

DATE: June 6, 2011

**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0360**

Orig. Department: **Village Clerk**

File Name:         **Approval of the May 16, 2011 Regular Meeting Minutes**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to approve the minutes of the Board of Trustees Meeting of May 16, 2011.

DATE: June 6, 2011

**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0345**  
Orig. Department: **Officials**  
File Name:         **236th Birthday of U.S. Army - Proclamation**

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**BACKGROUND:**

Mayor McLaughlin will present a proclamation to Sgt. 1st Class Dale Whipple proclaiming June 13 through June 18, 2011 as United States Army Week in the Village of Orland Park.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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File Number: **2011-0359**

Orig. Department: **Officials**

File Name: **Bike to Work Week Challenge - Proclamation**

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### **BACKGROUND:**

Mayor McLaughlin will issue a proclamation accepting the Bike to Work Week challenge issued by the Village of Oak Lawn.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

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DATE: June 6, 2011

**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0300**  
Orig. Department: **Officials**  
File Name:         **Thomas M. Dubelbeis - Presentation**

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**BACKGROUND:**

Mayor McLaughlin will recognize Thomas M. Dubelbeis, Chairman of the Veterans Commission, for his eleven years of service.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

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DATE: June 6, 2011

**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0330**  
Orig. Department: **Officials**  
File Name:         **Sonia Mantell - Presentation**

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**BACKGROUND:**

Mayor McLaughlin will present a Community Pride Award to Sonia Mantell in recognition of being chosen as a featured cello soloist with the Chicago Sinfonietta Orchestra.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0329**  
Orig. Department: **Officials**  
File Name:         **Sandburg Badminton Team - Presentation**

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### **BACKGROUND:**

Mayor McLaughlin will present Community Pride Awards to the Carl Sandburg High School Girls IHSA Badminton State Champions and their head coach, Kimberly Huelsman and assistant coaches, Lauren Pammer and James Mattera.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

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DATE: June 6, 2011

**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0326**  
Orig. Department: **Finance Department**  
File Name:         **Payroll - Approval**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to approve the Bi-Weekly Payroll for May 13, 2011 in the amount of \$1,098,347.85 and the Monthly Hourly Payroll for May 13, 2011 in the amount of \$27,988.66.

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DATE: June 6, 2011

**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0349**  
Orig. Department: **Finance Department**  
File Name:         **Accounts Payable - Approval**

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**BACKGROUND:**

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to approve the Accounts Payable from May 17, 2011 through June 6, 2011 in the amount of \$3,334,313.36.

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0305**  
Orig. Department: **Police Department**  
File Name:         **Disposal of Certain Seized Vehicles at Public Auction - Recommended Ordinance**

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### **BACKGROUND:**

The police department requests that the Village declare two (2) forfeited vehicles described herein as excess property and to dispose of at public auction. The vehicles were seized by the department and forfeited to the village by the Circuit Court of Cook County from drivers who were driving their vehicle while their license was suspended for DUI.

The vehicles are described as follows:

1998 Chevy S10 pickup   1GCCS1444W8144607  
2000 Chevy 1500 pickup  1GCEC14W0YE150254

On May 16, 2011, this item was reviewed and approved by the Public Safety Committee and recommended and referred to Board for approval.

### **BUDGET IMPACT:**

Proceeds from the auction will be deposited into the general fund of the Village of Orland Park.

### **REQUESTED ACTION:**

I move to pass Ordinance No. \_\_\_\_\_, entitled: ORDINANCE AUTHORIZING DISPOSAL BY PUBLIC AUCTION OF PERSONAL PROPERTY (VEHICLES) OWNED BY THE VILLAGE OF ORLAND PARK, ILLINOIS

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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0312**  
Orig. Department: **Recreation and Parks Department**  
File Name:         **Orland Park Dog Park - Fundraising Campaign**

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### **BACKGROUND:**

During the past several years, requests and inquiries from residents as to the development of a dog park have increased substantially. The dog park is currently slated for consideration in the Village Capital Improvement Plan for the year 2016. At this time, staff is seeking direction on the creation of a plan for fundraising to construct a dog park in Centennial Park. Because of the central location of Centennial Park, its distance from nearby homes, and the available land, it would be the ideal location for a dog park. Other park sites on the east side of the community were also considered, however the existing parks owned by the Village in that area do not offer ample space and are within very close proximity to homes. For this reason, the staff recommends an under-utilized portion of Centennial Park for your consideration.

