three construction oversight are eligible for federal financial assistance. However, in order to initiate the process for federal funding, the Village must complete Phase One preliminary design engineering. With the intention of selecting a qualified and experienced consulting engineering firm for preliminary and final engineering services, staff requested Phase 1 proposals from five (5) engineering firms: Baxter & Woodman, Inc. of Mokena, Illinois (BWI), Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois (CBBEL), HR Green, Inc. of New Lenox, Illinois (HRG); Strand Associates, Inc. (SAI) of Joliet, Illinois; V3 Companies (V3C) of Woodridge, Illinois. HR Green, Inc. provided the lowest cost proposal, and therefore in May of 2019, the Village

Board accepted the proposal for Phase One engineering by HRG, utilizing local funds. HRG completed Phase One design on time and received Phase One approval from IDOT on March 26, 2020, see email attached to the Board Packet and approval document from IDOT.

The application process for federal funding is administered through the Southwest Conference of Mayors ("SCM"). The call for projects began in January 2020 with a submittal deadline of late May 2020. With IDOT Phase One approval in hand, the Village submitted the project to SCM for project consideration. The project scored very well per the scoring sheets attached to the Board Packet. Now in order to obtain STP funding for the project, the Phase Two final engineering design must be completed. Since HRG has already completed the Phase One design, many of the Phase Two design deliverables are in place. Therefore, Public Works staff requested a Phase Two proposal from HRG. The proposal attached to the Board Packet from HRG, in the amount of \$45,565.00 is thorough and the cost is consistent with what would be expected, given the work already performed by HRG for the Phase One preliminary design.

Over the past several years, HRG has established an excellent working relationship with staff, which includes managing the Village's bridge inventory for annual inspections and reconstruction projects. Staff recommends accepting the proposal for Phase Two final engineering from HRG of New Lenox, Illinois in an amount not to exceed \$45,565.00 for 94th Avenue from 151st Street to 159th Street.

I move to approve accepting the proposal from HR Green, Inc. of New Lenox, Illinois for the 94th Avenue (151st Street to 159th Street) Pavement Resurfacing - Phase Two Design Engineering, in an amount not to exceed

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

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

**Nay:** 0

### **2020-0605 Sanitary and Storm Sewer Inspection Camera - Purchase**

In 2006, Public Works staff purchased an Airies Camera for sanitary and storm sewer inspections from Sewer Equipment Company of America in Glenview, Illinois. The camera has been used over the past fourteen years to identify problems in the sanitary and sewer mains in order to reduce costly excavations, but it is now nearing the end of its usable life. While the system has proven useful, there are outdated features such as recording to VHS and low-resolution picture quality that makes the present camera system cumbersome and difficult for modern day use.

Staff has evaluated several camera systems such as the Airies Pathfinder System from Sewer Equipment Company of America of Glenview, Illinois, Rapid View IBAK system from Rapid View North America of Fulton County, Indiana, CUES system from CUES Inc. of Orlando, Florida, and the Envirosight RovverX Mainline Sewer Inspection system from Standard Equipment Company of Elmhurst, Illinois.

Public Work staff currently use an Envirosight pole camera for manhole inspections and also an Envirosight push camera for small diameter pipe inspections. The Envirosight RovverX Mainline Sewer Inspection System can be used for larger diameter pipe as well as longer distances. Along with inspections, the RovverX will be used to identify inflow and infiltration in the sanitary and storm sewer systems. The Envirosight product best fits Public Works' needs and is compatible with the inspection equipment currently utilized by staff.

Standard Equipment Company of Elmhurst, Illinois provides contract pricing under the U.S. General Services Administration (GSA) cooperative. The contract price for the Envirosight RovverX Mainline Sewer Inspection System is \$98,500.00.

I move to approve accepting the GSA cooperative contract price of \$98,500.00 to purchase the Envirosight RovverX Mainline Sewer Inspection System from Standard Equipment Company of Elmhurst, Illinois.

