

# VILLAGE OF ORLAND PARK

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



## **Meeting Minutes**

**Monday, July 19, 2021**

**7:00 PM**

**Village Hall**

## **Board of Trustees**

*Village President Keith Pekau  
Village Clerk Patrick R. O'Sullivan  
Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,  
Sean Kampas, Brian Riordan and Joni Radaszewski*

## CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:30 P.M.

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

## VILLAGE CLERK'S OFFICE

### 2021-0525 Approval of the June 29, 2021, Special Meeting Minutes

The Minutes of the Special Meeting of June 29, 2021, were previously distributed to the members of the Board of Trustees. President Pekau asked if there were any corrections or additions to be made to said Minutes. There being no corrections or additions,

I move to approve the minutes of the Board of Trustees Special Meeting of June 29, 2021.

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

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

**Nay:** 0

### 2021-0507 Approval of the July 6, 2021, Regular Meeting Minutes

The Minutes of the Regular Meeting of July 6, 2021, were previously distributed to the members of the Board of Trustees. President Pekau asked if there were any corrections or additions to be made to said Minutes. There being no corrections or additions,

I move to approve the minutes of the Board of Trustees Meeting of July 6, 2021.

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

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

**Nay:** 0

## PROCLAMATIONS/APPOINTMENTS/PRESENTATIONS

### 2021-0515 Proclamation Honoring Diagrind as Orland Park Business of the Month-July 2021

Mayor Pekau proclaimed July 19, 2021, as Diagrind Day in the Village of Orland Park and honored Diagrind with Orland Park Business of the Month for July 2021.

**This was a presentation. NO ACTION was required.**

## **ACCOUNTS PAYABLE**

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

### **2021-0528 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 July 7, 2021, through July 19, 2021, in the amount of \$1,756,426.87.

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

**Nay:** 0

## **CONSENT AGENDA**

President Peakau requested that Item L. Insurance Brokerage/Consulting Services - Contract be removed from the Consent Agenda for a separate vote.

### **Passed the Consent Agenda**

**A motion was made by Trustee Kampas, 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 Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 0

### **2021-0529 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 July 09, 2021, in the amount of \$1,469,882.62.

**2021-0079 Glenn B. Boley Farm - Petition for a Certificate of Appropriateness for Demolition and Major Changes to the Farmhouse and Other Structures**

In 2001, the Village Board of Trustees purchased the 5.8 acres of land at 8401 W 151st Street from Glenn Boley, using Open Lands Referendum funding, for a price \$560,000. The purchase included covenants for a life estate for Glenn Boley; that the property shall forever bear the name "Glenn B. Boley Farm;" and that the property shall remain devoted to open space and recreational purposes.

In 2002, the property was annexed into the Village.

In 2003, the Village Board of Trustees purchased 60-acre Stellwagen Farm with Open Lands Funds and an IDNR grant for \$6 million.

In 2007, the adjacent property to the east developed as a memory care assisted living facility (congregate elderly housing). With this development, 1.005 acres of detention area was dedicated to the Village, contiguous to Boley Farm, and the bike path along 151st Street was constructed.

In 2008, Boley Farm was added to the Local Register of Historic Places as a local landmark.

In 2009, the Village implemented an Historic Marker program, which identified the Village's two (2) landmark farms for "their unique historical and cultural significance and for their active contribution to the community as open spaces and farmers' markets. Both farmsteads have excellent historical integrity."

In 2014, Glenn Boley died, ending the life estate. The last occupants of the farmhouse moved out in June 2014. With the end of the life estate, the Village took over a lease with Henry Jacobs who has operated a farm stand on the site since 1983. Mr. Jacobs leases two (2) acres of land for farming, the use of the dairy barn, and the parking lot.

In late 2020, it came to the attention of the Village that the farmhouse and possibly other structures at Boley Farm had fallen into a state of disrepair that might be hazardous. Development Services is guiding the Village through evaluating the feasibility of removing or stabilizing the farmhouse and the other structures.

In 2021, the Village contracted McGuire Igleski and Associates (MIA), an architecture firm specializing in historic preservation, to conduct an Historic Assessment and Feasibility Study.

**PROJECT DESCRIPTION**

This petition for a Certificate of Appropriateness includes the potential for Major Changes or Demolition of the structures on the property. Development Services staff has prepared several planning scenarios that provide rough order of magnitude cost estimates for a comparison to inform and guide decision-making.

Development Services engaged a qualified historic preservation consultant to evaluate the condition and historic integrity of the structures at Boley Farm, to provide recommendations on the feasibility of stabilization and rehabilitation, and to provide costs associated with alternatives ranging from demolition to rehabilitation. The Glenn B. Boley Farm Historic Assessment and Feasibility Report draft, dated May 2021, is attached. The report includes prioritized recommendations, and associated costs, based on nationally-recognized best practices for historic preservation and assumes the restoration/rehabilitation of the structures to its historic appearance. The costs provided in the report were compiled by MIA and their cost estimation consultant, Cumming Corporation, based on proven expertise in their professions.

In addition to the report by the qualified historic preservation consultant, Development Services staff prepared an addendum presenting several scenarios along a spectrum of preservation efforts. The scenarios consider the responsibility of the Village to its two (2) historic farmsteads and allocation of public funds. The costs in the addendum are based on those provided by the qualified consultants, but reorganized into the planning scenarios presented.

The Historic Assessment and Feasibility Study operates within known limitations outlined below.

The Historic Assessment and Feasibility Study was undertaken in response to a concern that the structures on the site may pose a hazard that must be addressed imminently. Best planning practice is to complete a master plan for the site and facilities to guide the recommendations for future alterations to existing structures. Such a master plan would collect input from Village leaders and residents to identify long-term desired programming and best uses.

The stabilization and rehabilitation recommendations, and associated costs, are exclusive to the exterior of the structures. In order to provide recommendations for interior rehabilitation or adaptive reuse, the intended reuse, interpretation, or other programming for the buildings must first be determined, such as through a master plan.

The recommendations are presented for a ten-year timeframe for implementation. The long-term costs of maintaining the structures after rehabilitation, as well as potential revenue streams, cannot be provided without identifying the intended long-term function of the structures.

