



# VILLAGE OF ORLAND PARK

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

## Meeting Agenda

### Parks and Recreation Committee

*Chairman Patricia A. Gira*  
*Trustees Kathleen M. Fenton and Daniel T. Calandriello*  
*Village Clerk John C. Mehalek*

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Monday, February 20, 2017

6:00 PM

Village Hall

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**A. CALL TO ORDER/ROLL CALL**

**B. APPROVAL OF MINUTES**

[2017-0115](#) Approval of the January 16, 2017 Parks and Recreation Minutes

Attachments: [Draft Minutes](#)

**C. ITEMS FOR SEPARATE ACTION**

1. [2017-0061](#) Centennial Park Aquatic Center - Pool Shade Structure Quote

Attachments: [Parkreation Shade Quote](#)

2. [2017-0100](#) Centennial Park Security Gates

Attachments: [Gate Depot Quote](#)  
[Supply Inc Quote](#)

3. [2017-0110](#) Schussler Park Reconfiguration - Discussion Only

4. [2017-0121](#) ITB CPAC Filters Removal and Replacement of Sand (Silica) Bid

Attachments: [Bid Tabulation 17-006](#)

5. [2017-0107](#) Centennial Park Aquatic Center 2017 - Lifeguard Licensing

6. [2017-0108](#) Special Recreation Christmas Dinner Dance

7. [2017-0109](#) 2017 Recreation Program Guide Distribution Approval

**D. NON-SCHEDULED CITIZENS & VISITORS**

**E. ADJOURNMENT**

DATE:

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2017-0115</b>
Orig. Department:	<b>Village Clerk</b>
File Name:	<b>Approval of the January 16, 2017 Parks and Recreation Minutes</b>

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### **BACKGROUND:**

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of January 16, 2017.

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# 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, January 16, 2017

6:00 PM

Village Hall

## Parks and Recreation Committee

*Chairman Patricia A. Gira  
Trustees Kathleen M. Fenton and Daniel T. Calandriello  
Village Clerk John C. Mehalek*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:04 P.M.

**Present:** 3 - Chairman Gira; Trustee Fenton and Trustee Calandriello

**APPROVAL OF MINUTES****2017-0038 Approval of the December 19, 2016 Parks and Recreation Minutes**

I move to approve the Minutes of the Regular Meeting of the Parks and Recreation Committee of December 19, 2016.

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

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**ITEMS FOR SEPARATE ACTION****2017-0025 Recreation Department Program Guide - Summer 2017 Programs**

Recreation Director Nancy Flores reported that the lists of recommended programs to be offered in the Recreation Department 2017 Summer Program Guide are attached. Included in the lists are contractual costs (over \$5,000) that would need Board approval associated with the summer sessions. These costs are covered by revenue generated through registration fees, and actual costs are dependent on the number of participants registered.

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

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

**A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**2017-0026 2017 Taste Entertainment - American English**

Recreation Director Nancy Flores reported that American English is a popular local group that continues to be a big draw as it was for the 2016 Taste of Orland Park. They performed as the headline act on Sunday, August 7, 2016 from 7:00

p.m. - 9:00 p.m. Crowds of all ages, including families, began arriving more than an hour prior to the start to capture their space and the lawn was filled up. Staff estimates the 2016 Sunday crowd to be around 15,000 attendees, based upon daily attendance numbers. With the previously approved headliner performers (Friday - Sixteen Candles and Saturday - 7th Heaven), staff feels American English as Sunday's headliner will complement the other days and create a strong line up of performers across the event.

Staff would like to continue the momentum and have American English return in 2017 to perform as the Sunday headline act for the 2017 Taste of Orland Park on Sunday, August 6, 2017 from 7:00 p.m. - 9:00 p.m. The total cost of the performance will be \$5,000 with a \$2,500 deposit and a balance of \$2,500 both to be paid to American English.