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

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

**Nay:** 0

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

### **2020-0476 Charleton Highlands - Development Petition for an Amendment to the Special Use Permit with Modifications, Plat of Subdivision, Site Plan, and Landscape Plan**

Director of Development Services Ed Lelo reported that on July 5, 2005 the Board of Trustees approved a Special Use Permit for Planned Development for the Charleton Highlands subdivision (formerly known as Sheffield Highlands). The overall development consists of twenty-three (23) lots for single-family detached dwelling units averaging approximately 5,750 square feet in size intended for a principal use as single-family residential dwellings. Two outlots for the detention pond and landscaping are also included in the subdivision. The subdivision was approved for a density of 3.5 dwelling units per acre, which was higher than the Comprehensive Plan's recommended five (5) units per acre at the time. A different design was proposed for each residential unit depending on its location within the subdivision. The arrangement of the various residential units was intended to take advantage of the site's natural topography; the subdivision rises twenty (20) feet in elevation from east to west. The 6.6-acre subdivision is zoned

COR Mixed-Use District.

Modifications to the front, rear, and side yard setbacks were approved as part of the original Planned Development:

- (1) A modification of the front setback requirement to reduce the front setbacks from the minimum required 30 feet to an approved 25 feet.
- (2) A modification of the rear setback requirement to reduce the rear setbacks from the minimum required 35 feet to an approved 30 feet.
- (3) A modification of the interior side setback requirements to reduce the interior side setbacks from the minimum required 7.5 feet to an approved 7 feet.
- (4) A modification of the corner setback requirements to reduce the corner setbacks from the minimum required 30 feet to an approved 22.5 feet.

On October 15, 2007, the Board of Trustees approved a landscape plan for Charleton Highlands. The plan was approved with a thirty (30) foot landscape bufferyard on the western portion of the subdivision adjacent to Lifetime Fitness, which was originally supposed to include a sidewalk connecting the site north and south. As of July, 22, 2020 the petitioner has not installed all of the landscaping depicted on the approved landscape plan. Refer to the Landscape Plan section included in the report below for additional details.

On February 4, 2008, the Board of Trustees approved a resubdivision of Lots 17, 18, 19 and Outlot A in the Charleton Highlands Subdivision. The resubdivision was recorded on August 5, 2008. The resubdivision increased the lot depth of Lot 19 from 115 feet to 117.92 feet, increased the lot depth of Lots 18 from 113 feet to 121.12 feet, and increased the lot depth of Lot 17 from 104 to 112 feet. The resubdivision also increased the lot width of Lot 18 from 61.87 feet to 61.95 feet.

Currently, single-family homes have been constructed on eighteen (18) of the twenty-three (23) lots.

I move to approve a Development Petition for an Amendment to the Special Use Permit with Modifications, Plat of Subdivision, Site Plan, and Landscape Plan for Charleton Highlands, a 6.6-acre subdivision generally located at the southwest corner of 163rd Street and 94th Avenue as recommended at the August 18, 2020, Plan Commission meeting and as fully referenced in the motion below.

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

I move to approve the Preliminary Site Plans for Lots 5, 12, 13, and 16 titled "Site Development Plans", prepared by KDC Consultants, INC., dated May 7, 2019, May 9, 2019, December 23, 2019, and November 12, 2019, respectively, subject to the following conditions:

1. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
2. Screen all mechanical equipment either at grade or at the rooftop with

landscaping or parapets respectively.

3. The proposed single-family homes must conform to all Village codes and ordinances, including the bulk requirements of the COR Mixed Use District per Section 6-210 of the Land Development Code and the Building Code, with the exception of the approved Modifications.

4. The petitioner shall install a bench on Outlot A and provide detailed plans to the Development Services Department for review and approval.

And,

I move to approve the Preliminary Landscape Plan, titled "Landscape Plan", prepared by J.G.S. Landscape Architects, dated July 22, 2020, subject to the following conditions:

1. Submit a final landscape plan meeting all Village Codes and all required supporting documentation addressing all outstanding landscape items in conjunction with the final engineering submittal.
2. Prior to final approval, comply with Section 6-305.6.b regulations for plant diversity, and revise the landscape plan accordingly.
3. Prior to final approval, provide a revised landscape cost estimate.
4. All missing landscaping included on the 2007 Board approved landscape plan shall be planted on Lots 1, 5, 11, 12, 13, and 16 prior to the issuance of a certificate of occupancy.