#### FINDINGS OF FACT LOCAL LANDMARK STATUS

Boley Farm is a designated Local Landmark listed in the Local Register of Historic Places. Landmark structures reinforce the historic, cultural, or architectural significance of Orland Park.

### CERTIFICATE OF APPROPRIATENESS

As a landmark, the Village must obtain a Certificate of Appropriateness to conduct any Major Changes or Demolition to the structures or site. To grant approval, or approval with conditions for a Certificate of Appropriateness for Demolition, the Board must consider the following standards:

1. That the building or structure is not structurally sound.
2. That the property in question cannot yield a reasonable return if the building or structure were retained.
3. That the cost of repair of the building or structure exceeds the value of the land and the building, thus creating an economic hardship for the owner.
4. That an historic landmark survey has been conducted and documents the historical and architectural significance of the building or site per Section 5-110 of the Land Development Code.

### STANDARDS FOR DEMOLITION

1. Is the building or structure structurally sound?

The common definition for structural soundness is that the structure is free from flaw, defect, or decay, able to withstand normal forces, in good condition, able to perform its intended function. Each of the structures on the site should be considered individually for structural soundness.

2. Can the property in question yield a reasonable return if the building or structure were retained?

Per the covenants in the purchase agreement for the property, the site is to remain always devoted to open space and recreational purposes. Under the ownership of the Village, with the designation as open space, the potential return on the property is not as dynamic as if this were a site with development potential by a private entity. Overall, the anticipated return to the Village remains about the same with or without the structures. Rehabilitation of the structures may yield a potential source of revenue not possible without the historic structures on the site.

3. Does the cost of repair of the building or structure exceeds the value of the land and the building, thus creating an economic hardship for the owner?

Under the ownership of the Village, with the designation as open space, the value of the land and the buildings are not subject to the influences of market values. The Village is not seeking to sell or redevelop the property for a profit. Additionally, the covenants recorded on the property dictate that it shall always bear the name "Glenn B. Boley Farm" and be devoted to open space and recreation. Therefore, the cost of repair of the buildings cannot be evaluated as an economic hardship in the traditional sense.

4. Has an historic landmark survey been conducted and documented the historical and architectural significance of the building or site per Section 5-110 of the Land Development Code?

Yes, this is being completed as a component of the Historic Assessment and Feasibility Study.

#### HISTORIC INTEGRITY AND EXISTING CONDITIONS

Overall, the Glenn B. Boley Farm retains a high degree of integrity. The existing buildings illustrate the historical and architectural significance of the site as a rare example of an intact farmstead which has preserved the agricultural heritage of Orland Park, early to mid-nineteenth century construction techniques and materials, and the history of exploration and settlement in Northeastern Illinois.

In response to the historic integrity and existing conditions, the Historic Assessment and Feasibility Study provided prioritized recommendations for rehabilitation of the structures to a state of historic appearance. The probable opinion of cost for the complete rehabilitation of each structure is provided with the overview below.

Glenn B. Boley Farm consists of thirteen (13) structures:

Farmhouse, c. 1845 with a mid-20th century rear addition. Overall condition: fair with some elements, such as the roof, in poor condition. Recommendation: stabilize and rehabilitate - \$200,700.

Wash House, c. 1870. Overall condition fair due to areas of deteriorated siding and a missing door. Recommendation: stabilize and rehabilitate - \$53,200.

Privy, c. 1920. Poor condition due to a collapsed roof and upper portion of exterior walls. Recommendation: Unless otherwise determined to rebuild per a Master Plan, remove - \$1,200.

Threshing Barn, c. 1846. Condition varies widely between the different exterior and interior elements from poor to good. Recommendation: rehabilitate - \$288,300.

Ground/Dairy Barn, c. 1860. Good condition and well-maintained by the lessee, Hank Jacobs. Recommendation: rehabilitate - \$251,000.

Silo, c. 1955. Good condition with no cracks in the concrete staves. Recommendation: no work required - \$0.

Milk House, c. 1938-1951. Good condition with limited repairs needed. Recommendation: rehabilitate - \$18,900.

Granary, c. 1870. Good condition with a later rear storage addition in poor condition. Recommendation: Demolish small addition at rear and rehabilitate - \$184,300.

Grain Dryer Enclosure, c. 1962-1973. Good condition. Recommendation: Unless otherwise determined per a Master Plan, remove - \$4,300.

Hog House, pre-1938, date unknown. Overall in fair condition with the foundation in poor condition. Recommendation: stabilize and rehabilitate - \$138,500.

Chicken Coop, c. 1880. Fair condition with three of the four windows in poor condition. Recommendation: rehabilitate - \$60,600.

Garage, 1948. Good condition. Recommendation: rehabilitate - \$113,800.

Machine Shed, c. 1988-1998. Good condition with localized poor to fair conditions at the roof. Recommendation: unless otherwise determined to rebuild per a Master Plan, remove - \$7,600.

#### PLANNING SCENARIOS

See the attached summary of planning scenarios. Scenarios 1 and 2 were presented to the Open Lands Funds Commission. Scenario 2A was added for the Plan Commission. Based on discussion at the Plan Commission meeting, Scenarios 2B and 2C were added for the Committee of the Whole discussion. Additionally, minor errors have been corrected.

#### OPEN LANDS FUNDS COMMISSION DISCUSSION

On June 17, 2021, Development Services presented the Glenn B. Boley Farm Historic Assessment and Feasibility Study prepared by McGuire Iglecki and Associates, dated May 2021, and Boley Farm Historic Assessment and Feasibility Study Addendum 1: Planning Scenarios v1 prepared by Development Services dated June 15, 2021 to the Open Lands Funds Commission. Six members of the public were in attendance.

Commissioners identified the challenges of making a recommendation to spend public money or remove historic structures without first understanding their long-term potential purpose. Commissioners raised questions regarding the long-term maintenance costs associated with retaining the buildings; any plan for storage or reuse of salvaged materials; the limitations of the property by the covenants; and the best use of the property with or without the structures in the long term.