The Parks Department staff have identified several grants that might assist the Village in moving this project ahead more expeditiously. Staff has also researched other area dog parks that have been funded through generous donations from dog owners seeking to have this type of amenity in their own community. Additionally, we were recently made aware that the Village was nominated for the PetSafe Company contest for a chance to win \$100,000 to build a dog park.

A preliminary drawing, fundraising ideas, suggested amenities and estimated costs are attached. Many of the items listed can be completed during future phases of the park development. The initial cost of development is primarily for fencing and for amenities.

On May 16, 2011, this item was reviewed and approved by the Parks, Recreation, and Environmental Initiatives Committee and referred to the Board for approval.

### **BUDGET IMPACT:**

No impact at this time. If approved, the fundraising plan would be implemented to advance the project in a future budget year.

### **REQUESTED ACTION:**

I move to approve a fundraising campaign to further the development of a dog park in Centennial Park.

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## REQUEST FOR BOARD ACTION

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File Number:       **2011-0235**  
Orig. Department: **Recreation and Parks Department**  
File Name:         **Centennial Park Aquatic Center Quote for VGB Grates**

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### **BACKGROUND:**

We have received quotes for the grates needed at Centennial Pool required by the Illinois Department of Public Health to comply with the Virginia Graeme Baker Act. The engineering company hired to design the grates submitted two types of grates, Paddock, and Neptune Benson Aegis which both are used nationwide. The grates below needed to be ordered immediately. Approval of the design was still pending from IDPH, therefore installation was delayed. The Parks and Building Maintenance staff installed the grates per the specifications, thus saving the Village the additional cost. None of the grates purchased and installed were a part of last week's nationwide recall of pool grates.

Spear Corporation       15 x \$1,150.00 = \$17,250.00 + shipping \$225  
Paddock 2424 PCFC    26 x \$552.50 = \$14,365.00 + shipping \$288  
Total: \$32,128 including shipping

There will also be added costs for other miscellaneous parts.

On April 18, 2011, this item was reviewed by the Parks, Recreation, and Environmental Initiatives Committee and pending approval, is referred to the Board for final approval.

Upon further inspection three grate covers purchased from Spear Corporation were exchanged for three BEESAFE VGBA grate covers at an additional cost of \$1935.

On May 16, 2011, this item was reviewed by the Parks, Recreation, and Environmental Initiatives Committee and referred to the Board for approval.

### **BUDGET IMPACT:**

This item was budgeted for in FY2010 and rolled over into the current year. \$58,000 was budgeted for this project in account 283-451-4005-7010. The total project cost is \$34,063.00.

### **REQUESTED ACTION:**

I move to approve a payment increase of \$1935 to the Spear Corporation.

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0298**  
Orig. Department: **Recreation and Parks Department**  
File Name:         **Thistlewood Pump House Siding Bid Award**

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### **BACKGROUND:**

Bids were opened for the Thistlewood Pump House Siding on April 19, 2011 at 11:00 am. Two bids were received and the low bidder was J. D. Builders at \$18,223.00.

On May 16, 2011, this item was reviewed and approved by the Parks, Recreation and Environmental Initiatives Committee and referred to the Board for approval.

### **BUDGET IMPACT:**

Funds will come from the Public Works account #031-6002-433-4310.

### **REQUESTED ACTION:**

I move to approve accepting the low bid from J. D. Builders at a cost of \$18,223.00.

And

Authorize the Village Manager execute the contract

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0088**  
Orig. Department:   **Recreation and Parks Department**  
File Name:         **Centennial Park Aquatic Center Concrete Decking Bid Award Change Order**

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### **BACKGROUND:**

Bids were received and opened on January 27, 2011 at 11:00 am for the Centennial Park Aquatic Center Concrete Deck Installation. Eight bids were received and the low bidder was R & W Clark Construction of Frankfort, IL at a cost of \$16,800.00. The amount budgeted for this project was \$30,000.00.

On February 21, 2011 this item was reviewed and approved by the Parks, Recreation and Environmental Initiatives Committee and referred to the Board for approval.

Upon arrival by R & W Clark Construction to begin the concrete decking process it was discovered that one small section on each deck had been neglected on the architect's plan. These sections are imperative to maintain the integrity of the decking. The amount for each section is \$850 (\$1700 total), thus increasing the total cost of the project to \$18,500. The project still remains within the budgeted amount of \$30,000.