And,

I move to approve the Plat of Subdivision for Lots 10, 11, and 12 titled "Charleton Highlands Resubdivision - Three", prepared by KDC Consultants, INC., dated March 6, 2020, respectively, subject to the following conditions:

1. Submit a Record Plat of Subdivision to the Village for approval, execution, and recording.

And,

I move to approve the Special Use Permit Amendment to the Charleton Highlands Planned Development (Ordinance No. 4043) located in the COR Mixed Use District, subject to the same conditions as outlined in the Preliminary Site Plan motion. Modifications to the Special Use permit include:

1. A reduction in the east corner side yard setback of Lot 16 from the approved 22.5 feet to a proposed 20 feet;
2. A reduction in west interior side yard setback of Lots 5 and 12 from the approved 30 feet to a proposed 20 feet; and
3. A reduction in the landscape buffer yard located along the west interior lot lines of Lots 5 and 12 from the approved 30 feet to a proposed 20 feet.

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

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

**Nay:** 0

**2020-0564 Orland Park Prayer Center South Parking Lot - Authorizing Development Agreement - Ordinance**

On December 17, 2018, the Village Board of Trustees approved a Site Plan, Landscape Plan, Subdivision, Rezoning, and Special Use Permit Amendment with Modifications to the Land Development Code for the Orland Park Prayer Center South Parking Lot Addition located at 16530-16650 S.104th Avenue and 10440 W. 167th Street.

The project includes the rezoning of a 3.4-acre parcel located to the south of the Orland Park Prayer Center's existing parking lot from the ORI Mixed-Use District to the E-1 Estate Residential District and the construction of a new parking lot. The proposed parking lot will contain 147 parking spaces, will be constructed of pervious pavers, and includes underground detention. The 3.4-acre parcel will be consolidated with the existing 6-acre site, which includes the main building for a place of worship, a community center building, a detention pond, and 338 parking spaces. When combined with the proposed parking lot site and after portions of 167th Street and 104th Avenue right-of-ways are dedicated to Cook County, the total site will encompass approximately 8.8 acres. A portion of the lot located at the corner of 167th Street and 104th Avenue will remain as an open grassy area for a future building. Development within this area of the lot is not included as part of this petition and must be brought back through the development review process at a later date.

Attached is a draft Development Agreement that sets forth terms and conditions for the development of the Orland Park Prayer Center South Parking Lot proposed at 16530-16650 S. 104th Avenue and 10440 W. 167th Street in Orland Park.

I move to pass Ordinance Number 5544, entitled: ORDINANCE AUTHORIZING DEVELOPMENT AGREEMENT - ORLAND PARK PRAYER CENTER SOUTH PARKING (16530-16650 S. 104TH AVENUE AND 10440 W. 167th STREET).

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

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

**Nay:** 0

**2020-0608 Zeigler Auto Group - BMW of Orland Park - Inducement Agreement**

The Zeigler Auto Group is a family-owned and operated retail automotive dealership headquartered in Kalamazoo, Michigan. Zeigler has been the owners of the Orland Park BMW dealership since 2013 as well as the Nissan and Infiniti dealerships since 2016.

The proposed project includes the construction of a parking lot expansion in order to address vehicle storage capacity. The expansion is to be located at 10902 W. 159th Street (the vacant parcel immediately east of BMW). Zeigler indicates the parcel is difficult to develop because the property has existing wetlands and sits below road level frontage. Zeigler has not formally petitioned but is working with staff on a preliminary basis.

Zeigler has requested a sales tax sharing Inducement Agreement with the Village of Orland Park to assist with their proposed project. Zeigler anticipates the parking expansion will increase their sales capacity and will accommodate additional inventory. Zeigler would only receive a 50/50 sales tax above a base amount of \$495,534.58 (BMW's 2015-2019 average sales tax generation). If Zeigler BMW does not increase sales, and thus sales tax, above the base amount, they would not collect any sales tax sharing. This is consistent with other sales tax sharing agreements the Village has authorized. The following is a summary of the proposed terms:

BMW Dealership Parking Lot Expansion Project - anticipated to be not less than \$4,500,000.