Members of the public voiced concerns about the state of deterioration of the structures and the need to maintain the legacy of Glenn Boley was the intent when he sold the farm; an appreciation for the open space and presence of bucolic farmstead structures adjacent to their property; and mentioned the use of the property by neighbors for sledding and photo shoots.

#### Open Lands Funds Commission Motion

On June 17, 2021, the Open Lands Funds Commission moved by a vote of 5-0 to



recommend to the Plan Commission that the Village approve the demolition and stabilization efforts provided in Scenario 1 of “Boley Farm Historic Assessment and Feasibility Study Addendum 1: Planning Scenarios” until such a time the Village has determined a long-term plan/vision for the use of the property.

#### PLAN COMMISSION DISCUSSION

On June 29, 2021, Development Services presented the Glenn B. Boley Farm Historic Assessment and Feasibility Study prepared by McGuire Igleski and Associates, dated May 2021, and Boley Farm Historic Assessment and Feasibility Study Addendum 1: Planning Scenarios v2 prepared by Development Services dated June 24, 2021 to the Plan Commission. Approximately fifteen (15) members of the public were in attendance.

Members of the public voiced: concerns about how the land will be used in the future; an appreciation of the history and nostalgia imbued in the farmstead visible from their properties; respect for the cultural value of the structures as Orland Park history; and a desire to maintain as many structures as possible. Hank Jacobs, lessee of the property for Hank’s Farm Stand and close friend of the late Glenn Boley, spoke in favor of retaining as many structures on the property as possible, but also acknowledged the challenge of spending tax dollars on extensive rehabilitation efforts. Mr. Jacobs conceded that if not all the structures could be maintained then he recommends keeping the Granary over the Threshing Barn.

The issues discussed by the Plan Commission are summarized below:

#### Current State of Disrepair

Commissioners voiced concerns about the state of disrepair of the buildings and the many hazards inside if anyone were to gain unauthorized access.

Commissioners referenced the photos in the Historic Assessment and Feasibility Report that catalogue the deficiencies in the structures and incidentally documents some historic, but potentially hazardous objects lying about. It was noted that during the time of the life estate, Glenn Boley did not make repairs to the buildings, thus the Village assumed responsibility of the structures already need of maintenance, which was further deferred.

#### Future Use of the Site

Commissioners discussed at length the appropriate or anticipated future use of the site. It was emphasized that there is no master plan for the property from which to draw guidance. The commissioners concluded that: the farm stand is successful and an appropriate continued use of the property; the Village does not need a second interpretive farmstead (in addition to Stellwagen Farm); the land will forever remain open space per the covenants; any adaptive reuse of the site or structures is unknown. A position of balancing factors emerged with the idea to retain a semblance of the farmstead in visual appearance but through a reasonable investment of public funds.

#### Stewardship of Tax Payer Money

In addition to interpretation at Stellwagen Farm, the Village has an excess of underutilized public buildings to maintain. The commissioners did not see a future use for the farm, aside from continuing Hank's Farm Stand, that could justify the investment of funds into the buildings. Additionally, the commissioners pointed out that some of the recommendations from the historic preservation specialist are to return the buildings to an historic appearance. Removing line items, such as rehabilitating the metal roofs to an historic wood shingle, can lower the long-term costs of associated with retaining the structures that are currently stable, of a good historic integrity, and in good condition. Scenario 2A was the focus of conversation for its cost-conservative nature of removing most structures in disrepair but retaining the foundations which pose a large cost to remove and complete earthwork.

#### Purpose of the Buildings

Commissioners discussed whether the buildings might ever be rehabilitated to a condition where tour groups might pass through them versus letting the exteriors stand as historic features on the site viewed from the outside only. In the years that the Village has had complete ownership of the structures, the buildings have not served a purpose other than to represent the historic farmstead visually. The lack of a master plan in itself led commissioners to the conclusion that there is no proposed future use for the structures.

#### Limitations of a Probable Opinion of Cost

Commissioners questioned the accuracy and validity of the probable opinions of cost prepared by the Village's consultant. Development Services and the consultant assured the Commission of the expertise of the qualified cost estimator, Cummings Corporation. However, cost estimation at this stage in any project is a rough order of magnitude estimate with many factors unknown. The report prepared by McGuire Igleski and Associates does call for an additional twenty-five (25%) for fees and contingencies at the time of budgeting for implementation of the projects. The purpose of the probable opinions of cost are to provide an intelligently-informed baseline of comparison by which to evaluate the potential recommendations for demolition or rehabilitation. It was acknowledged and repeated throughout the discussion that the estimated costs provided are only for exterior improvements and not to bring the buildings to a full level of interior reuse or interpretation.

#### Plan Commission Motion

On June 29, 2021, the Plan Commission moved by a vote of 6-1 to accept and make a finding of fact as discussed at the Plan Commission meeting and within the staff report dated June 24, 2021; and recommend to the Village Board of Trustees approval of the Certificate of Appropriateness for Demolition and/or Major Changes to the Farmhouse and/or Other Structures for Scenario 2A, subject to the condition of replacing the Granary for the Threshing Barn.

**COMMITTEE OF THE WHOLE DISCUSSION**

The discussion by the trustees at the Committee of the Whole followed the same themes as the discussion at the Plan Commission. Trustees discussed the intended future uses of the site, recognizing the success of the farm stand and the intention to continue this use, and identifying the goal of the site to function as passive open space with the look of a farm and interpretive signage about its history. Trustees considered the other historic properties in the Village in need of repairs and suggested a master plan that encompasses not only Boley Farm but all the historic structures to provide a holistic plan for future spending needs. Trustees emphasized the need to have a general plan to guide changes to the farm, but without expending a great amount of taxpayer money in studies to chart that path.

The Committee reviewed the facts presented, summarizing: that the cost estimates are a rough order of magnitude for improving the exterior appearances, not inclusive of interior rehabilitation, restoration, or reuse; that there is no master plan for the site aside from continuing the farm stand; that the proposed demolition costs skew high due to the historic nature of the property and the desire to salvage materials; and that its decision must balance the potential liability and risk of the deteriorated structures with long term use of the site.