### **BUDGET IMPACT:**

The funds will come from the 2011 Pool budget 283-4005-451-4315 \$30,000.00.

### **REQUESTED ACTION:**

I move to recommend to the Village Board to approve the change order of \$1700 for R & W Clark Construction, Inc.

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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0313**  
Orig. Department: **Recreation Department**  
File Name:         **Recreation and Parks Program Guide Printing - Request for Proposal**

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### **BACKGROUND:**

On April 28, 2011 proposals were submitted and reviewed by staff for the printing of three seasonal Recreation and Parks Department program guides. Five proposals were received with the lowest qualifying quote from Mignone Communications, Inc. of Huntington, IN.

The figures proposed are per edition based on three seasonal brochures per year for 28,000 copies per season. The proposal included an option to renew the contract for two additional years under the discretion of the Village based on product and service.

After review of pricing, samples and reference checks, staff recommends accepting the proposal from Mignone Communications, Inc. for the 2012 brochure series, and the option to renew the contract based on yearly performance for two additional years.

BACKGROUND INFORMATION PREVIOUSLY PROVIDED AS PART OF THE COMMITTEE PACKET.

On May 16, 2011, this item was reviewed and approved by the Parks, Recreation and Environmental Initiatives Committee and recommended to the Board for approval.

### **BUDGET IMPACT:**

The costs will come out of account #283-4001-451-6020. The amount budgeted for brochure printing is \$62,000.

### **REQUESTED ACTION:**

I move to approve accepting the proposal for the 2012 program guide series printing from Mignone Communications, Inc. in the amount not to exceed \$62,000; and

Approve renewing the contract based on yearly performance for two additional years at a cost not to exceed the budgeted amount.

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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0311**  
Orig. Department:   **Recreation Department**  
File Name:         **Centennial Park Aquatic Center - Outdoor Furniture Purchase**

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### **BACKGROUND:**

On April 12, 2011 a bid request was issued for the purchase of outdoor furniture for the Centennial Park Aquatic Center (CPAC). This is part of an ongoing effort to replace worn, un-repairable and outdated furniture at the CPAC. A recent inventory shows there are approximately 234 chairs in need of replacement.

Four bids were received and opened on April 26, 2011. Bids were submitted by Benson Outdoors Inc., contract Furnishings International Inc., Taylor & Associates Inc., and Upbeat Inc.

Staff would like to recommend awarding the bid to the lowest qualifying bidder, Contract Furnishings International, Inc. of Bradenton, FL. for the purchase of 50 chaise lounge chairs at \$143.52 each, and 20 mid-back chairs at \$90.48 each. Shipping is projected to be \$578.42, bringing the total purchase to \$9,564.02.

BACKGROUND INFORMATION PREVIOUSLY PROVIDED AS PART OF THE COMMITTEE PACKET.

On May 16, 2011, this item was reviewed and approved by the Parks, Recreation and Environmental Initiatives Committee and recommended to the Board for approval.

### **BUDGET IMPACT:**

These costs will come out of account #283-4005-451-6045 which has budgeted \$12,500 for furniture purchases.

### **REQUESTED ACTION:**

I move to approve accepting the bid for outdoor furniture for the Centennial Park Aquatic Center from Contract Furnishings International, Inc. of Bradenton, FL for a cost not to exceed \$9,564.02.

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## REQUEST FOR BOARD ACTION

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File Number:       **2011-0259**  
Orig. Department:  **Development Services Department**  
File Name:         **LA Boxing - Special Use**

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### **BACKGROUND:**

The petitioner requests the approval of a special use permit to operate LA Boxing, a health and fitness center proposed for a tenant space at 9050 W 159th Street in an existing commercial strip center located near the northeast corner of 159th Street and Park Hill Drive.

LA Boxing is a kickboxing and mixed martial arts gym that is currently located on LaGrange Road in Orland Park. Health Clubs and Fitness Centers require a special use permit in the BIZ District if they exceed 5,000 square feet in size. LA Boxing is proposed for a 7,271 square foot tenant space in the Park Hill Commons Shopping Center located on a 4.4 acre site. Parking for this use is adequate considering the complimentary peak uses of neighboring tenants, current center vacancies, and land banked for parking to the rear of the center if parking were to become an issue. The proposed use is consistent with the character of the immediate vicinity and of the subject property. This use is compatible with other tenants in the already established commercial retail center. No changes are proposed to the building exterior.

