

# 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, December 21, 2015

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., Patricia Gira,  
Carole Griffin Ruzich, Daniel T. Calandriello, and Michael F. Carroll*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:08 PM.

**Present:** 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll and President McLaughlin

**Absent:** 1 - Trustee Griffin Ruzich

**VILLAGE CLERK'S OFFICE****2015-0810 Approval of the December 7, 2015 Special Meeting Minutes**

The Minutes of the Special Meeting of December 7, 2015, 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 Special Meeting of December 7, 2015.

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

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

**Nay:** 0

**Abstain:** 1 - Trustee Dodge

**Absent:** 1 - Trustee Griffin Ruzich

**2015-0808 Approval of the December 7, 2015 Regular Meeting Minutes**

The Minutes of the Regular Meeting of December 7, 2015, 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 December 7, 2015.

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

**Aye:** 5 - Trustee Fenton, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

**Nay:** 0

**Abstain:** 1 - Trustee Dodge

**Absent:** 1 - Trustee Griffin Ruzich

## CONSENT AGENDA

### Passed the Consent Agenda

**A motion was made by Trustee Dodge, seconded by Trustee Carroll, 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:** 6 - Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

### 2015-0801 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 December 4, 2015 in the amount of \$1,248,446.70.

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

### 2015-0802 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 December 8, 2015 through December 21, 2015 in the amount of \$3,555,363.51.

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

### 2015-0758 Legistar Annual Maintenance Agreement - Expenditure Approval

Legistar is a comprehensive, integrated document management and information retrieval system designed specifically to support the legislative process, including meeting agendas, minutes of meetings, journals of proceedings, subject matter indexes and reports.

The MIS Division has included funds in the FY 2016 budget for the annual Legistar Maintenance and Support Agreement beginning February 1, 2016 to January 31, 2017.

Also included in this year's maintenance is support for InSite Hosted Professional Subscription Services for period February 1, 2016 to January 31, 2017.

I move to approve the Legistar Annual Maintenance Agreement expenditure with Granicus, Inc. in an amount not to exceed \$9,341.

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

**2015-0731 Class Software Annual Maintenance - Expenditure Approval**

The MIS Division has included funds in the FY 2016 budget for the Class Program and Facility Management software maintenance and support. The vendor, Active Network Inc., provides annual software updates and 24 hour per day, 7 day per week technical support.

This Class system is currently hosted on-site and will be moving to a cloud and fee-by-transaction based system called "ACTIVE Network" in 2016. This new system was approved by the Board in May, 2015. Active Network will issue the Village a pro-rated credit, based on the unused portion of this 2016 Maintenance expenditure. The unused portion will commence the day the new Active Network system goes live, which is anticipated to be first week of April, 2016.

I move to approve the Active Network Inc. software maintenance expenditure in an amount not to exceed \$26,910.

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

**2015-0742 Annual Website Maintenance and Hosting - Expenditure Approval**

The annual website maintenance and hosting agreement is due for renewal. Staff is requesting approval in the amount of \$13,417.33 for this service effective January 1, 2016 to December 31, 2016.

The cost breakdown is as follows:

Hosting - \$261.52 per month  
Software maintenance & updates - \$303.12 per month  
Unlimited support - \$544.28 per month

Total - \$1,108.92 per month / \$13,307.08 annual

The annual maintenance also includes \$110.25 for the SSL certificate that was added in 2014 bringing the annual total to \$13,417.33.

I move to approve the annual website maintenance and hosting expenditure from CivicPlus in an amount not to exceed \$13,417.33.

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

**2015-0760 Symantec Anti-Virus Software Annual Maintenance - Expenditure Approval**

The MIS Division has included funds in the FY 2016 Budget for Symantec

Antivirus software maintenance and support. The Village uses Symantec's Endpoint Protection software package, which is a centrally managed antivirus protection system for email, servers and workstations. Maintenance includes software support, upgrades and updates.

The Village owns 425 licenses and the maintenance cost to cover these licenses is \$6,617.05. Sixty of these licenses are used in police squad cars and funded by Orland Joint Emergency Telephone System Board(OJETSB). OJETSB will be funding the maintenance of these 60 software licenses.

I move to approve the CDW Government purchase of Symantec Antivirus software maintenance in an amount not to exceed \$6,618.00

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

**2015-0688 Multi-Purpose Paper Purchase - Approval**

The current contract with Warehouse Direct for the purchase of multi-purpose paper (copy and colored paper) is expiring December 31, 2015. The Village currently purchases office supplies from Warehouse Direct under the Suburban Purchasing Cooperative (SPC) contract. Finance recommends combining the purchase of office supplies and multi-purpose paper under SPC pricing. According to ILCS 525/2 from CH. 85, pr. 1602 Sec. 2 (a) any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive bids as provided in Section 4 of this Act (Source: P.A. 87-960). Warehouse Direct/Independent Stationers has been the SPC preferred provider of office supplies/copy paper for many years. Most recently, the SPC Governing Board has again approved the award of the SPC Office Supplies contract to Warehouse Direct/Independent Stationers by piggybacking onto The Cooperative Purchasing Network (TCPN) Contract R141701, solicited by lead agency Texas Region 4 Education Service Center (ESN).