The Committee identified the goal of keeping the foundations of removed structures as a way to maintain the open space, keep the look of a farm with the few remaining buildings, install walking paths and interpretive signage to recognize the history of the farmstead, and to conserve use of public funds. With the proposal of keeping the foundations, trustees acknowledged the need to prepare the site so that the foundations themselves do not become a hazard or liability.

The Committee of the Whole concluded that: it is time to take action and not defer any longer; Stellwagen Farm serves as the interpretive working farm for the Village; the general plan for Boley Farm is to maintain open space for passive recreation that looks like a farm, with interpretive signage, and walking paths; and the success of Hank's Farm Stand should be continued.

**Committee of the Whole Motion**

On June 7, 2021, the Committee of the Whole moved by a vote of 7-0 to approve the Certificate of Appropriateness for Demolition and/or Major Changes to the Farmhouse and/or Other Structures for Scenario 2B as provided in the Planning Scenarios Summary, prepared by the Village of Orland Park Development Services Department and dated July 1, 2021.

Regarding Case Number 2021-0047, also known as Boley Farm Certificate of Appropriateness,

I move to approve the Certificate of Appropriateness for Demolition and Major

Changes to the Farmhouse and Other Structures for Scenario 2B as provided in the Planning Scenarios Summary, as recommended at the June 29, 2021 Plan Commission meeting, and fully referenced below.

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

I move to approve the Certificate of Appropriateness for Demolition and Major Changes to the Farmhouse and Other Structures Scenario 2B as provided in the Planning Scenarios Summary, prepared by the Village of Orland Park Development Services Department and dated July 1, 2021;

and based on the finding of fact of the Glenn B. Boley Farm Historic Assessment and Feasibility Study prepared by McGuire Igleski and Associates, dated May 2021;

and based on the Boley Farm Historic Assessment and Feasibility Study Addendum 1: Planning Scenarios, prepared by the Village of Orland Park Development Services Department and dated June 24, 2021.

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

**2021-0493 143rd Street Widening, CBBEL's Contract Modification - Amendment #3**

Christopher B. Burke Engineering, Ltd. (CBBEL), the Village's engineering consultant for the 143rd Street widening project, is requesting the Village to process a zero dollar amendment to the existing Federal Services Agreement through Illinois Department of Transportation (IDOT). This amendment does not change the upper limit of the current Federal Engineering Services Contract amount. The total engineering services costs for the Village and the project remains the same. CBBEL is proposing to reallocate \$68,614 to CBBEL as the primary consultant, which is currently allocated for to sub-consultant Wang Engineering. This is the final step to complete the ongoing critical Phase I Engineering tasks. Since this is a Federal Contract, a zero dollar supplemental agreement must be approved by the Village and processed with IDOT to reallocate funds from one firm to another. This typically takes eight (8) weeks to process once submitted to IDOT. As mentioned above, the zero dollar amendment does not change the agreement's upper limit. Therefore, no additional funding is required or requested. The attached letter from CBBEL shows the scope of services covered for this amendment and details of the proposed reallocation of funds.

Staff recommends approving CBBEL's request.

I move to approve the proposal from Christopher B. Burke Engineering, Ltd. of Rosemont, Illinois for the 143rd Street Widening, Phase I Engineering Services for Supplement #3 - Zero Dollar Amendment to the Existing Federal Services Agreement through IDOT;

And

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

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

**2021-0516 Disposal of Decommissioned Information Technology Equipment - Ordinance**

Staff requests approval to dispose of Information Technology equipment listed in the attached EXHIBIT A. Staff determined that these items are no longer useful to the Village, are at the end of their useful life, no longer supported by their manufacturer, and have no residual value. The data drives listed will be shredded to destroy all data stored on them. The Village will receive a certificate of destruction listing the serial numbers for all of the shredded data drives.

I move to adopt Ordinance 5628 entitled: ORDINANCE AUTHORIZING THE DISPOSAL OF UNUSABLE MUNICIPAL PROPERTY.

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

**2021-0521 Professional Engineering Services 2021 MWRD Compliance- RJN Master Agreement Proposal**

The Metropolitan Water Reclamation District of Greater Chicago (MWRD) governs the sanitary sewer system for the Village of Orland Park. MWRD requires sanitary sewer systems that discharge into MWRD facilities to implement measures to reduce excessive Infiltration and Inflow (I&I) from entering MWRD's system.

In 2015, the Village selected RJN Group as the Comprehensive Sanitary Sewer Evaluation consultant to provide assistance in developing and implementing a village-wide comprehensive sanitary sewer evaluation & repair program in order to meet the MWRD requirements for the Inflow and Infiltration Control Program (IICP). The Village Board approved RJN Group as the consultant for the MWRD Compliance Program through 2024.

RJN Group conducted comprehensive flow monitoring for the Village's sanitary sewer system in 2016. Based on those results, three (3) sewer basin areas came up as the highest priority. One of these basins was also identified as the Short-Term High Priority Area submitted to the MWRD for the new Inflow and Infiltration Control Program (IICP). Smoke testing, manhole inspections, closed circuit television inspection and rehabilitation for "High Priority" defects found in this critical area are mandatory under the new MWRD IICP program. The Village requested a proposal from RJN Group to perform the required inspections and testing. The 2021 smoke testing and manhole inspection program will be used to identify peak inflow and infiltration during a 1-year, 1 hour storm event. The study also provides a list of recommended actions and a cost estimate for the

rehabilitation work. The 2021 smoke testing and manhole inspections completes the third portion of the MWRD short term compliance requirements.

The estimated cost for performing the required testing and inspections per the proposal from RJN Group is \$184,474.00. Staff is recommending a contingency for unexpected sanitary sewer encounters for the project in the amount of \$10,000.00.

I move to approve accepting the task order proposal under the 2020-2024 contract from RJN Group Inc. of Wheaton, Illinois for Professional Engineering Services for 2021 Compliance with MWRD I/I Control Program, for an amount not to exceed \$194,474.00 (\$184,474.00 plus \$10,000 contingency).