I move to recommend to the Village Board to approve the contract for the group, American English, in the amount of \$5,000.00 to provide entertainment at the Taste of Orland Park on Sunday, August 6, 2017 from 7:00 p.m. - 9:00 p.m.;

And

Recommend to the Village Board to approve a deposit payment in the amount of \$2,500.00 to be paid to American English upon approval of contract and the balance to be paid at the Taste of Orland Park 2017 to the band, American English.

**A motion was made by Trustee Calandriello, seconded by Trustee Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

#### **2017-0027 2017 Winter/Spring Senior Program Guide Printing**

Recreation Director Nancy Flores stated in 2016, the inaugural Summer/Fall Senior Program Guide was well received by the senior resident population. Staff is preparing to send the 2017 Winter/Spring issue to over 8,200 resident seniors, which is an increase from the inaugural publication. This program guide will highlight all senior programs, special events, and other Orland Park partner offerings tailored for the senior population.

Staff solicited four quotes for the printing of 10,000 program guide copies; 8,249 to be mailed to senior residents. The remaining copies will be distributed in all Village buildings and at events throughout the seasons.

The specifications for the piece are 10,000 copies, 8.125 x 10.625, 40 pages, 4/4 with bleeds, 80Lb. Dull Cover/ 80# Dull Text / 50Lb. White Offset, saddle stitch

and prepare for USPS mailing. FOB 8,249 to be delivered to the Orland Park Post Office, and the remaining 1,751 delivered to the Village of Orland Park Recreation Administration Office.

The quotes are as follows:

Solution 3 Graphics \$8,376.95

Cardinal Color Group \$8,800.00

M & G Graphics \$8,867.26

Allegra Print & Marketing \$12,900.00

Staff is recommending the lowest quote from Solution 3 Graphics.

I move to recommend to the Village Board to approve the quote from Solution 3 Graphics to print the 2017 Winter/Spring Senior Program Guide.

**A motion was made by Trustee Fenton, seconded by Trustee Calandriello, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:**

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**ADJOURNMENT: 6:07 P.M.**

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

**Aye:** 3 - Chairman Gira, Trustee Fenton, and Trustee Calandriello

**Nay:** 0

**/AS**

Respectfully Submitted,

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**John C. Mehalek, Village Clerk**

## **REQUEST FOR ACTION REPORT**

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File Number: **2017-0061**  
Orig. Department: **Parks Department**  
File Name: **Centennial Park Aquatic Center - Pool Shade Structure Quote**

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### **BACKGROUND:**

Staff is requesting to replace eight (8) Funbrella umbrellas at the pool with new shade structures. The old funbrellas have maintenance issues and the weight and design requires them to be closed during inclement weather. When closing the heavy funbrellas, we have experienced a few minor injuries to staff. Staff recommends replacement and purchase of shade structures that will not require closure.

Staff received quotes from Parkreation Inc. of Prospect Heights, IL. This company is the sole representative for the Shade System Inc. company in our area that produces these shade structures. The Village has used this product throughout the years and staff recommends keeping the same units in the parks and pool areas for a consistent look and maintenance. The quote for the structures is as follows:

Eight (8) SP12 Single post pyramid shade unit by Shade Systems Inc., 12' x 12' x 8' high eave with steel frame and single color fabric, in ground mount, turn-n-slide system on all four corners. Cost per unit is \$2,685.00 each (\$21,480.00) with freight charges of \$2,144.00, for a total cost of \$23,624.00.

### **BUDGET IMPACT:**

Funds for the purchase of the eight (8) single pole shade structures will come from Pool account 283-4005-460180. The amount budgeted for this purchase is \$24,000.

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve waiving the bid process;

And

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Recommend to approve the purchase of the eight (8) new shade structures as noted from Parkreation Inc. at a cost not to exceed \$23,624.00.

