

VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org



Meeting Minutes

Saturday, March 21, 2020

4:00 PM

SPECIAL MEETING

Village Hall

Board of Trustees

Village President Keith Pekau

Village Clerk John C. Mehalek

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

CALL TO ORDER/ROLL CALL

The meeting was called to order 4:07 P.M.

Due to the COVID-19 outbreak, Board members were allowed to attend the meeting via teleconference.

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

ITEMS FOR SEPARATE ACTION**2020-0232 Establishment of a Revolving Line of Credit to Fund Operating Expenditures - Approval**

Given the uncertainty of the amount and timing of revenue sources going forward, staff is recommending the establishment of a revolving line of credit that will be drawn on to fund operating expenditures should the need arise. Staff will work with BMO Harris Bank and bond counsel to establish a separate line of credit, in an amount not to exceed \$10 million, for operating expenditures only. The ordinance attached to the Board Packet authorizes the establishment of this line of credit; staff will provide the Board with an informational document upon closing.

Trustee Dodge had comments. (refer to audio file)

I move to approve Ordinance No. 5497 entitled: AN ORDINANCE PROVIDING FOR THE EXECUTION OF A TAXABLE REVOLVING GENERAL OBLIGATION LINE OF CREDIT AGREEMENT AND NOTE OF THE VILLAGE OF ORLAND PARK, COOK AND WILL COUNTIES, ILLINOIS TO PAY NECESSARY AND APPROPRIATE OPERATING EXPENSES OF THE VILLAGE, AND PROVIDING FOR THE SECURITY FOR THE VILLAGE'S OBLIGATIONS UNDER SUCH AGREEMENT AND SAID NOTE.

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

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

Nay: 0

2020-0234 Addition of Title 1 by Creating a New Chapter 18 (Delinquent Accounts) to the Orland Park Village Code

The COVID-19 outbreak has presented unprecedented challenges. In an effort to assist those with delinquent payments to the Village, the following Ordinance is being proposed.

As a result of the normal course of business, the Village collects fees, fines and various charges for services. As a result of the COVID-19 outbreak, the Village is seeking to provide relief to those Orland Park residents and businesses who are

impacted by the COVID-19 outbreak.

The Ordinance attached to the Board Packet authorizes the Finance Director to adopt policies and procedures relating to the collection of debt, such as the attached Debt Collection Procedures Manual, as well as specifying procedures for uncollectible debt.

As outstanding balances age, the probability of collection diminishes. In addition to authorizing the Finance Director to establish policies and procedures for the collection of debt, the attached ordinance attached to the Board Packet also provides for the modification of debt, if the Finance Director has determined that there is no cost effective means of collecting the debt. Balances may be canceled, written-off, or otherwise modified as follows:

A. Amounts due the Village which are no greater than \$1,000 may, after reasonable efforts for the collection or settlement thereof have been exhausted, be authorized by the Finance Director to be canceled, written-off or modified based on written procedures developed by the Finance Director and approved by the Village Manager.

B. Amounts due the Village which are in excess of \$1,000 but which are no greater than \$5,000 may, after reasonable efforts for the collection or settlement thereof have been exhausted, be authorized by the Village Manager or designee to be canceled, written-off or modified in part upon recommendation of the Finance Director.

C. Amounts due to the Village in excess of \$5,000 which are due to any department of the Village, including its public utilities, from any individual or corporate debtor thereto under provisions of leases, contracts, other instruments or agreements, or under provisions of rate or other ordinances or resolutions, or which are due and legally enforceable from any person, corporation or insurance company as a result of damages to Village property, may not be canceled, written-off, or otherwise modified without the authorization of the Village Board upon recommendation of the Village Manager.

President Pekau amended 18-14-c of the ordinance to read "with the authorization of the Village Board." (refer to audio file)

Trustee Dodge had comments. (refer to audio file)

I move to pass Ordinance 5498 entitled: An Ordinance Amending the Orland Park Village Code Title 1 by Creating a New Chapter 18 (Delinquent Accounts).

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

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

Nay: 0

2020-0236 A Resolution Authorizing and Enacting the Implementation of a Debt Relief Program

The COVID-19 outbreak has presented unprecedented challenges. In an effort to assist those with delinquent payments to the Village, the following Ordinance is being proposed.

As a result of the normal course of business, the Village collects fees, fines and various charges for services. As a result of the COVID-19 outbreak, the Village is seeking to provide relief to those Orland Park residents and businesses who are impacted by the COVID-19 outbreak.

The Resolution attached to the Board Packet authorizes staff to incorporate debt relief measures to assist Orland Park residents and businesses.

I move to pass Resolution 2004 entitled: A Resolution Authorizing and Enacting the Implementation of a Debt Relief Program

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

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

Nay: 0

2020-0233 Addition of Title 1 by Creating a New Chapter 17 (Signing Authority) to the Orland Park Village Code

The COVID-19 outbreak has presented unprecedented challenges. In an effort to assist local commerce that does business with the Village, the following Ordinance is being proposed.

The ordinance attached to the Board Packet allows for the delegation of document signing authority. The proposed new Signing Authority Chapter of the Village Code will consolidate the longstanding principles, traditions and practices related to signing authority that have guided the Village in the past. The new Signing Authority Chapter also incorporates approval for an expedited accounts payable process.