50% of incremental sales tax sharing above the base sales tax amount of \$495,534.58 (base sales tax would remain 100% Village of Orland Park)

Ten-year term - this is consistent with previous Inducement Agreements

Engineer Verification of costs required

Job Creation/Retention and private investment numbers required

Claw back provision (incentive payback) if the dealership closes/relocates outside of Village of Orland Park within 10 years

Payments will be made quarterly by the Village of Orland Park, as the increment is produced and paid by the State of Illinois

Compliance with all Village of Orland Park zoning, building and other applicable codes

The proposed Addendum to the Inducement Agreement is attached to the Board Packet.

Trustee Fenton had questions. (refer to audio file)

Director of Development Services Ed Lelo responded to Trustee Fenton. (refer to audio file)

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

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

Trustee Fenton and Trustee Dodge had comments. (refer to audio file)

Village Manager Koczwara had comments. (refer to audio file)

Trustee Fenton and President Pekau had additional comments. (refer to audio file)

Director Lelo responded to their comments. (refer to audio file)

Trustee Healy had comments. (refer to audio file)

Village Manager Koczwara responded to Trustee Healy's comments. (refer to audio file)

Trustee Calandriello had comments. (refer to audio file)

Trustee Dodge had questions. (refer to audio file)

Village Manager Koczwara and Director Lelo responded to Trustee Dodge. (refer to audio file)

Trustee Dodge had comments. (refer to audio file)

Director Lelo had comments. (refer to audio)

Trustee Dodge had additional comments. (refer to audio file)

Director Lelo had additional comments. (refer to audio file)

Trustee Katsenes had comments. (refer to audio file)

President Pekau had additional comments. (refer to audio file)

I move to approve a sales tax sharing Inducement Agreement with Zeigler BMW as outlined above and to be incorporated into their final Development Agreement, pending approval of the zoning, special use, and building permits.

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

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

Nay: 0

#### **2020-0614 Debt Modification/Fine Reduction - 8611 167th Street**

Village Manager Koczvara reported that previously, the property at 8611 167th Street in Orland Park was written a notice from the Code Enforcement Division of the Development Services Department. Development Services was notified that this property was a rental home but was not registered the Village's Crime Free Rental Housing program. The Village made multiple attempts to contact the owner including: sending violation notices, calling the owner, sending letters, and sending citations with mandatory court appearances required. The owner did not respond.

The Village Code outlines a fine of \$250 per day from the day that the Village notified the owner until the day that property is registered. In this instance, the fine amounted to \$34,000. The owner did not appear in court and the fine was assessed as a default judgment. The following code language allows the Village to lien a property for any uncollected fee/fines or for the cost of work that was expended by the Village to bring the property into compliance.

The Orland Park Village Code, Section 6-2-3 reads as follows, "...If the person so notified shall neglect or refuse to abate the same in accordance with such notice, he shall be chargeable with the expense which may be incurred in the removal thereof, to be collected by suit or otherwise in addition to any fine or penalty which may be imposed by law."

Ordinance No. 5498 allows for the cancellation and modification of fines or liens assessed by the Village. Per the ordinance, the amount of the original lien is over \$5,000 and any modification must be approved by the Village Board of Trustees.

Staff is recommending a reduction in the total lien from \$34,000 to \$5,000. The fine of \$5,000 will cover the time expended by Village staff and will serve as a deterrent for future violations.

The property at 8611 167th Street did register for Crime Free Rental Housing and is now in compliance. The owner is seeking the lien reduction because she is looking to sell the home.

President Pekau had a question. (refer to audio file)

Village Manager Koczvara responded to President Pekau. (refer to audio file)

Trustee Katsenes had comments. (refer to audio file)

Village Manager Koczvara had comments. (refer to audio file)

Trustee Fenton had comments. (refer to audio file)

Trustee Dodge had questions and comments. (refer to audio file)

Village Manager Koczwara and Director of Development Services Ed Lelo responded to Trustee Dodge. (refer to audio file)

President Pekau, Trustee Fenton and Trustee Katsenes had comments. (refer to audio file)

Trustee Dodge had questions. (refer to audio file)

Director Lelo responded to Trustee Dodge. (refer to audio file)

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

Village Manager Koczwara responded to Trustee Calandriello. (refer to audio file)

President Pekau had comments. (refer to audio file)

I move to approve a debt modification/fine reduction for 8611 167th Street, Orland Park, IL from \$34,000 to \$5,000.