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# **PARKREATION, INC**

**27 East Palatine Road, Prospect Heights, IL 60070**

January 9, 2017

Quotation Number: P010917D

Orland Park Recreation & Parks Department  
14700 Ravinia Ave.,  
Orland Park, IL 60462

Project Name: Shades for the pool

Quoted By: Paul Gozder

<u><b>QTY.</b></u>	<u><b>Product #</b></u>	<u><b>Description</b></u>	<u><b>All pricing is valid for 30 days</b></u>		<u><b>Unit Price</b></u>	<u><b>Total Price</b></u>
08	SP12	12' x 12' x 8' high single post shade units by Shade Systems Inc. Turn n' slide easy fabric removal system on all 4 corners Inground – direct bury post 2017 list price			\$ 3,196.00	\$ 25,568.00
		Less applied discount			\$ -511.00	\$ -4,088.00
		Total			\$ 2,685.00	\$ 21,480.00
		Shipping to Orland Park				<u>\$ 2,144.00</u>
		Total				<u>\$ 23,624.00</u>

Frame Color: \_\_\_\_\_ Fabric Color: \_\_\_\_\_

- Terms:
1. "I/We understand that all accounts are payable to Parkreation, Inc. according to the terms of their invoice, and if not paid on or before said date, are then delinquent. I/We agree to pay any and all service charges added each month to past due invoices. Terms are Net 30 days upon delivery with approved credit. All charges are due and payable in full at Parkreation, Inc., 27 E. Palatine Rd., Prospect Heights, IL 60070 unless notified in writing to the contrary. To the extent the terms and conditions of any purchase order/contract and/or any purchase order/contract confirmations are inconsistent with the terms and conditions of this signed quote, the terms and conditions of this signed quote shall prevail.
  2. All pricing is valid for 30 days from the date above.
  3. The above pricing (if more than one item) is based upon a package purchase. Any adjustments may be subject to a price revision.
  4. Customer is responsible for the off-loading of the equipment and an accurate inventory should be taken at the time and all missing or damaged parts should be noted to the Driver. You have 60 days to report any missing or damaged parts to your sales representative. Truck Driver will not unload equipment.
  5. Nontaxable entities are required to provide copy of tax exempt certificate or be taxed upon invoice.
  6. Installation not included unless specifically quoted

Date \_\_\_\_\_ Purchaser's Signature \_\_\_\_\_ Purchaser's Title \_\_\_\_\_

Email Address \_\_\_\_\_ Special Instructions \_\_\_\_\_

Ship to address \_\_\_\_\_

Park Site Address \_\_\_\_\_

**IllinoisOffice@Parkreation.com - 27 East Palatine Road, Prospect Heights, IL 60070 - Phone 847-419-7744, Fax 847-419-7747**

## **REQUEST FOR ACTION REPORT**

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File Number: **2017-0100**  
Orig. Department: **Parks Department**  
File Name: **Centennial Park Security Gates**

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### **BACKGROUND:**

Centennial Park has had issues over the last several years in the overnight hours after the park has closed. Vandalism, property damage and use of facilities have occurred after the park has closed. This year, staff has been working in conjunction with the police department to stem the amount of issues that occur after hours. The police department has been patrolling the complex after closing hours, and upon their exit they place temporary barricades up deterring the entrance to the facility after hours. When staff arrives in the morning, the barricades are removed. In an effort to find a more permanent solution; the installation of swing gates to the park's entrance has been determined to be the best course of action. Gates would be installed in-house by staff.

Pricing quotes were requested from several companies for the purchase of a thirty foot (30') manual double swing barrier gate, a twenty four foot (24') manual double swing barrier gate and posts. Gate Depot (Martrano Enterprises LLC) priced the material and shipping at \$5,533.00, Supply Inc. (DF supply, Inc.) priced the materials and shipping at \$5,250.13.

### **BUDGET IMPACT:**

Funds are available in Parks account 283-4003-461600

### **REQUESTED ACTION:**

I move to recommend to the Village board to approve the quote from Supply Inc. (DF Supply, Inc.) for the purchase of a thirty foot and twenty four foot manual double leaf swing gate and receiver posts at a cost not to exceed \$5,250.13.