I move to approve the purchase of Multi-Purpose Paper under cooperative pricing with Warehouse Direct through the Suburban Purchasing Cooperative.

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

**2015-0749 Utility Bill & Vehicle Sticker Outsourcing - Approval**

In September, a Request for Proposals (RFP) was directly mailed to multiple companies that perform the service of printing, inserting and mailing utility bills and vehicle sticker applications. The RFP was also available on the Village's website and an advertisement was placed in the local newspaper. Twelve companies responded to the Request for Proposals and three companies were selected for the interview process.

During the interview process, staff determined that Infosend, Inc. continues to be the most qualified company for the utility and vehicle sticker application printing

service. Infosend has provided excellent service during the previous contract period. The customer service is consistently outstanding and all work is completed in a timely and professional manner. In addition, Infosend will assist with reformatting the vehicle sticker applications to provide a cleaner look at no additional charge. Village utility bills and vehicle sticker applications will continue to be printed at Infosend's production site in Downers Grove, Illinois.

It is recommended that Infosend, Inc. be awarded the contract for a period of five (5) years. The annual price for each printed utility bill for years one and two is \$0.108. Following the anniversary of the second year, the price will be increased by an amount not to exceed the Consumer Price Index (CPI) for the State of Illinois, with a maximum CPI increase of 3% per year for years three, four, and five. Based on printing 150,000 utility bills per year, the annual cost equates to \$16,200 for the first two years. The annual price for each vehicle sticker application for the next 5 years is \$0.117. Vehicle sticker applications will be printed in years 2017 and 2019, with an anticipated cost of \$3,510 for each year.

I move to approve the proposal by Infosend, Inc. for the printing, inserting, and mailing of utility bills and vehicle sticker applications;

And

Approve awarding Infosend a five year contract for \$0.108 per printed utility bill for the first and second year, and for years three through five an increase not to exceed the Consumer Price Index (CPI) for the State of Illinois with a maximum CPI increase of 3%;

And

Approve awarding Infosend the five year contract for \$.117 per printed vehicle sticker application for years 2017 and 2019.

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

#### **2015-0716 Parking Terminal Modems - Expenditure Approval**

The 14 daily fare parking terminals at the three Metra stations are currently utilizing 2G modem technology. AT&T, as well as other providers such as Verizon and T-Mobile, are discontinuing support of the 2G network and upgrading to 3G. This upgrade is occurring in 2015. Without the upgrade to new modems, the parking terminals will cease to function once AT&T discontinues support of 2G. Finance is recommending the purchase of 14 parking terminal modems to replace the existing technology.

I move to approve the purchase of 14 parking terminal modems in an amount not to exceed \$7,308.

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

**2015-0746 2016 Third Community Wide-Survey - Approval**

On December 20, 2013, the Board of Trustees approved the Village's second scientific community-wide survey, with a sample size of approximately 3,000 households, and a margin of error of +/- 3%.

The survey enabled the Village to actively seek the input of residents. Information that was being sought included but was not limited to the following areas: Community quality, community design, recreation and wellness, civic engagement, environmental sustainability, community inclusiveness, public safety, and public trust. This survey gave great insight to the Village to help set future policy. The results were very favorable, with the Village either receiving above the benchmark or much-above the benchmark in nearly every category. All of the results of the first two community-wide surveys can be found on the Village's website.

It was also determined by the Village Board and staff that we would conduct this type of survey every two years, in order to ensure that the Village continues to address any concerns the community may have.

Once again staff is recommending to utilize the National Citizen Survey (NCS), which is a premier survey instrument and was collaboratively developed between the International City and County Management Association (ICMA) and the National Research Center (NRC).

As discussed before, the NCS has been conducted in over 500 cities nationwide in nearly every state. The survey is specifically tailored to the needs of communities in gaining valid, statistically significant data pertaining to an array of public services and attitudes.

In 2012 and 2014, the NRC mailed approximately 3,000 surveys to residents that produced a margin of error of +/- 3%. In 2016, the NRC will mail approximately 1,600 surveys to residents that have a margin of error of +/- 5%. These residents would once again be divided into different demographic and geographic subgroups. The surveys would also be available to those selected on the Village's website. Once the surveys are returned, NRC will analyze the data collected and present its findings in a Village Board presentation. The sample size has been reduced due to the great response rate received with the past two surveys.

The 2016 survey will be very similar to the 2014 and 2012 surveys. The 2016 survey and reporting will once again emphasize community livability. Effectively, the 2014 and 2016 surveys will be identical.

The cost of the survey will be \$19,196 with the selected options. Staff is recommending to use the survey template as attached. However, staff will tweak some of the questions that more accurately define the Village. As a point of

reference, the 2014 survey cost \$26,600.