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

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

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

**2020-0619 Temporary Outdoor Dining Areas During the COVID-19 Pandemic - Reaffirming Ordinance No. 5513, Amending Title 7 (Business and License) of the Orland Park Village Code**

On May 18, 2020, the Village Board approved Ordinance No. 5513, An Ordinance Amending Title 7 (Business and License) of the Orland Park Village Code, to provide support to restaurants in Orland Park during the COVID-19 pandemic. The adopted ordinance allows for restaurants to provide or enlarge outdoor seating and dining areas on a temporary basis to help businesses expand their occupancy and capacity. Businesses are required to obtain a permit from the Development Services Department and must meet specific requirements for social distancing, appropriate and safe pedestrian paths, and protection to outdoor dining patrons from vehicular traffic hazards, as outlined in the adopted ordinance. Plans for all outdoor dining areas must be in compliance with the Centers for Disease Control and Prevention and applicable local guidelines for social distancing and other health and safety guidelines in effect for the duration of the COVID-19 global pandemic. Plans must also be in conformance with all codes and ordinances of the Village of Orland Park, including the Americans with Disabilities Act and the Illinois Accessibility Code.

The Development Services Department has issued approximately 31 permits for temporary outdoor seating since the adoption of Ordinance No. 5513.

As the COVID-19 pandemic continues to impact businesses in Orland Park, the Village will continue to provide assistance to restaurants and support their operations.

In the following weeks, Village staff will provide instructions to businesses outlining protocols for outdoor seating areas during the fall and winter months. This will include guidelines and requirements for heating outdoor areas, snow removal, as well as snow load, fire rating, and ventilation regulations for tents.

The previously adopted ordinance is attached to the Board Packet for reference.

President Pekau had comments. (refer to audio file)

Trustee Katsenes had a question. (refer to audio file)

Director of Development Services Ed Lelo responded to Trustee Katsenes. (refer to audio file)

I move to reaffirm the previously adopted Ordinance No. 5513, entitled: AN ORDINANCE AMENDING TITLE 7 (BUSINESS AND LICENSE) OF THE ORLAND PARK VILLAGE CODE, to continue to provide support to restaurants in Orland Park during the COVID-19 pandemic.

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

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

**Nay:** 0

**2020-0216 Orland Fire Protection District Training Facility - Development Petition for Site Plan, Elevations, Landscape Plan, Special Use Permit Amendment with Modifications**

Director of Development Services Ed Lelo reported that on June 23, 1986, the Village Board approved a Special Use Permit to allow for a Fire Training Facility on the subject property by Ordinance No. 1544. On February 16, 2009, the Village Board approved an Amendment to the Special Use Permit to create a Planned Development to allow for multiple buildings on a single lot by Ordinance No. 4461 (Legistar File ID 2008-0670). As part of the project, the Orland Fire Protection District (OFPD) was granted approval to construct a new 11,234 square foot Training Facility building on site. At that time, the site contained a 7,354 square foot vehicle maintenance building and other structures used for fire training purposes. Modifications were also approved to allow for a front setback of 37.5

feet and to permit parking between the building and the street.

The OFPD is currently working toward constructing a new vehicle maintenance and repair facility at 10704 W. 163rd Place, approximately 160 feet to the east of the subject property, which will replace the existing, outdated vehicle maintenance building located at the Training Facility site. The OFPD Maintenance Building project was approved by the Board of Trustees on August 17, 2020 (Legistar File ID 2020-0319).

A large cell tower currently exists on site. Several Special Use Permits and Appearance Reviews have been granted to allow for the construction of and alterations to the cell tower (Special Use Permit by Ordinance No. 1759 approved May 2, 1998; Amendment to the Special Use Permit by Ordinance No. 3239 approved April 5, 1999; Appearance Review 2009-0389 administratively approved September 8, 2009; Appearance Review 2012-0361 administratively approved July 26, 2012).

I move to approve the Site Plan, Landscape Plan, Elevations, and Amendment to the Special Use Permit for a Planned Development with Modifications to allow for multiple buildings on a single lot and for a Special Use Permit to allow for Outdoor Storage not meeting the requirements of Section 6-208.B for the Orland Fire Protection District Training Facility located at 10728 W. 163rd Place, as recommended at the September 2, 2020 Plan Commission meeting and as fully referenced in the motion below.