And

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

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

**2021-0512 Intergovernmental Agreement Between the Village of Orland Park and the Orland Fire Protection District Concerning Administrative Adjudication - Approval**

The Orland Fire Protection District is seeking approval to utilize the Village's current and established Adjudication Services including but not limited to: the Village of Orland Park appointed Hearing Officer, Village of Orland Park Prosecutor, adjudication facilities, police security, use of clerical services, and the utilization of Orland Park debt collection process, when applicable, for fire code related violations. Based on a historical analysis of tickets written by the Orland Fire Protection District, the volume of cases to be heard through the Orland Park Adjudication program will have a minimal, if any, impact on the one (1) day per month hearing date.

I move to approve the Intergovernmental Agreement between the Village of Orland Park and the Orland Fire Protection District concerning Administrative Adjudication.

And

I move to authorize the Village President to execute the agreement upon approval of the Board.

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

**2021-0263 Silver Lake West Water Main Replacement Phase 1 and 82nd Avenue Lining - Bid**

Silver Lake West subdivision was developed in phases starting in the late 1970's through the mid 1980's. The water mains were installed using cast iron pipes. Current industry standard is ductile iron pipe with a polyvinyl wrap. Over the 40+ years of service, the water mains have corroded on the exterior of the pipe and have caused numerous breaks. Public Works Staff is systematically replacing and/or lining these older cast iron pipes throughout the Village. The Silver Lake West subdivision area homes are also prime candidates for remodeling, building additions and upgrades which will require larger water service sizes. This area is best suited for water main replacement instead of lining, allowing the opportunity to increase pipe diameter to improve flow characteristics and upgrade water services.

The water main running from 143rd Street to Doorstep Lane along 82nd Avenue has had several water main breaks in recent history. Public Works Staff recommends lining this water main due to main deterioration. The water main has no service connections and is adequate size for lining. In this application, lining is the most cost effective method for reconditioning the pipe with minimal restoration.

Public Works published the Silver Lake West Water Main Replacement Phase 1 and 82nd Avenue lining request on BidNet Direct on June 23, 2021, and the ITB closed on July 7, 2021. There were eleven (11) vendors that were sent courtesy email notifications, 29 vendors viewed the documents, and 21 downloaded documents. Five (5) bids were received and Austin Tyler of Elwood, Illinois was selected as the lowest bidder at \$2,492,289.60. Joel Construction of Deerfield, Illinois was the second lowest bidder at \$2,832,772.00 and Trine Construction Company, of Joliet, Illinois was the third lowest bidder at \$2,779,541.90.

Christopher B. Burke Engineering, Ltd., of Rosemont, Illinois was approved by the Village Board on March 1, 2021, for engineering and construction oversight. The Village and Public Works Staff have worked with Christopher B. Burke Engineering on similar projects over the past 20 years with great success.

Due to timing of construction, this item will be reviewed by the Committee of the Whole and the Village Board of Trustees on the same night.

I move to approve the bid from Austin Tyler of Elwood, Illinois not to exceed \$2,616,904.08 (\$2,492,289.60 plus \$124,614.48 contingency).

AND

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

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

**2021-0523 September 5, 2021 Centennial Park West Stage, Sound, Lights and Labor**

In April 2021, the board approved Legistar ID 2021-0253 entering into a contract with Sound Works Productions, Inc. to provide stage, lights, sound and labor for the June 26, 2021 (\$17,725.00) and August 14, 2021 (\$17,825.00) Centennial Park West Concert Series. This contract was carried-over from 2020 when the Concert Series was cancelled after Artists withdrew due to the pandemic.

The Board approved Legistar ID 2021-0296 adding a third concert for September 5, 2021, featuring The Ultimate Queen Tribute starring Marc Martel; George Michael Reborn and Purple Veins-The Essential Prince Tribute to the Concert Series.

Staff obtained quotes (attached) from Sound Works Productions, Inc., Entertainment Industries and Audio Visual Productions to provide stage, sound, lights and labor for the September 5, 2021 concert.

Sound Works Production  
Stage, sound, lights, labor  
Total - \$17,350.00

Entertainment Industries  
Sound Production Services: \$6,000  
Lighting Production Services: \$6,000  
Stage: \$10,500  
Labor: \$4,500  
Hotel: \$570  
Total: \$27,570.00

Advance Visual Productions  
Concert Audio Package: \$8,650  
Concert Lighting Package: \$4,460  
Stage: \$7,600  
Labor: \$6,650  
Pick-up/Delivery: \$1,488  
Total: \$28,848

Sound Works Production (SWP), Inc. provided the lowest quote and has successfully produced the Village's Taste of Orland Park, Centennial Park West concerts and Fourth of July concert. SWP's production expertise, professionalism and quality of equipment are proven delivering exceptional concert support to Village productions.

Staff seeks Board approval to extend a contract (attached) to Sound Works Productions, Inc. to provide stage, sound, lights and labor for the September 5,



2021 Centennial Park West Concert.

The addition of this third concert will bring the total value of providing concert support Sound Works Production, Inc. to a total of \$52,900.

I move to approve entering into a contract with Sound Works Productions, Inc. to provide stage, lights, sound and labor for the September 5, 2021 Centennial Park West Concert Series, featuring Ultimate Queen Tribute starring Marc Martel; George Michael Reborn and Purple Veins-The Essential Prince Tribute for an amount not to exceed \$17,350;

And

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

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

**2021-0517 An Ordinance Authorizing the Development of a Financing Plan For General Obligation Refunding Bonds, Series 2021C and Redemption and Payment prior to maturity of General Obligation Refunding Bonds, Series 2012B**

General Obligation Refunding Bonds, Series 2021C

The Village's 2013C Bonds are callable as of December 1, 2021. These bonds may be available to refinance (refund) for savings. Preliminary analysis indicates that we may be able to save \$227,693, or 3.585% after the costs of issuance. Current coupon for remaining maturities range from 2.0% to 2.5%.

2012B Cash Defeasance (also called Bond Call)

The Village issued several bonds relating to the Main Street Triangle TIF district. Two of those bond issues (Series 2012B and 2013A) included large balloon payments that are due in December of 2021 and 2022.