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Martrano Enterprises LLC

**Estimate**

GATE DEPOT  
P.O. Box 116  
Boyes Hot Springs, CA 95416

Date	Estimate #
2/1/2017	6914

707-935-3388 (PH) 707-938-1134 (FX)

<b>Bill to</b>
Village of Orland Park Matt Creed Orland Park, IL 60462 708.825.4886

<b>Ship To</b>
Village of Orland Park Matt Creed Orland Park, IL 60462 708.825.4886

<b>Terms</b>	<b>Rep</b>	<b>Project</b>
PAYPAL	AY-GD	

Description	Qty	Rate	Total
<b>BARRIER GATES</b>			
!!! Guardian Traffic Systems 14020.224 SENTINEL 24' Manual Double Leaf Swing Barrier Gate Arm	1	2,181.00	2,181.00
!!! GTS-14030.100 Guardian Traffic Systems Sentinel swing barrier receiver post	4	154.00	616.00
!!!Guardian Traffic Systems 14020.230 Sentinel 30' Manual Double Leaf Swing Barrier Gate Arm	1	2,476.00	2,476.00
SHIPPING CHARGES - Signature required on freight and shipments over \$200		260.00	260.00

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<b>Total</b>	<b>\$5,533.00</b>
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DF Supply, Inc.  
 10050 Wellman Rd  
 Streetsboro, OH 44241  
 United States  
 sales@dfsupplyinc.com  
 (800) 878-7829

**Estimate**  
**6067657**  
 02/02/17

**BILL TO:**

Village of Orland Park  
 Orland Park, IL 60462  
 United States

**SHIP TO:**

Matt Creed  
 Village of Orland Park  
 Orland Park, IL 60462  
 United States

Phone	Email	Customer #	Ship Via		Terms
708-403-6108	mcreed@orlandpark.org	9123767	Freight-Freight		PREPAY
Item	Description	Qty	List Price	Price	Amount
14020-30	SENTINEL 30' (9.14 m) Manual Double Leaf Swing Barrier Gate Arm - Galvanized - 14020-30	1.00	2,322.3700	2,322.3700	2,322.37
14020-24	SENTINEL 24' (7.31 m) Manual Double Leaf Swing Barrier Gate Arm - Galvanized - 14020-24	1.00	2,031.8000	2,031.8000	2,031.80
14030R	SENTINEL Swing Barrier Receiver Post - 14030R	4.00	132.9900	132.9900	531.96

PO:  
 Notes:

Thank you for the opportunity to earn your business!  
 Quoted by Brad Korosec

SUBTOTAL	\$	4,886.13
SHIPPING	\$	364.00
MISCELLANEOUS	\$	0.00
TAX	\$	0.00

**Total: \$ 5,250.13**

All funds stated in USD. Estimates are valid for thirty (30) days from the date posted. DF Supply, Inc. reserves the right to deny any estimates. Shipping quotes are valid for seven (7) days. Customer is responsible for following local/state/national BOCA codes, all building and/or safety codes such as UL325, ASTM F2200, DASSMA ect. Customer is responsible for all discrepancies. All prices and specifications are subject to change without notice. All orders are custom Made to Order (MTO) unless otherwise noted, and can have a lead time of up to 4 months from the date the order is placed. Customer assumes all tax liability and any additional tax or duty due will be paid by customer. By paying and/or signing this estimate you are agreeing to the Discount Fence Supply, Inc. return policy found at [www.discountfence.com/returns.html](http://www.discountfence.com/returns.html)

Signature: \_\_\_\_\_

**REQUEST FOR ACTION REPORT**

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File Number:	<b>2017-0110</b>
Orig. Department:	<b>Parks Department</b>
File Name:	<b>Schussler Park Reconfiguration - Discussion Only</b>