In addition to the scientific survey, the Village will once again open this survey up to all of our residents via our website. Due to self-selection considerations, this survey will be non-scientific, and the data collected will not be part of the scientific survey results. The survey will be available on our website once the scientific survey has been closed.

I move to approve accepting the proposal from National Research Center to conduct a community-wide survey utilizing the National Citizen Survey (NCS);

And

Approve the Village Manager to execute an agreement with the National Research Center to conduct the survey in an amount not to exceed \$19,196.

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

**2015-0772 Amendment to the Administrative Adjudication of Vehicular Standing, Parking and Compliance Violations - Ordinance**

The Village entered into agreement with Municipal Collections of America (MCA) in 1996 for the collection of past due parking violation fines. In September 2011, MCA also began collecting past due local ordinance violation fines. Since that time, MCA has assisted the Village with collecting approximately \$110,000 in outstanding ordinance violation fines and \$992,000 in outstanding parking violation fines. For each dollar collected, 65% was remitted to the Village and recorded as revenue and 35% was retained by MCA. There is just under \$5 million in outstanding local ordinance and parking violations that is eligible for collections, dating back to 1995. There is also approximately \$720,000 in outstanding red light camera violation fines, dating back to 2009. These fines are currently collected by Penn Credit; we will be transitioning them to MCA in the near future.

As part of our ongoing partnership, MCA has advised that the Village could further increase its collection rate by implementing the "Add-On Provision" allowed for by state statute. Under this provision, the cost of collections (including debt recovery fees) is added to the original fine amount, enabling the Village to collect 100% of the outstanding fine amount.

There are two ways to move forward with implementation of this statute: One option is to establish a set date to begin the program, meaning that the add-on fee would be added to all debts sent to collections after this date. As a point of reference in the immediate local area, Lemont, Palos Park, Midlothian, and Worth all set a specific date after which the add-on fee would be added to outstanding fine amounts. The second option is to retroactively apply the statute to all outstanding fines. Local examples of this include the Villages of Alsip and Olympia Fields. The Village Attorneys do not recommend implementing a



retroactive application to this change. Though an argument can be made that the State law authorized the add-on fee for collection of costs in August 11, 2009 and therefore, the Village may apply the law retroactively until that effect date, they are concerned that this could potentially allow a claim of constitutional deprivation of the individuals' due process rights. The fact that Illinois does not favor ex post facto application of laws furthers their concerns. They recommend establishing a date to begin using the statute (effective date of ordinance amendment) so that all debts sent to collections after that date are eligible.

The recommendation by staff is to establish a fixed date of January 1, 2016 to begin applying the add-on provision allowed for by state statute. Beginning on this date, any outstanding fine sent to MCA for collection would include an add-on fee of 35% of the outstanding fine amount. All future fines sent to MCA for collections, including types not currently collected by MCA, such as red light camera fines, would have this add-on fee applied.

I move to pass Ordinance Number 5050 entitled: AN ORDINANCE AMENDING TITLE 9, CHAPTER 15 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO THE ADMINISTRATIVE ADJUDICATION OF VEHICULAR STANDING, PARKING AND COMPLIANCE VIOLATIONS

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

**2015-0804 Amendment to the Automated Traffic Law Enforcement and Administrative Adjudication - Ordinance**

The Village entered into agreement with Municipal Collections of America (MCA) in 1996 for the collection of past due parking violation fines. In September 2011, MCA also began collecting past due local ordinance violation fines. Since that time, MCA has assisted the Village with collecting approximately \$110,000 in outstanding ordinance violation fines and \$992,000 in outstanding parking violation fines. For each dollar collected, 65% was remitted to the Village and recorded as revenue and 35% was retained by MCA. There is just under \$5 million in outstanding local ordinance and parking violations that is eligible for collections, dating back to 1995. There is also approximately \$720,000 in outstanding red light camera violation fines, dating back to 2009. These fines are currently collected by Penn Credit; we will be transitioning them to MCA in the near future.

As part of our ongoing partnership, MCA has advised that the Village could further increase its collection rate by implementing the "Add-On Provision" allowed for by state statute. Under this provision, the cost of collections (including debt recovery fees) is added to the original fine amount, enabling the Village to collect 100% of the outstanding fine amount.

There are two ways to move forward with implementation of this statute: One option is to establish a set date to begin the program, meaning that the add-on fee would be added to all debts sent to collections after this date. As a point of

reference in the immediate local area, Lemont, Palos Park, Midlothian, and Worth all set a specific date after which the add-on fee would be added to outstanding fine amounts. The second option is to retroactively apply the statute to all outstanding fines. Local examples of this include the Villages of Alsip and Olympia Fields. The Village Attorneys do not recommend implementing a retroactive application to this change. Though an argument can be made that the State law authorized the add-on fee for collection of costs in August 11, 2009 and therefore, the Village may apply the law retroactively until that effect date, they are concerned that this could potentially allow a claim of constitutional deprivation of the individuals' due process rights. The fact that Illinois does not favor ex post facto application of laws furthers their concerns. They recommend establishing a date to begin using the statute (effective date of ordinance amendment) so that all debts sent to collections after that date are eligible.