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

I move to approve the Preliminary Site Plan titled "Preliminary Site Plan" (Sheet C-1.0), prepared by Knight E/A, Inc., dated and last revised August 18, 2020, and the "Preliminary Engineering Plan" (Sheet C-2.0), the "Preliminary Engineering Detention Basin" (Sheet C-2.1), and the "Landscape - Gate Details" (Sheet LP-3.0), all prepared by Knight E/A, Inc., and all dated and last revised August 27, 2020, subject to the following conditions:

1. Meet all building code requirements and final engineering requirements, including required permits from outside agencies.
2. All ground-based and roof-mounted mechanical equipment must be fully screened from view and shall meet the code requirements listed in Section 6-308.J.
3. Submit fence specifications to the Development Services Department for final approval prior to the issuance of a building permit. The proposed opaque, privacy fencing and gate shall have a height of eight (8) feet and shall meet all code requirements listed in Section 6-310. The gate must match the fence in terms of style, design, material, color and height.
4. All vehicles, equipment, training props, and outdoor storage must be maintained in an orderly fashion at all times, must remain within limits of the Training Facility site, and shall not be located within the limits of the pond property.

5. The petitioner may be required to obtain variances to the Building Code, if necessary, prior to the issuance of a building permit and to the construction of the three-story tall strip mall training prop.

And

I move to approve the Elevations titled "Elevations", Sheet A-3.0, prepared by Knight E/A, Inc., dated and last revised August 27, 2020, and the colored renderings dated February 24, 2020, subject to the following conditions:

1. Meet all final engineering and building code requirements.
2. All ground-based and roof-mounted mechanical equipment must be fully screened from view and shall meet the code requirements listed in Section 6-308.J.
3. The petitioner may be required to obtain variances to the Building Code, if necessary, prior to the issuance of a building permit and to the construction of the three-story tall strip mall training prop.

And

I move to approve the Preliminary Landscape Plan, titled "Landscape Plan Building" (Sheet LP-2.0), "Landscape Plan Pond" (Sheet LP-2.1), "Landscape Details and Notes" (Sheet LP-2.2), and "Tree Survey" (Sheets LP-1.0 and LP-1.1), prepared by Knight E/A, Inc., dated and last revised August 27, 2020, subject to the following conditions:

1. Submit a final landscape plan meeting all Village Codes and all required supporting documentation addressing all outstanding landscape items in conjunction with the final engineering submittal.
2. Meet all tree mitigation and tree preservation requirements per Section 6-305.F. The petitioner shall be required to pay cash in lieu of tree mitigation, as determined during the final landscape plan review process.

And

I move to approve an Amendment to the Special Use Permit for a Planned Development (Ordinance No. 1544 and Ordinance No. 4461) for the Orland Fire Protection District to allow for multiple buildings on a single lot and for a Special Use Permit to allow for Outdoor Storage not meeting the requirements of Section 6-208.B, subject to the same conditions outlined in the motions for the Preliminary Site Plan, Elevations, and Preliminary Landscape Plan. Modifications to the Special Use Permit include:

1. Increase the number of parking spaces from thirty-seven (37) to forty-six (46) spaces (Section 6-306.B)
2. Allow for a parking lot and driving training pad to be located between the

- building façades and the street (Section 6-208.F.4)
3. Allow for outdoor storage to be partially screened from view, to exceed the height of the screening, and be located to the sides and rear of the principal buildings (Section 6-302.I; Section 6-208.H; Section 6-308.J)
  4. Allow for a three-story training prop to be constructed of metal shipping containers instead of the required anchored brick, stone or similar masonry materials extending from the adjacent grade to the top of each story with minor accents allowed in place of masonry subject to meeting Building Codes (Section 6-308.F)
  5. Reduce the required detention pond setback and landscape area from twenty-five (25) feet to as little as zero (0) feet (Section 6-409.E.18.d; Section 6-412.D.1; Section 6-305.D.8)
  6. Reduce the required detention pond vehicle maintenance area from eight (8) feet to as little as zero (0) feet (Section 6-409.E.18.o; Section 6-305.D.8)
  7. Increase the maximum pond slope from 4:1 to 3:1 (Section 6-409.E.18.d)