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**BACKGROUND:**

Staff has met with the Public Works department and Christopher Burke (CBBL) the Village's engineering firm, regarding the ongoing storm water improvements, for Maycliff stage II. Continued improvements will reduce flooding of the Maycliff subdivision and all the additional ancillary sites up-stream. Travis Parry from CBBL will be available to provide more details as to the project scope and answer any questions. This project also presents the opportunity to proceed as a GMP versus the standard design, bid build format. Cost savings could be saved in the engineering of the overall project. There are other aspects of the project including the installation of larger storm water piping and water main projects. Engineering has determined that the expansion of the pond area at Schussler Park would greatly improve the potential flooding conditions for a large part of the community. The possible expansion of the pond for additional water storage is one consideration. The renderings show the level of flooding and the reduced level of flooding. The expansion would primarily affect one soccer field area that is typically not in safe condition due to the water saturation of the site. The current condition of the site has also played a major role in the damage to the tennis court areas (cracking and shifting of pavement). This has rendered most of the courts non-functional for quite some time. Through discussions with Public Works and our staff, the possible reconfiguration of the eastern part of the park is also another consideration. The project would also include removing an old concrete building (irrigation controls).

Renderings show that by shifting the tennis courts to the east, the base will rest on more stable soil and also make the courts more accessible with proximity to the parking lot. We would reduce the court space from 4 to 3. In one of the court areas we would install dedicated pickle ball courts. Complete regrading (cost savings using soil on site) and installation of new turf and irrigation systems for both remaining soccer fields properly crowned enabling proper drainage. These improvements would greatly reduce field cancellations as well as allow the fields to recover more quickly from extended periods of use. Field lighting would need to be reconfigured as well. We are also looking to incorporate a path that would connect both sides of the park allowing easier access to the bleacher seating areas as well as shoreline enhancements. We are still discussing the main parking area renovations as the piping systems would necessitate repairs as it does not drain properly.

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Staff is recommending that Parks to work with Public Works and allow the reconfiguration of the eastern side of the Park site. The project includes improved drainage, providing updated amenities and overall enhancement to the Park site. The vast majority of the funding will come from the Storm Water fund.

**BUDGET IMPACT:**

None

**REQUESTED ACTION:**

Discussion Only

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## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2017-0121</b>
Orig. Department:	<b>Parks Department</b>
File Name:	<b>ITB CPAC Filters Removal and Replacement of Sand (Silica) Bid</b>

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### **BACKGROUND:**

An invitation to bid was issued on February 2nd, 2017 for the removal and replacement of the sand (silica) in the filters for the Zero Depth pool and inspection of the laterals. The bid was opened on February 16th, 2017 with one company submitting a bid. Aqua Pure Enterprises, Inc. of Romeoville, IL was the only responsive bidder at a cost of \$28,961.51. There may be some additional costs incurred for lateral repair charges that apply after filters are emptied, depending on what the inspection of the laterals reveals.

### **BUDGET IMPACT:**

This project was budgeted and funds are available in 283-4005-443150

### **REQUESTED ACTION:**

I move to recommend to the Village board to approve bid # 17-006 from Aqua Pure Enterprises of Romeoville, IL at amount not to exceed the budgeted amount of \$30,000.00 for the CPAC Removal & replacement of Sand (silica).

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# ORLAND PARK

## Bid Tabulation

Bid Number: 17-006  
Bid Issue: Feb 2, 2017  
Bid Opening: Feb 16, 2017

Project Title: CPAC Filters - Removal & Replacement of Sand (Silica)  
Department: Parks & Grounds  
Addenda: #1 Feb 10, 2017

BIDDER	GRAND TOTAL BID PRICE	CONTACT INFORMATION
AquaPure Enterprises, Inc.	\$28,961.51	Todd Todner 1404 Joliet Road, Suite A Romeoville, IL 60446 P: 630-771-1310/F: 630-771-1301 Email: todd@aquapure-il.com

Bids are subject to review for completeness, accuracy, and compliance with all terms and conditions of the bid specifications  
Prepared by: Denise Domalewski, Purchasing & Contract Administrator - Village of Orland Park

**Village of Orland Park Bid Responsiveness Check**

**Bid Number:** 17-006

**Project Title:** CPAC Filters - Removal & Replacement of Sand (Silica)

<b>Bid Requirement</b>	Aqua Pure Enterprises							
Submitted three (3) sealed hardcopies of the bid	✓							
Submitted a completed Bidder Summary Sheet	✓							
Submitted a completed Affidavit of Compliance	✓							
Submitted three (3) references	✓							
Submitted signed Insurance Requirements form	✓							
Acknowledged Addendum No. 1 issued Feb 10, 2017	✓							
Unit Price Sheet	✓							
Proposed amount	<b>\$28,961.51</b>							