The recommendation by staff is to establish a fixed date of January 1, 2016 to begin applying the add-on provision allowed for by state statute. Beginning on this date, any outstanding fine sent to MCA for collection would include an add-on fee of 35% of the outstanding fine amount. All future fines sent to MCA for collections, including types not currently collected by MCA, such as red light camera fines, would have this add-on fee applied.

I move to pass Ordinance Number 5051, entitled: AN ORDINANCE AMENDING TITLE 9, CHAPTER 16 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO THE AUTOMATED TRAFFIC LAW ENFORCEMENT AND ADMINISTRATIVE ADJUDICATION

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

**2015-0803 Amendment to the Administrative Adjudication of Non-Vehicular Code Violations - Ordinance**

The Village entered into agreement with Municipal Collections of America (MCA) in 1996 for the collection of past due parking violation fines. In September 2011, MCA also began collecting past due local ordinance violation fines. Since that time, MCA has assisted the Village with collecting approximately \$110,000 in outstanding ordinance violation fines and \$992,000 in outstanding parking violation fines. For each dollar collected, 65% was remitted to the Village and recorded as revenue and 35% was retained by MCA. There is just under \$5 million in outstanding local ordinance and parking violations that is eligible for collections, dating back to 1995. There is also approximately \$720,000 in outstanding red light camera violation fines, dating back to 2009. These fines are currently collected by Penn Credit; we will be transitioning them to MCA in the near future.

As part of our ongoing partnership, MCA has advised that the Village could further increase its collection rate by implementing the "Add-On Provision" allowed for by state statute. Under this provision, the cost of collections (including debt recovery fees) is added to the original fine amount, enabling the Village to collect 100% of

the outstanding fine amount.

There are two ways to move forward with implementation of this statute: One option is to establish a set date to begin the program, meaning that the add-on fee would be added to all debts sent to collections after this date. As a point of reference in the immediate local area, Lemont, Palos Park, Midlothian, and Worth all set a specific date after which the add-on fee would be added to outstanding fine amounts. The second option is to retroactively apply the statute to all outstanding fines. Local examples of this include the Villages of Alsip and Olympia Fields. The Village Attorneys do not recommend implementing a retroactive application to this change. Though an argument can be made that the State law authorized the add-on fee for collection of costs in August 11, 2009 and therefore, the Village may apply the law retroactively until that effect date, they are concerned that this could potentially allow a claim of constitutional deprivation of the individuals' due process rights. The fact that Illinois does not favor ex post facto application of laws furthers their concerns. They recommend establishing a date to begin using the statute (effective date of ordinance amendment) so that all debts sent to collections after that date are eligible.

The recommendation by staff is to establish a fixed date of January 1, 2016 to begin applying the add-on provision allowed for by state statute. Beginning on this date, any outstanding fine sent to MCA for collection would include an add-on fee of 35% of the outstanding fine amount. All future fines sent to MCA for collections, including types not currently collected by MCA, such as red light camera fines, would have this add-on fee applied.

I move to pass Ordinance Number 5052, entitled: AN ORDINANCE AMENDING TITLE 1, CHAPTER 14 OF THE ORLAND PARK VILLAGE CODE IN REGARD TO THE ADMINISTRATIVE ADJUDICATION OF NON-VEHICULAR CODE VIOLATIONS

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

**2015-0779 2016 Maintenance of Streets and Highways by Municipality under the Illinois Highway Code - Resolution**

The Illinois Department of Transportation (IDOT) requires the Village to pass a resolution each year for the utilization of Motor Fuel Tax funds. The appropriations of funds are for the maintenance of Village streets within the upcoming year. IDOT requires the passage of the resolution for each fiscal year. The resolution is for the funds estimated for the 2016 calendar year in the amount of \$3,905,678. IDOT requires their form to be used for the resolution.

The Municipal Maintenance Expenditure Statement for the 2015 calendar year showing the final amounts of the MFT funds will be submitted to IDOT at a later date when all invoices have been paid for electrical street light charges and salt purchases.

I move to pass Resolution Number 1516, entitled: RESOLUTION FOR

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MAINTENANCE OF STREETS AND HIGHWAYS BY MUNICIPALITY UNDER THE ILLINOIS HIGHWAY CODE

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

**2015-0780 Maycliff Subdivision Storm Water Improvement Easements - Ordinance**

As part of the Maycliff Subdivision Storm Water Improvement Project, numerous easements are needed for the installation of the proposed piping to address backyard drainage issues. Due to the use of directional boring pipe installation techniques no temporary easements are required. Twenty (20) permanent easements have been finalized with the property owners listed below. Acquisition of the easements requires an ordinance to be enacted. The total combined costs for the twenty (20) easements are \$79,200.00. As work continues at least seven (7) additional easements are still pending.