Because there is currently sufficient funds on hand, the decision point is whether the Village should sit on existing funds and generate interest or make the remaining principal payment early and save the interest the Village would have paid on that principal payment. If the Village were to wait to pay the final maturity, it would need to pay an additional \$180,562 in interest cost. The Village's cost to make this payment early total \$10,000; in the current investment environment, it is unlikely that the funds on hand would earn sufficient interest income to make up the difference.

I move to adopt Ordinance 5629 entitled: AN ORDINANCE AUTHORIZING THE DEVELOPMENT OF A FINANCING PLAN FOR GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021C AND REDEMPTION AND PAYMENT

PRIOR TO MATURITY OF GENERAL OBLIGATION REFUNDING BONDS,  
SERIES 2012B.

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

**2021-0518 An Ordinance providing for the issuance of not to exceed \$6,500,000 General Obligation Refunding Bonds of the Village of Orland Park, Cook and Will Counties, Illinois, for the purpose of refunding certain outstanding bonds of said Village, providing for the levy and collection of a direct annual tax sufficient to pay the principal and interest on said bonds, authorizing the execution of an escrow agreement in connection with the issue of said bonds and authorizing the sale of said bonds to the purchaser thereof.**

A parameters ordinance allows the Village Board to adopt an ordinance authorizing the sale of bonds at a future date, as long as certain parameters are met. These would include maximum par amount, interest rate, maturity date, etc. The ordinance also designates certain elected and appointed officials to complete the sale on behalf of the Village Board if the terms of the ordinance are met. A parameters ordinance allows more flexibility in setting a sale date for the bonds.

Parameters to the 2021C General Obligation Bonds

Maximum issue size: \$6,500,000

Purpose: Refunding 2013C Bonds

Maximum maturity date: December 1, 2026

Authorization to sell Bonds expires: January 19, 2022

Maximum interest rate: 4.00%

Maximum annual par amount: \$1,350,000

Optional call dates: Bonds will not be callable due to the short duration

Net present value debt service savings: not less than 2.0%

Designated Officers: Village President and one of the Village Manager or Finance Director, or any other officer or employee of the Village so designated by a written instrument signed by the President or the Finance Director.

Method of Sale: Competitive Sale.

Bond Sale Timetable

July 23, 2021: Distribute Notification of Sale

July 27, 2021: List Sale in Bond Buyer

August 2, 2021: Post Sale on Parity

August 9, 2021: Sale

September 7, 2021: Closing. 2013C bonds paid off

Recommendation:

Attached for your consideration is a bond parameters ordinance providing for the issuance of General Obligation Bonds, Series 2021C for savings.

The ordinance was prepared by the Village's bond counsel, Chapman and Cutler LLP, and reviewed by our financial advisor.

I move to adopt Ordinance 5630 entitled: AN ORDINANCE PROVIDING FOR THE ISSUANCE OF NOT TO EXCEED \$6,500,000 GENERAL OBLIGATION REFUNDING BONDS OF THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS, FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING BONDS OF SAID VILLAGE, PROVIDING FOR THE LEVY AND COLLECTION OF A DIRECT ANNUAL TAX SUFFICIENT TO PAY THE PRINCIPAL AND INTEREST ON SAID BONDS, AUTHORIZING THE EXECUTION OF AN ESCROW AGREEMENT IN CONNECTION WITH THE ISSUE OF SAID BONDS AND AUTHORIZING THE SALE OF SAID BONDS TO THE PURCHASER THEREOF.

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

**2021-0519 Ordinance providing for the redemption and payment prior to maturity of \$8,025,000 Taxable General Obligation Refunding Bonds, Series 2012B, of the Village of Orland Park, Cook and Will Counties, Illinois.**

The Village issued several bonds relating to the Main Street Triangle TIF district. Two of those bond issues (Series 2012B and 2013A) included large balloon payments that were due in December of 2021 and 2022.

Prior Schedule of Balloon Payments:

Due December 1, 2021

2012B: \$7,825,000

2013A: \$7,825,000

Total: \$15,650,000

Due December 1, 2022:

2012B: \$8,025,000

2013A: \$8,025,000\*

Total: \$16,050,000

\*Earlier in 2021, the Village issued refunding bonds and defeased (paid in full) the 2022 maturity of \$8,025,000 of the 2013A Bonds by issuing 2021B bonds. The 2021B bonds will be paid from current TIF increment and ground lease rental income through 2034.

In 2017, the Village received a sizeable payment from the developer of the Ninety7Fifty project, which was used to pay off lines of credit (which were used to fund portions of the project). Each year since 2018, the Village has been contributing \$1.2 million in Home Rule Sales Tax revenue to the debt service funds. From 2018 through 2021, the Village has contributed a total of \$4,800,000. There is currently \$24,015,974.15 in funds on hand from the developer payment (sometimes referred to as liquidation proceeds) and Home Rule Sales Taxes.

## Current Schedule of Balloon Payments:

Due December 1, 2021

2012B: \$7,825,000

2013A: \$7,825,000

Total: \$15,650,000

Due December 1, 2022:

2012B: \$8,025,000

Total: \$8,025,000

## Financial summary of 2012B and 2013A Debt Service Funds

Current cash balance in Debt Service Funds: \$24,506,439.89

Total Principal and Interest Payments if paid per current schedule: \$24,015,974.15

Currently \$490,465.14 surplus.

Because there are currently sufficient funds on hand, the decision point is whether the Village should sit on existing funds and generate interest or make the remaining principal payment early and save the interest it would have paid on that principal payment. If the Village were to wait to pay the final maturity, it would need to pay an additional \$180,562 in interest cost. The Village's cost to make this payment early total \$10,000; in the current investment environment, it is unlikely that the funds on hand would earn sufficient interest income to make up the difference.

I move to adopt Ordinance 5631, entitled: AN ORDINANCE PROVIDING FOR THE REDEMPTION AND PAYMENT PRIOR TO MATURITY OF \$8,025,000 TAXABLE GENERAL OBLIGATION REFUNDING BONDS, SERIES 2012B, OF THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS.