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

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

**Nay:** 0

## **FINANCE**

### **2020-0595 Acceptance of the Fiscal Year 2019 Comprehensive Annual Financial Report - Approval**

The Village of Orland Park Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR) has been completed. This report is management's annual financial report to the taxpayers, Village Board, oversight bodies, investors and creditors of the Village. This report provides a historical picture of the Village's financial status as of December 31, 2019 and activities for the year (January 1, 2019 to December 31, 2019). Our auditing firm, BKD, has expressed that the Village's financial statements present fairly, in all material respects, the financial position of the Village for the fiscal year ended December 31, 2019 (a "clean" opinion, the highest obtainable).

State law (65 ILCS 5/8-8) requires that all general-purpose local governments publish within six months of the close of each fiscal year a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. With staff turnover, COVID-19 shutdowns, and delays on final reports from others, the final CAFR reporting was delayed.

In addition, Public Act 98-0738 requires the auditor to perform the following within sixty days after the issuance of audited financial statements:

- Provide a copy of the management letter and audited financial statements to the Municipality's Corporate Authorities. If the county or municipality maintains a website, these reports shall be posted to the website.
- Present the information from the audit to the Municipality's Corporate Authorities either in person or by a live phone or web connection during a public meeting.

This memo will provide an overview of three documents prepared or reviewed by BKD:

- Comprehensive Annual Financial Report,
- Communication with Those Charged with Governance, and
- Report on Internal Control Over Financial Reporting on Compliance and Other Matters (Management Letter).

Upon acceptance, the CAFR and Management Letter will be published on the Village's website and distributed to as appropriate.

#### Comprehensive Annual Financial Report (CAFR)

The CAFR is a thorough, detailed presentation of the Village's financial position and activities for the year. The 2019 CAFR was audited by BKD. The Village received a "clean" opinion (see page x, or 20 of the pdf), the highest obtainable. As indicated in the CAFR, the auditors note:

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Village of Orland Park, Illinois as of December 31, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The CAFR is a valuable tool that enables Village officials and investors to make financial decisions from sound and timely information. The report provides an independently audited accounting of the financial condition of the Village. The CAFR contains a set of financial statements comprising the financial report of the Village that complies with the accounting requirements promulgated by the Governmental Accounting Standards Board (GASB). GASB provides standards for the content of a CAFR in its annually updated publication Codification of Governmental Accounting and Financial Reporting Standards. The CAFR is composed of three sections: Introductory, Financial and Statistical. It combines the financial information of fund accounting and Enterprise Authorities accounting.

Communication with those Charged with Governance and Management Letter  
Currently, Auditing Standards require two separate communications following the audit of the financial statements. The Auditor's Communication with Those Charged with Governance requires the communication of: the auditor's responsibilities under generally accepted auditing standards, Qualitative Aspects of Significant Account Policies and Practices, Management Judgments and Accounting Estimates, Audit Adjustments, Auditor's Judgment About the Quality of the Village's Accounting Principles, and Other Material Communications. As indicated in the communication attached to the Board Packet, the auditors:

- Found no reportable matters relating to the accounting treatment of material items, including recognition, measurement and disclosure for specific transactions as well as general accounting practices
- Reviewed management judgement and accounting estimates and financial disclosures
- Found no reportable matters relating to the quality of the Village's accounting principles.
- Communicated to management certain deficiencies in internal control the were identified during the audit, but are not considered material weaknesses or significant deficiencies.

This letter also highlights upcoming GASB pronouncements.

Also included in this Communication are the "Schedule of Uncorrected Misstatements (Adjustments Passed)", which reflects the effects on the financial statements if the uncorrected misstatements were corrected

#### Management Letter

The second communication following the audit of the financial statements (Report on Internal Control Over Financial Reporting and on Compliance and Other Matters) which requires the communication of deficiencies in internal control that meet the definition of a material weakness or a significant deficiency (commonly referred to as the Management Letter). The Management Letter attached to the Board Packet notes that the auditors did not identify any deficiencies in internal control that they consider to be material weakness.