I move to pass Ordinance Number 5053, entitled: (ORDINANCE AUTHORIZING ACCEPTANCE AND EXECUTION OF PUBLIC UTILITY AND DRAINAGE EASEMENTS AND PAYMENT OF COMPENSATION THEREFORE (MAYCLIFF STAGE 1 STORMWATER PROJECT)

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

**2015-0782 Emergency Fuel Island Repair - Payment**

On Friday, October 09, 2015 the annual Public Works fuel island line leak test was initiated. Unfortunately, the diesel supply line of the fueling system failed the pressurized test, indicating a leak in the underground distribution piping which is housed inside a containment pipe. At no time did fuel leak into the surrounding ground. Subsequently, use of the diesel fuel dispensing units was halted and an alternate emergency diesel fuel station was established to allow continued fueling to our fleet. Due to the emergency nature of the situation, staff contacted several specialized firms to assist in the evaluation and repair. The decision was made to utilize the services of Anderson Pump Service Inc. of Mokena, Illinois. Anderson Pump Service is a qualified vendor to perform the necessary emergency repair. The investigation identified a crack in the fiberglass piping inside the containment pipe under the concrete slab. Repairs extended over several days and were completed on November 19, 2015. Total cost for this work amounted to \$10,379.56. Final restoration of the concrete slab was completed by Public Works staff. The use of general fund contingency funds is requested to cover the cost of this emergency repair.

I move to approve the use of general fund contingency funds to cover the cost of this unexpected expense.

And

Approve payment to Anderson Pump Service, Inc. of Mokena, Illinois, for the November, 2015, Emergency Fuel Island Repair at the Public Works facility in an

amount not to exceed \$10,379.56.

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

### **2015-0783 Disposal of Village Equipment - Ordinance**

The Village's Public Works Department is requesting that the Village declare the following equipment described in the attached ordinance 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.

- One (1) Tornado Marathon 800 carpet cleaner. Serial# 98166EOF04249
- One (1) Tornado Marathon 1200 carpet cleaner. Serial# 98168CEF03319

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 5054, 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.**

### **2015-0789 Consulting Engineering Services for Roadway Maintenance and Pavement Reconstruction Projects - Additional Funding**

On May 18, 2015, the Village Board approved the bid for Austin Tyler to perform work for the 2015 Road Improvement Program. The Board has also approved several additions to the original project, including Eagle Ridge Townhomes, 183rd Street, 158th Courts, and parking lot and bike path patching for the Parks Department. The road program is currently being finalized. In addition to the areas listed above, substantial work has been done or has been completed on the roadways in the following neighborhoods: Heritage Estates, Caro Vista, Brighton Court, Country Club Estates, Ishnala 7, Eagle Ridge Subdivision, Fun Drive and the pavement overlay for John Humphrey Drive.

To ensure thorough oversight of the Road Program, the Board approved consulting engineering services to augment Public Works staff efforts to oversee the project. Funds in the amount of \$250,000 from the Road Improvement Program Capital Budget were approved to be allocated towards these services. The estimated cost was based on the original 2015 Road Program, prior to any additional work. Baxter and Woodman Consulting Engineers have been providing construction services throughout this project including construction services and the associated schedule extended beyond the original scope. In addition, Baxter

and Woodman has provided services related to the construction of the new sidewalk on Thomas Drive, and the intersection improvements at 84th Avenue and Cedar. The cost of these extra services will exceed the previously approved total by approximately \$17,000 for a new total not to exceed \$267,000.

It is staff's recommendation that the contract for Consulting Engineering Services for Roadway Maintenance and Pavement Reconstruction Projects with Baxter and Woodman of Elwood, Illinois, be increased in the amount of \$17,000.00 to include and complete additional services and project areas.

I move to approve to amend the contract for Consulting Engineering Services for Roadway Maintenance and Pavement Reconstruction Projects with Baxter & Woodman, Inc. of Mokena, Illinois in the amount of \$17,000 for a new total not to exceed \$267,000.

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

**2015-0792 Consulting Engineering Services for 86th Avenue & Cedar Street Culvert Replacement - Proposal**

86th Avenue, as part of the development of the Villa West Subdivision, was originally constructed in the late 1960s. Part of this construction involved the installation of a 15" corrugated metal culvert that conveys stormwater from Caro Vista pond to Yellow Creek. Over the years, this pipe has deteriorated considerably and needs to be replaced. Public Works would like to pursue engineering and replacement as soon as possible. This culvert pipe also needs to be replaced in order to maintain a structurally sound roadway. Christopher Burke is currently working on the Parkview Stage II Storm Water Improvement project. The 15" corrugated culvert under 86th Avenue is included as part of the Parkview Stage II study. Christopher Burke would be best suited to engineer and oversee this culvert replacement project to ensure that the new culvert's size is appropriate to accommodate and complement overall stormwater flow expectations that will be identified in the stormwater project.

To facilitate this project, staff requested a proposal from Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois. Christopher Burke clearly understands the associated impact that this culvert replacement will have on the overall stormwater improvement project. Proper sizing can be accomplished based on this insight. Due to the unexpected nature of this work, funds will need to be allocated from the Water and Sewer Contingency Fund and transferred to the Storm Water Engineering Services account (031-6007-432500).