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

**2021-0536 An Ordinance Amending Title 7, Chapter 1, Section 7-1-12 of the Orland Park Village Code with Regards to Conduct of Business Licensees**

On December 16, 1985, the Village adopted an ordinance providing for the licensing of certain businesses, the conduct of businesses and other provisions. In recent years, there have been numerous businesses that have failed to assist the police department in its efforts to thwart crimes, including theft, battery, and disorderly conduct. This has become an obstacle to the deterrence of crime.

This proposed ordinance amendment adds additional language regulating the conduct of licensed businesses. It also incorporates language requiring businesses to cooperate with the police in attempts to suppress illegal, disorderly and/or violent activity. The current language of the ordinance is silent with regard to business cooperation.

I move to adopt an Ordinance entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 1, SECTION 7-1-12 OF THE ORLAND PARK VILLAGE CODE WITH REGARDS TO CONDUCT OF BUSINESS LICENSEES.

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

**2021-0534 Insurance Brokerage/Consulting Services - Contract**

On June 11, 2021, staff reissued a Request for Proposal (RFP) (RFP 21-037) to solicit proposals for insurance brokerage/consulting services to begin coverage with the 2022 renewal. The initial RFP (21-024) for insurance brokerage/consulting services was issued on April 21, 2021. However, it was reissued with a clarification of the services requested.

In response to the RFP, the Village received proposals from the following companies: The Horton Group, Mesirow Insurance Services, Inc. and Gallagher. Each proposal was reviewed by a selection team, and all proposers conducted presentations. The price listed in the proposals ranged from \$373,000 - \$495,110 over a five (5) year term. Upon review, The Horton Group was deemed the most cost effective company to provide insurance brokerage and consulting services for the Village. A copy of the bid tabulation is attached.

The Horton Group is the Village's current insurance broker and has a long standing relationship with the Village. It has worked with the Village for over fourteen (14) years, creating, negotiating, and managing the Village's risk management and employee benefits programs. The Horton Group is a local Orland Park business that employs approximately 385 professionals. Of those professionals, twenty-two (22) specializing in Public Sector employee benefit and risk management plans would continue their engagement with the Village.

The cost of insurance brokerage and consulting services for The Horton Group would be \$74,600 (\$35,000 for property/liability and \$39,600 for employee benefits) for each year of the five (5) year contract for a total cost of \$373,000 over the five (5) year term. As such, staff recommends that the Village enter into a contract with The Horton Group for insurance brokerage and consulting services.

President Peaku and Trustee Riordan noted that they would be abstaining from voting due to business conflicts. (refer to audio)

I move to approve awarding a five (5) year contract with the option to renew at the Village's discretion for up to four (4) additional years to The Horton Group for insurance brokerage and consulting services related to the Village's liability, property and employee benefit insurance programs, in the amount not to exceed \$74,600 for each of the first five (5) years for a total cost of \$373,000;  
and

Approve the Village Manager to execute an agreement with The Horton Group for

insurance brokerage and consulting services, subject to attorney review.

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

**Aye:** 5 - Trustee Healy, Trustee Nelson Katsenes, Trustee Milani, Trustee Kampas, and Trustee Radaszewski

**Nay:** 0

**Abstain:** 2 - Trustee Riordan, and Village President Pekau

## **ENGINEERING PROGRAMS AND SERVICES**

### **2021-0539 167th Street Multi-Use Path, Steeplechase Parkway to 104th Street, Phase II - Final Design Engineering Services, Consultant Recommendation**

A Request for Qualifications (RFQ) was issued by the Village to consulting engineering firms for Phase II - Final Design Engineering Services for the 167th Street Multi-Use Path project from Steeplechase Parkway to 104th Avenue. The RFQ was released on March 2, 2021, and responses were due on March 30, 2021. The Phase I - Preliminary Design Engineering Services were completed by V3 Companies and approved by the Illinois Department of Transportation (IDOT) in the second quarter of 2021. Since Federal funds will be used for Phase II - Final Design Engineering Services, the Quality Based Selection (QBS) process previously approved by IDOT and the Village Board of Trustees was used to complete the RFQ process. The QBS process requires that the consultants be selected based on qualifications only. The QBS process prohibits the Village from collecting professional engineering fees until all the firms who responded to the RFQ are ranked. The professional fees and scope of services can be negotiated only with the top-ranked firm. If the negotiations are not successful with the top-ranked firm, the negotiations can be initiated with the second-ranked firm, and so on until negotiations are successfully completed.

The following six (6) firms responded to RFQ:

1. Baxter and Woodman
2. Bowman
3. Civiltech
4. Robinson
5. Strand Associates
6. V3 Companies

Staff ranked the RFQ responses based on the following criteria:

1. Past Work Experience - 10%
2. Response to Project Challenges - 10%

3. Completeness and Project Understanding - 10%
4. Technical Qualifications and Approach - 10%
5. Design Schedule - 10%
6. Similar Project Experience - 20%
7. Project Manager and Team Experience - 30%

The following are ranks/scores for each firm:

- |                       |      |
|-----------------------|------|
| 1. Civiltech          | 93.7 |
| 2. V3 Companies       | 93.0 |
| 3. Strand Associates  | 91.7 |
| 4. Baxter and Woodman | 90.0 |
| 5. Robinson           | 85.7 |
| 6. Bowman             | 85.3 |

Based on the above rankings, staff negotiated the scope of services and professional fees with Civiltech. We successfully completed our negotiations and are recommending that Civiltech be approved as the consultant for Phase II - Final Design Engineering Services.

I move to approve awarding 167th Street Multi-Use Path, Steeplechase Parkway to 104th Street, Phase II - Final Design Engineering Services contract to Civiltech in an amount not to exceed \$249,989.00.

And,

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

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

**Aye:** 6 - Trustee Healy, Trustee Milani, Trustee Kampas, Trustee Riordan, Trustee Radaszewski, and Village President Pekau

**Nay:** 1 - Trustee Nelson Katsenes

## PARKS AND RECREATION

### 2021-0524 9/11 Commemoration Ceremony

On September 11, 2001, 2,977 men, women and children were killed in the attacks at the World Trade Center, the Pentagon and aboard Flight 93.