*\*A check mark in the box indicates inclusion of the required form with the proposal package. A "V#" indicates a variance that will be explained below.*

Prepared by: Denise Domalewski, Purchasing & Contract Administrator - Village of Orland Park

## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2017-0107</b>
Orig. Department:	<b>Recreation Department</b>
File Name:	<b>Centennial Park Aquatic Center 2017 - Lifeguard Licensing</b>

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### **BACKGROUND:**

In preparation of the 2017 pool season, a license must be purchased for each Centennial Park Aquatic Center (CPAC) lifeguard. These licenses, known as a Competency Assessment Performance folder (CAP), are provided by the Starfish Aquatics Institute.

Starfish Aquatics Institute is the agency which certifies Recreation managers, squad leaders, and team leaders that provide in-house training to certify our lifeguards. Starfish Aquatics Institute is regarded as the gold standard in the industry and enables the CPAC staff to provide a safe and responsive environment to CPAC patrons.

CAPs are \$30 each and are sold in quantities of 12 (CAP Packs) for \$360. CPAC employs 162 guard staff. To meet the required number of licenses needed, 14 packages at \$360 each are required for a total of 168 CAP Packs. The total purchase will be \$5,040. Staff is requesting approval for purchase.

### **BUDGET IMPACT:**

The cost for this service is included in the budget account 283-4005-429200.

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve the purchase of CAP Packs (lifeguard licenses) from Starfish Aquatics Institute at a cost not to exceed \$5,040.00.

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## **REQUEST FOR ACTION REPORT**

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File Number:	<b>2017-0108</b>
Orig. Department:	<b>Recreation Department</b>
File Name:	<b>Special Recreation Christmas Dinner Dance</b>

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### **BACKGROUND:**

The Annual Special Recreation Christmas Dinner Dance will be held on December 8, 2017 at Riviera Country Club in Orland Park. This event has been held for the past 18 years and is well attended by Orland Park's Special Recreation participants, as well as invited nearby Special Recreation agencies. Based on prior experience, we anticipate 250 - 300 people will be in attendance at this event.

The dinner dance is funded through the registration fees of those who attend. The Village pays for 15-20 employees to staff the event. These employees attend the event to assist our participants as we would for other Special Recreation Programs.

Payment to Riviera Country Club consists of an initial deposit of \$500, a 30-day deposit of \$750, a 60-day deposit of \$750, and the remaining cost is due 21 days prior to the event date. The total estimated cost will not exceed \$8,250 as the maximum capacity of the banquet room is 300.

### **BUDGET IMPACT:**

This item has been budgeted for and offsetting revenue will come from registration fees Expenditure Account #283-4008-490100.

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve payment to Riviera Country Club for a deposit of \$500, 30-day deposit of \$750, 60-day deposit of \$750, and the remaining cost due 21 days prior to the event date and to make the appropriate payment both for staff and registrants for the event not to exceed a total of \$8,250.

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**REQUEST FOR ACTION REPORT**

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File Number:	<b>2017-0109</b>
Orig. Department:	<b>Recreation Department</b>
File Name:	<b>2017 Recreation Program Guide Distribution Approval</b>

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**BACKGROUND:**

In 2016, the Recreation Department began distributing the Summer, Fall, and Winter/Spring Recreation Program Guides to Orland Park residents through the Orland Park Post Office. The distribution through the post office reached over 26,000 active resident addresses. The distribution cost for each season’s program guide varies due to the number of pages for each publication. Staff is requesting approval to distribute the three 2017 recreation program guides through the United States Post Office for the budgeted amount of \$24,000.

**BUDGET IMPACT:**

This item is included in the Fiscal Year 2017 budget account 283-4001-441600.

**REQUESTED ACTION:**

I move to recommend to the Village Board to approve the distribution of three 2017 recreation program guides through the United States Post Office for the budgeted amount of \$24,000.