I move to approve the use of, and transfer of, Water and Sewer Contingency Funds to the Storm Water Fund, in the amount, not to exceed, \$9,800 for Consulting Engineering Services for the 86th Avenue & Cedar Street Culvert Replacement project.

And

Approve awarding Consulting Engineering Services for the 86th Avenue & Cedar Culvert Replacement Project to Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois, in an amount not to exceed \$9,800.

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

**2015-0813 2012 L 11776 - Settlement Agreement and Release**

On October 16, 2012, a lawsuit was filed with Circuit Court of Cook County, Law Division against the Village of Orland Park concerning claims for civil damages under the assumption of intentional infliction of emotional distress and retaliatory discharge. A claim of which the Village denied and continues to deny.

A Settlement Agreement and Release is now being presented for Board approval in order for the Village to settle the disputed claims and reach dismissal of the above captioned lawsuit.

I move to approve entering into a Settlement Agreement regarding case number 2012 L 11776.

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

**2015-0773 Proposed Water Tower Lease Agreement T-Mobile - Approval**

T-Mobile Central, LLC has leased with the Village since 2000. They approached the Village requesting renewal of the lease agreement for the following water towers:

- (Tower 1) 17801 Wolf Road, Orland Park, Illinois,
- (Tower 4) 14605 S. 88th Avenue, Orland Park, Illinois,
- (Tower 5) 7200 W. Wheeler Drive, Orland Park, Illinois,
- (Tower 6) 9701 W. 131st Street, Orland Park, Illinois,
- (Tower 10) 15800 S. 88th Avenue, Orland Park, Illinois,

T-Mobile Central, LLC was provided the standard lease agreement that was adopted in 2010 under the General Policy for Co-Locating Wireless Communication Facilities on Village Property and have asked for slight modifications to the agreement. The Village Attorney will review and approve any changes to the language prior to the agreement being executed.

Annual Increase: T-Mobile Central, LLC has agreed to compensate the Village of Orland Park for the use of the premises and will follow the rent schedule in section four (4) of the agreements. Compensation is determined based on calendar year with a three (3%) percent escalation each year over the prior year.

Term: An initial term of 5 years plus two (2) additional 5-year renewal options.

I move to approve the five (5) tower lease agreements with T-Mobile Central, LLC

for the use of the Village water towers #s 1, 4, 5, 6 and 10 for a period of five years with two (2) additional 5-year renewal options at the Village's discretion.

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

#### **2015-0757 7120 159th Street - Class 8 Resolution**

The Village has received a request from Sandrick Law Firm LLC on behalf of his client, Sheung Yuet Lau, for a resolution supporting the granting of the Class 8 Real Estate Tax incentive for the property located at 7120 159th Street, PIN: 28-18-300-010, in Orland Park. The property is located in Bremen Township and the petitioner will be applying under the occupation of abandoned property with special circumstance provision of the Class 8 Eligibility Application.

Mr. Lau currently has the property under contract to purchase and plans on spending approximately \$150,000 renovating the interior and exterior of the property. The subject property will be converted to a Chinese restaurant, initially employing 7-9 people. Neither the purchase nor the renovation will be possible without the Class 8 tax incentive. The building was formerly occupied by Pizza Hut who vacated the premises as of December 2014.

In order to qualify for the Class 8 tax incentive under the abandoned property provision, the subject property needs to have been vacant at least 24 months. However, if the property is vacant less than 24 months, as is the case with this petition, a property can still qualify for the incentive if special circumstances exist. As noted in the cover letter submitted by the petitioner, the dated and worn interior as well as the special use design of the subject property are contributing factors and qualify as special circumstances.

Given the information submitted by the petitioner, but for the Class 8 incentive, the purchase and re-occupancy are not viable and special circumstances are present.

Under the Class 8 Real Estate Tax Incentive program, commercial or industrial properties located in Bloom, Bremen, Rich, Thornton, and Calumet Townships are eligible for the incentive. Upon approval by the Village Board and Cook County, the incentive term is for a period of 10 years (10% of market value) and then begins to diminish in years 11 & 12 (15% and 20% market values, respectively). In the absence of this incentive, real estate would normally be assessed at 25% of its market value.

I move to pass Resolution Number 1517, entitled: A RESOLUTION DETERMINING THE APPROPRIATENESS FOR CLASS 8 STATUS PURSUANT TO THE COOK COUNTY REAL PROPERTY CLASSIFICATION ORDINANCE, AS FROM TIME TO TIME AMENDED, SPECIFICALLY FOR THE SPECIAL ASSESSMENT OF "ABANDONED PROPERTY WITH SPECIAL CIRCUMSTANCE" FOR CERTAIN REAL ESTATE LOCATED AT 7120 159TH STREET, IN BREMEN TOWNSHIP, ORLAND PARK/COOK COUNTY, ILLINOIS, PIN NUMBER 28-18-300-010



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

**2015-0756 7170 159th Street - Class 8 Resolution**

The Village has received a request from Mary Donners of Ryan Law, on behalf of Net 3 LLC, for a resolution supporting the granting of the Class 8 Real Estate Tax incentive for the property located at 7170 159th Street, PIN: 28-18-300-002-0000, in Orland Park. The property is located in Bremen Township, and the petitioner will be applying under the new construction provision of the Class 8 Eligibility Application.