At the World Trade Center (WTC) site in Lower Manhattan, 2,753 people were killed when hijacked American Airline Flight 11 and United Airlines Flight 175 were intentionally crashed into the north and south towers, or as a result of the crashes. Of those who perished during the initial attacks and the subsequent

collapse of the towers, 343 were New York City firefighters, 23 were New York city police officers and 37 were officers at the Port Authority. The victims ranged in ages from 2 to 85.

At the Pentagon in Washington, 184 people were killed when hijacked American Airlines Flight 77 crashed into the building.

Near Shanksville, Pennsylvania, 40 passengers and crew members aboard United Airlines Flight 93 died when the plane crashed into a field, after the passengers and crew attempted to retake control of the flight deck.

To commemorate the 20th Anniversary of the 9/11 attacks, the Village of Orland Park will host a ceremony on September 11, 2021, at the Ara Pace Memorial beginning at 10:00am.

Attached, please find an outline of the Commemoration Ceremony.

The Village of Orland Park, the Veterans Commission, the Orland Fire Protection District and the Orland Park Police Department will jointly present the Ceremony.

I move to approve hosting a ceremony to commemorate the 20th Anniversary of the 9/11 Attacks in conjunction with the Veterans Commission, the Orland Fire Protection District and the Orland Park Police Department on September 11, 2021, at 10:00am at the Ara Pace Memorial.

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

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

**Nay:** 0

## FINANCE

### 2021-0514 Acceptance of the Fiscal Year 2020 Comprehensive Annual Financial Report - Approval

The Village of Orland Park Fiscal Year 2020 Comprehensive Annual Financial Report (COMPREHENSIVE ANNUAL FINANCIAL REPORT) 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, 2020 and activities for the year (January 1, 2020 to December 31, 2020). 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, 2020 (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 the Single Audit and other minor issues surrounding the audit, the final Comprehensive Annual Financial Report 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,
- Single Audit Reports (which includes items previously presented in the Management Letter), and
- Communication with Those Charged with Governance.

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

#### Comprehensive Annual Financial Report

The Comprehensive Annual Financial Report is a thorough, detailed presentation of the Village's financial position and activities for the year. The 2020 Comprehensive Annual Financial Report 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 Comprehensive Annual Financial Report, 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, 2020, 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 Comprehensive Annual Financial Report 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 Comprehensive Annual Financial Report 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 Comprehensive Annual Financial Report in its annually updated publication Codification of Governmental Accounting and Financial Reporting Standards. The Comprehensive Annual Financial Report is composed of three sections: Introductory, Financial and Statistical. It combines the financial information of fund accounting and Enterprise Authorities accounting.

Single Audit Reports (including items previously reported in the Management Letter)

Any governmental entity that receives more than \$750,000 in Federal dollars, typically grants, is required to secure a Single Audit. This report includes a Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with Government Auditing Standards, a Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by Uniform Guidance. With recent Federal dollars being distributed to the Village from various coronavirus reimbursements and stimulus funding, as well as Police CIT grant, we will likely require a single audit for each of the next few years.

This report is called a Single Audit because one report is prepared to include report for each major Federal program, rather than individual audit reports that were previously required by some granting agencies.

There was one finding indicated in the Single Audit, which relates to account reconciliation and journal entries. These issues will be resolved through continued process improvement (including Munis ERP implementation), documentation, and centralizing journal entry preparation and posting with the Assistant Finance Director. All noted items were corrected by staff generated journal entries to the satisfaction of the auditors.

Communication with those Charged with Governance and Management Letter  
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 attached Communication, 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.

As discussed, the auditors noted as material weakness on Internal Control over Financial Reporting.

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.

In addition to the 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 Comprehensive Annual Financial Report 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 (Comprehensive Annual Financial Report 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 Comprehensive Annual Financial Report 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 2020 Comprehensive Annual Financial Report continues to meet the requirements of the program, and have submitted the Comprehensive Annual Financial Report for review.

Trustee Healy and Mayor Pekau had comments. (refer to audio)

I move to approve accepting the Fiscal Year 2020 Comprehensive Annual Financial Report ending December 31, 2020.

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

**Nay:** 0

## MAYOR'S REPORT

### 2021-0497 Amend Title 7 Chapter 4 - Number of Class B Liquor License - Ordinance

Increase the number of Class B liquor licenses issued to make retail package sales of alcoholic liquor from the premises specified, for use or consumption off the premises where sold, from twenty-nine (29) to thirty (30) to account for the opening of Pychotka Deli Polish Cuisine located at 11951 W. 143rd Street.

I move to adopt Ordinance 5632, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS B LIQUOR LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS.

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

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

**Nay:** 0

### 2021-0538 Amend Title 7 Chapter 4 - Number of Class A Liquor License - Ordinance

Increase the number of Class A liquor licenses from sixty-six (66) to sixty-seven (67) for the opening of Sol' Bowls located at 16153 S. LaGrange Road.

I move to adopt Ordinance 5633, entitled: AN ORDINANCE AMENDING TITLE 7, CHAPTER 4 OF THE ORLAND PARK MUNICIPAL CODE, REGARDING THE AVAILABLE NUMBER OF CLASS A LIQUOR LICENSES ISSUED BY THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS

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

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

**Nay:** 0

## **BOARD COMMENTS**

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

## **EXECUTIVE SESSION**

I move to recess to a Closed Executive Session for the purpose of discussion of a) approval of minutes; b) setting a price for sale or lease of village 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; d) collective negotiating matters between the village and its employees, or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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

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

**Nay:** 0

## **RECONVENE BOARD MEETING**

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

Purpose of the Executive Session was for the discussion of a) approval of minutes; b) setting a price for sale or lease of village 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; d) collective negotiating matters between the village and its employees, or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

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

**2021-0569 Audio Recording for July 19, 2021 Board of Trustees Meeting**

**NO ACTION**

**ADJOURNMENT: 8:55 P.M.**

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

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

**Nay:** 0

**/AS**

Respectfully Submitted,

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