On May 10, 2011, the case was considered by Plan Commission. No one spoke at the public hearing in opposition to the proposal. One Commissioner raised a concern with noise levels that might be generated from the gym's music that would impact the next door tenant. The petitioner said that he had no subwoofers at this time that might create a problem, and that he has spoken with the neighbor (Emmarts Remodeling) and that they will work together if any issues arise. The different and complimentary peak hours of the businesses was also pointed out. The case was recommended for approval with conditions (7-0) by the Plan Commission.

On May 16, 2011, the Development Services Committee voted 2-0 to recommend to the Village Board approval of a Special Use Permit for LA Boxing to operate a health club and fitness center that exceeds 5,000 square feet located at 9050 159th Street subject to the following conditions:

1. All Building Code related items are met, including building permits prior to any interior remodeling.
2. The dumpster is stored in the existing brick enclosure to the rear of the building and property maintenance requirements are met.
3. Any new signage is approved through a separate permitting process.

This case is now before the Board of Trustees for final review/approval.

### **BUDGET IMPACT:**

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## **REQUEST FOR BOARD ACTION**

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### **REQUESTED ACTION:**

I move to approve a Special Use Permit for LA Boxing to operate a health club and fitness center located at 9050 159th Street as recommended for approval at the May 16, 2011 Development Services and Planning Committee meeting and as fully referenced below:

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

I move to approve a Special Use Permit for LA Boxing to operate a health club and fitness center that exceeds 5,000 square feet located at 9050 159th Street subject to the following conditions:

1. All Building Code related items are met, including building permits prior to any interior remodeling.
  2. The dumpster is stored in the existing brick enclosure to the rear of the building and property maintenance requirements are met.
  3. Any new signage is approved through a separate permitting process.
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**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0308**  
Orig. Department:   **Development Services Department**  
File Name:         **Terry's Lincoln/Mercury - Amended Agreement**

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**BACKGROUND:**

In December 2009, the Village Board approved an amended agreement with Terry's Lincoln Mercury, Inc. The agreement was in contemplation of renovations to the existing dealership and the addition of a new Subaru Franchise. Since 2009, the Village was informed the Subaru Franchise was no longer going to be part of the dealership. However, Terry's has indicated their desire to still renovate the existing dealership, which will become the only Lincoln franchise in the South Suburbs. The following summarizes the deal points of the existing agreement and the proposed amendment:

Summary of Terms of Existing Agreement - December 21,2009

Renovation of Existing Dealership  
New Subaru Franchise  
Commencement of Construction - no later than Dec. 2010  
\$750,000 Loan from Village  
\$250,000 reimbursement for 7.124 acres of adjacent land  
Sales Tax Rebate - not to exceed \$1.625 Million

Lincoln/Mercury Franchise -   2011-2012 - 50% sharing of Base  
  2013 - Village sets new base and retains 100%  
  Terry's get 100% of Sales Tax Increment

Subaru Franchise -               2011-2012 - 100% goes to Terry's  
  2013 - Village sets new base and retains 100%  
  Terry's get 100% of Sales Tax Increment

Summary of Proposed New Amended Agreement - May 2011

Renovation of Existing Dealership  
Commencement of Construction - no later than Dec. 2011  
No Loan from Village  
\$250,000 reimbursement was already completed

Sales Tax Rebate - not to exceed \$1 Million - no time limit

2012-2013 - 50% Sharing of Base up to \$100,000 to Terry's  
2014 - Reestablishment of new Base (average of 2010-2012);  
Terry's gets 100% over new Base amount  
Yearly maximum payment will be \$100,000.

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## **REQUEST FOR BOARD ACTION**

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The proposed new terms will still allow the dealership to undergo a substantial renovation but with a reduced Village incentive requirement. Terry's will still be required to obtain all site plan and Village approvals, as required by code.

The Development Services and Planning Committee recommended approval (2-0) on May 16, 2011.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve the proposed revised terms of the amended agreement for Terry's Lincoln Mercury, as outlined.