Net 3 plans on demolishing the existing structure on site. The existing building is 28 years old with the most recent tenant being Budget Rent-a-Car. After demolition, the petitioner plans to construct a new 6,800 square foot commercial retail building. The new building will be split into two retail spaces, one containing 4,500 square feet and the other 2,300 square feet. The petitioner has noted that the new tenants will be Mattress Firm and Custom Communication d/b/a AT&T. Net 3 has recently petitioned for site plan approval for the proposed project.

The petitioner anticipates 25 temporary construction jobs being created as a result of this redevelopment. If it were not for the tax incentive, the petitioner would not be able to complete the new construction of the property.

Under the Class 8 Real Estate Tax Incentive program, commercial or industrial properties located in Bloom, Bremen, Rich, Thornton, and Calumet Townships are eligible for the incentive. Upon approval by the Village Board and Cook County, the incentive term is for a period of 10 years (10% of market value) and then begins to diminish in years 11 & 12 (15% and 20% market values, respectively). In the absence of this incentive, real estate would normally be assessed at 25% of its market value.

I move to pass Resolution Number 1518, entitled: A RESOLUTION DETERMINING THE APPROPRIATENESS FOR CLASS 8 STATUS PURSUANT TO THE COOK COUNTY REAL PROPERTY CLASSIFICATION ORDINANCE, AS FROM TIME TO TIME AMENDED, SPECIFICALLY FOR THE SPECIAL ASSESSMENT OF "NEW CONSTRUCTION" FOR CERTAIN REAL ESTATE LOCATED AT 7170 159TH STREET, IN BREMEN TOWNSHIP, ORLAND PARK/COOK COUNTY, ILLINOIS, PIN NUMBER 28-18-300-002.

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

**DEVELOPMENT SERVICES, PLANNING AND ENGINEERING**

**2015-0378 Freedom of Information Management System**

Assistant Village Manager and Freedom of Information Officer Joe La Margo reported that the Village receives and processes more than 1,300 Freedom of Information Requests per year. The current FOIA database is becoming outdated

and overwhelmed and cannot continue to support the volume of requests the Village receives. As a result, it is the opinion of Clerk's office staff with input from Information Technology staff, that the Village should replace the outdated software with a new software solution.

After researching three separate company's software solutions, the Clerk's Office has determined that GovQA services, offered through WebQA, would be the best software to manage the village's FOIA request needs.

WebQA Inc. is the sole source provider of GovQA's suite of software and training material for local and state governments and specifically the GovQA Records Management Platform (see attached letter). The implementation and utilization of the GovQA system would help ensure compliance, reduce staff time, track fees, maintain process consistency, and handle all types of request. GovQA's Public Records Management Platform is the country's leading platform for Public Records Management. They are very familiar with Illinois FOIA requirements (Naperville, Evanston, O'Fallon Illinois Public Health) and would create a system that applies to the Village of Orland Park's needs. The system would be tailored to state law and how the village handles FOIA request. Workflow features range from automatic email reminders, letter generation to re-assignment and status changes.

The comprehensive web citizen portal is customizable and will be designed to work with the village's website. Citizens will be able to find information or submit a request over the internet by using the portal. Once a request is submitted, they will have 24/7 access to status updates.

GovQAs system also allows the ability to load in all document templates for time saving and consistency throughout the Village.

The system will encrypt all data and attachments with complete backup. Any information uploaded into the system would be archived and be searchable.

GovQA is responsible for the software, server and all updates. The village would use a web browser to access the system. There is no hardware to install or software to purchase. The village would only need to provide space on the village website to place GovQa's buttons that would allow users to access the portal.

I move to approve the Village Manager to execute a service agreement with WebQA for GovQA FOIA Applications in an amount not to exceed \$8,700.

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

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

**2015-0806 8541 Spruce Drive - Second Driveway Entrance**

The petitioner has submitted a permit to construct a second driveway entrance from Maple Avenue, which would connect to an existing driveway originating on Spruce Drive and leading to an attached 2-car garage.

The subject property consists of a conforming corner lot in R-3 zoning district, with 85 feet width (along Spruce Drive) and 125 feet depth (along Maple Drive). The lot area is 10,625 square feet.

The petitioner is requesting a variance from the Land Development Code, Section 6-406.B(5). This code section limits the number of driveways for single-family residences to 1 driveway, except for lots over 90 feet in width, where a circular driveway consisting of 2 driveways may be allowed. There is an existing driveway on Spruce Drive connecting to an attached 2-car garage. The petitioner is proposing to construct a second driveway entrance on Maple Drive, connecting to the existing driveway, this new driveway being 14 feet wide and 28 feet long. The resulting driveway configuration would consist of two driveway entrances, on two different sides of a corner lot.