This expedited accounts payable process would allow for all accounts payables, regardless of amount, to be paid in advance of Village Board meetings whenever lawful emergency Proclamations and Executive Orders are issued by the Village President, the President of the Cook County Board of Commissioners, the Governor of the State of Illinois and/or the President of the United States. All accounts payables paid in advance of a Village Board meeting will still be presented to the Village Board at its next opportunity in order to ratify these payments.

Trustee Dodge had comments. (refer to audio file)

I move to pass Ordinance 5500 entitled: An Ordinance Amending The Orland Park Village Code Title 1 By Creating A New Chapter 17 (Signing Authority);

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

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

Nay: 0

2020-0237 Addition of Title 1 by Creating a New Chapter 16 (Procurement) to the Orland Park Village Code

The COVID-19 outbreak has presented unprecedented challenges. In an effort to assist local commerce that does business with the Village, the following Ordinance is being proposed.

In order to ensure that proper controls are in place for the expedited accounts payable process as well as the Signing Authority, the Procurement Ordinance attached to the Board Packet is being proposed. The purpose of the Procurement Ordinance is to provide for fair and equitable standards and processes for purchasing by the Village, to maximize the value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

The attached Procurement Ordinance:

- The recommended Procurement Ordinance would add a new procurement chapter to the Village Code and consolidate current procurement language in the Village Code into a new chapter. As such, the recommended Ordinance would not change the way the Village does business in any significant way, but would bring our standards and proceedings up-to-date.

- The recommended Procurement Chapter also increases the competitive purchasing threshold from the current \$20,000 to \$25,000. The Illinois General Assembly amended Section 8-9-1 of the Illinois Municipal Code, increasing the threshold for competitively bidding public projects. Previously, this section required municipalities to competitively bid any public work or public improvement if the expense would exceed \$20,000. P.A. 100-0338 amended this section and increased the minimum amount for which competitive bidding is required to \$25,000. The ordinance attached to the Board Packet incorporates the revised threshold requirement in the Village's Procurement Code.

I move to pass Ordinance 5499 entitled: An Ordinance Amending the Orland Park Village Code Title 1 by Creating a New Chapter 16 (Procurement);

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

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

Nay: 0

2020-0238 A Resolution Authorizing the Village Manger to Execute Agreement to Participate in Cooperative Purchasing

The COVID-19 outbreak has presented unprecedented challenges. In an effort to assist local commerce that does business with the Village, a Cooperative Purchasing Resolution is being proposed.

Cooperative Purchasing:

The primary role of public procurement is to obtain quality goods and services to support effective and efficient government while ensuring the prudent use of public funds. Effective public procurement adds value to government purchasing by:

- Providing efficient delivery of products and services;
- Obtaining best value through competition;
- Offering fair and equitable competitive contracting opportunities for suppliers; and
- Maintaining public confidence through ethical and transparent procurement practices.

Cooperative contracts are increasingly popular at the federal, state, and local levels. Cooperative purchasing is popular because it can save significant time and money in contract production as well as lower contract prices through the power of aggregation.

In simple terms, cooperative purchasing involves sharing procurement contracts between governments. The Government Contract Reference Book defines cooperative purchasing as two or more governments purchasing under the same contract. The ABA Model Procurement Code for State and Local Governments definition is more expansive: "Cooperative Purchasing means procurement conducted by, or on behalf of, one or more Public Procurement Units, as defined in this Code." Under this definition, one could construe state central procurement programs, many of which date back nearly 100 years, as the first form of cooperative purchasing.

In addition to the common concept of two or more governments sharing procurement contracts, cooperative purchasing may also include shared procurement programs and resources, including advice and assistance. The Illinois Intergovernmental Cooperation Act authorizes cooperative purchasing in Illinois (5 ILCS 220).

The Resolution attached to the Board Packet would allow participation in the following cooperative agreements:

- Cooperative Purchasing through the U.S. Government's General Services Administration
- Sourcewell
- HGACBuy
- U.S. Communities Government Purchasing Alliance
- National Intergovernmental Purchasing Alliance
- NASPO ValuePoint Cooperative Purchasing Organization (NASPO ValuePoint)
- The Cooperative Purchasing Network
- National Cooperative Purchasing Alliance
- The State of Illinois Joint Purchasing Program
- Suburban Purchasing Cooperative
- The Midwestern Higher Education Compact (MHEC)
- The Interlocal Purchasing System (TIPS)
- National Purchasing Partners (NPPGov)
- Purchasing Cooperative of America
- 1Government Procurement Alliance
- National Purchasing Cooperative, d/b/a National BuyBoard (BuyBoard)

I move to pass Resolution 2005 entitled: A Resolution Authorizing the Village Manager to Execute Agreement to Participate in Cooperative Purchasing.

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

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

Nay: 0

ADJOURNMENT: 4:15 P.M.

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

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

Nay: 0

2020-0239 Audio Recording for March 21, 2020 Board of Trustees Special Meeting

NO ACTION

/AS

APPROVED: April 6, 2020

Respectfully Submitted,

/s/ John C. Mehalek

John C. Mehalek, Village Clerk