In addition to the two required communications, the auditor may communicate other matters to those charged with governance that are not required by US Auditing Standards if the auditor feels such matters are of importance to the local government. These communications may be combined into one report or delivered in separate reports.

Certificate of Achievement for Excellence in Financial Reporting Program (GFOA CAFR Program)

The Government Finance Officers Association (GFOA) is a professional

association of approximately 17,500 state, provincial, and local government finance officers in the United States and Canada. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal.

Reports submitted to the CAFR program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC), which is comprised of individuals with expertise in public-sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

For over 30 consecutive years, the Village's financial report has been prepared to comply with the high standards of the GFOA Certificate of Conformance for Excellence in Financial Reporting Award Program criteria. We believe the 2019 CAFR continues to meet the requirements of the program, and have submitted the CAFR for review.

I move to approve accepting the Fiscal Year 2019 Comprehensive Annual Financial Report ending December 31, 2019.

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

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

**Nay:** 0

## MAYOR'S REPORT

### 2020-0617 COVID-19 Update

The CDC has been responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected.

The complete clinical picture with regard to COVID-19 remains unknown. Reported illnesses have ranged from very mild (including some with no reported symptoms) to severe, including illness resulting in death. There are ongoing investigations to learn more. This situation is ever changing and information has continued to be updated as available.

The CDC has been implementing its pandemic preparedness and response plans, working on multiple fronts, including providing specific guidance on

measures to help communities respond to local spread of the virus.

President Pekau had provided an update regarding COVID-19. (refer to audio file)

Trustee Dodge had comments. (refer to audio file)

**This item was for discussion only. NO ACTION was required.**

## **NON-SCHEDULED CITIZENS & VISITORS**

Resident John Gardner addressed the Board regarding the proposed Megan Nicole Ridge development. (refer to audio file)

President Pekau entertained a motion to reopen the public hearing for the annexation agreement for the property located at 13201 80th Avenue, also known as Megan Nicole Ridge Subdivision. It was moved by Trustee Fenton and seconded by Trustee Katsenes. All were in favor (refer to audio file)

Resident John Gardner continued to address the Board with comments and questions regarding this matter. (refer to audio file)

President Pekau and Director of Development Services Ed Lelo responded to Mr. Gardner and had additional comments. (refer to audio file)

Trustee Dodge had comments. (refer to audio file)

President Pekau entertained a motion to adjourn the public hearing. It was moved by Trustee Fenton and seconded by Trustee Katsenes. All were in favor (refer to audio file)

Resident Laura Kreczmer addressed the Board. (refer to audio file)

## **BOARD COMMENTS**

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

Trustee Calandriello asked to speak again. (refer to audio file)

President Pekau stated that Trustee Calandriello was out of order. (refer to audio file)

Trustee Calandriello called a point of order to overrule the Chair. (refer to audio file)

President Pekau asked the Board to vote on whether to allow Trustee Calandriello

to speak or not. (refer to audio file).

Trustees Fenton, Dodge, and Calandriello were in favor. Trustees Healy, Katsenes, Milani and President Pekau were not in favor. (refer to audio file)

**EXECUTIVE SESSION**

I move to recess to a Closed Executive Session for the purpose of discussion of a) setting a price for sale or lease of village property; b) security procedures to respond to a danger to the safety of the public or village staff or property; c) 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 Fenton, seconded by Trustee Calandriello, that this matter be APPROVED. The motion carried by the following vote:**

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

**Nay:** 0

**RECONVENE BOARD MEETING**

The roll was called to reconvene the Regular Meeting and Trustees Fenton, Dodge, Calandriello, Healy, Katsenes, Milani and President Pekau were present.

Purpose of the Executive Session was for the discussion of a) setting a price for sale or lease of village property; b) security procedures to respond to a danger to the safety of the public or village staff or property; c) 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 Fenton, Trustee Dodge, Trustee Calandriello, Trustee Healy, Trustee Nelson Katsenes, Trustee Milani and Village President Pekau

**ADJOURNMENT: 9:50 P.M.**

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

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

**Nay:** 0

**2020-0642 Audio Recording for September 8, 2020 Board of Trustees Meeting**

**NO ACTION**

**/AS**

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**