The petitioner is asking to exceed the limit of one driveway per residence, by constructing a second driveway. According to the petitioner the variance should be granted due to the following hardships:

**Safety Hazard - Unsafe Condition:** The petitioner claims that due to permitted street parking on Spruce Drive, directly opposite the existing driveway entrance, backing out of the existing driveway is dangerous. The petitioner claims that nearby neighbors exceedingly choose to park on the street, especially in the area opposite the existing driveway. This results in a potentially dangerous situation while backing out onto the street.

The petitioner states that the location and frequency of street parking is beyond the petitioner's control. According to the petitioner the best way to alleviate this unsafe condition is to construct a second driveway on Maple Drive, to allow for turning around and exiting onto the street by driving forward instead of backing out.

I move to approve the construction of a second driveway entrance on Maple Drive for property at 8541 Spruce Drive.

**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 Gira, Trustee Calandriello, Trustee Carroll, and President McLaughlin

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

## **PARKS AND RECREATION**

### **2015-0828 Door Security for the Franklin Loebe Center**

Sound Incorporated, the security vendor for the Village, has provided pricing for the card reader security additions at the Franklin Loebe Center. The readers will be installed on the new doors that are being added in the preschool hallways. This item was referred directly to the Board for approval.

I move to approve the proposal from Sound Incorporated for the equipment and installation of the card reader security additions at a cost of \$7,230.00.

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

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

## **MAYOR'S REPORT**

### **2015-0778 Amend Number of Liquor Licenses - Title 7 Chapter 4 - Ordinance**

Increase number of Class A liquor licenses from sixty-three (63) to sixty-four (64) for restaurant in Mariano's, 9504 - 142nd Street, and increase number of Class B liquor licenses from twenty-two (22) to twenty-three (23) for packaged sales of alcoholic liquor at Mariano's.

Decrease number of Class C liquor licenses from nine (9) to eight (8) due to closing of Cafe Au Parc.

I move to pass Ordinance Number 5055, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS A, CLASS B AND CLASS C LIQUOR LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

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

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

## VILLAGE MANAGER'S REPORT

### 2015-0809 Intergovernmental Affairs Consultants

Village Manager Grimes reported that the Village employs both William M. Filan and Smith Dawson and Andrews, Inc to provide intergovernmental affairs assistance at the state and federal levels respectively. The agreement with William M. Filan is for \$3,000.00 per month. The agreement with Smith Dawson and Andrews Inc. is for \$3,333.33 per month.

Staff seeks authorization to continue services for one year, beginning Jan 1, 2016 and ending December 31, 2016.

I move to approve the Village Manager to execute an agreement with William Filan of Chicago, IL in the amount of \$36,000.00 and an agreement with Smith Dawson and Andrews, Inc. of Washington D.C. in the amount of \$40,000 to provide intergovernmental affairs services.

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

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

### 2015-0817 2016-2018 Strategic Plan

Village Manager Grimes reported that on September 3, 2013, the Village Board formally adopted the 2013-2016 Strategic Plan. This year, the Village updated and revised its current strategic plan with the assistance of Mr. Mark Thorsby of SmithBucklin Consulting Services who facilitated the strategic planning process for the Village of Orland Park.

During the July 11, 2015, strategic planning meeting, the Village Board and community stakeholders came to a consensus on the following three strategic initiatives to guide the village's activities through 2018:

1. Economic Development
2. Downtown Development
3. Quality of Life
4. High Performance Organization

Subsequently, each department has formulated objectives to advance each initiative, which have been rolled up into the attached strategic plan document. We

have attempted to focus on the key objectives needed to meet the above strategic pillars defined by the Board, and leave the operational objectives at the staff level. Embracing a High Performing Organization was added as a new initiative. The High Performance Organization Model is a leading organizational development practice for local governments.

The High Performing Organization initiative was broken down into functional areas: business process improvement, technology skill development, and customer service enhancement. The four initiatives will also be aligned with our performance management program. This will allow us to track our progress in advancing each initiative, and make adjustments if the desired results are not being achieved.

I move to approve to formally adopt the Strategic Plan 2016-2018 as presented.

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

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

## BOARD COMMENTS

The entire Board wished everyone a Happy Holiday Season!

## EXECUTIVE SESSION

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; b) the purchase or lease of real property for the use of the village; and 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 RECESS. The motion carried by the following vote:**

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

## RECONVENE BOARD MEETING

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

The purpose of executive session was for the discussion of a) approval of minutes; b) the purchase or lease of real property for the use of the village; and c) pending litigation against, affecting or on behalf of the village or when found by the board that such action is probable or imminent.

**ADJOURNMENT - 7:50 PM**

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

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

**Nay:** 0

**Absent:** 1 - Trustee Griffin Ruzich

/nm

APPROVED:

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**