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**REQUEST FOR BOARD ACTION**

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File Number:       **2011-0347**  
Orig. Department: **Development Services Department**  
File Name:         **Orland Fire Protection District Headquarters 9788 151st St. - Plat of Abrogation**

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**BACKGROUND:**

This plat is related to the overall Orland Fire Protection District expansion project at 9788 151st Street approved in 2010. The purpose of the plat is to properly eliminate an existing 24 ft. wide ingress-egress easement and part of a 30 ft. public utility and drainage easement. These easements lie upon the north region of the property, which incidentally is a parcel purchased from the Village. These easements are no longer useful, given how the property itself and surrounding properties have been developed.

Staff has reviewed the Plat of Abrogation and finds it to be in conformance with the final site plan approved by the Board of Trustees in 2010.

This is now before the Village Board to authorize the preparation of an ordinance by the Village Attorney to legally eliminate the easements and subsequently authorize signing and recording of the plat with the Cook County Recorder's Office.

**BUDGET IMPACT:**

**REQUESTED ACTION:**

I move to authorize preparation of an ordinance to abrogate ingress-egress and public utility & drainage easements on said Orland Fire Protection District property, Village Center Phase 2, as identified by the plat prepared by V3 Companies of Illinois Ltd., Project No. 09146, Group No. VP10.3 dated September 1, 2010, Revision #1 dated December 10, 2010.

And

I move to approve the signature of the plat by the authorized parties and subsequent recording by the Village attorney, following the passage of the applicable ordinance.

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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0339**  
Orig. Department:   **Public Works Department**  
File Name:         **183rd Street and Wolf Road Intersection Watermain Improvement - Bid Award**

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### **BACKGROUND:**

The Illinois Department of Transportation (IDOT) is moving forward with traffic signal installation and improvements at the intersection of 183rd Street and Wolf Road. The Village's water system currently has gaps at the intersection resulting in sections of "dead-end" watermain. In July 2010, the Village Board approved McDonough Associates Inc. (MAI) of Chicago, Illinois, to perform design engineering for this work. IDOT has informed the Village that the watermain work must be completed by mid-July as a precursor to their intersection improvement.

A request for bids for the watermain improvement was advertised in the SouthtownStar Newspaper on Wednesday, May 11, 2011. Sealed bids were opened by the Village Clerk's Office on Wednesday, May 25, 2011 at 11:00 a.m. with ten (10) contractors submitting bids (Bid Summary Sheet attached). After review by staff and MAI (recommendation attached), Airy's, Inc. of Tinley Park, Illinois, was found to be low with a bid of \$181,090.

To assist with the project oversight, MAI was asked to submit a cost for limited construction services. While Village Staff will perform daily inspections, MAI will review submittals, pay requests, layout and as-built construction documents. Their cost for these services totals \$2,666.

On June 6, 2011, at 6:00 p.m. this item went to the Public Works and Engineering Committee for review prior to being sent at 7:00 p.m. to the Board of Trustees for approval.

### **BUDGET IMPACT:**

Sufficient funds for this work are included in the 2011 Capital Budget - Account 031-6002-433.70-50 (Underground Water/Sewer Lines). \$489,340 for this project was rolled over from the previous fiscal year.

### **REQUESTED ACTION:**

I move to approve awarding the bid for the 183rd Street and Wolf Road Watermain Improvement to Airy's, Inc. of Tinley Park, Illinois, for an amount not to exceed \$200,000 (\$181,090 plus \$18,910 contingency);

And

Approve accepting the proposal for construction services for the 183rd Street and Wolf

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**REQUEST FOR BOARD ACTION**

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Road Intersection Watermain Improvement from McDonough Associates Inc. of Chicago, Illinois, for a cost not to exceed \$2,666.

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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0264**  
Orig. Department:   **Development Services Department**  
File Name:         **9867 W. 144th Place - Certificate of Appropriateness**

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### **BACKGROUND:**

The petitioner proposes to construct a 1,620 square foot single family home on a vacant 6,250 square foot residential lot in the Old Orland Historic District. A Certificate of Appropriateness is required for this project.

The subject lot was previously the location of a non-contributing ranch house that was demolished in 2007. The 2008 Residential Area Intensive Survey (RAI) identified this lot as vacant with no historic information for the site. The proposed single family home is in the same character style that has previously been approved by the Village for new construction in the Historic District, specifically at 9875 W. 144th Place-which has not yet been built-and 9857 W. 144th Place-which is complete.

On May 17, 2011 the HPRC moved 7-0 to recommend to the Village Board of Trustees to approve a Certificate of Appropriateness for a new single family home at 9867 W. 144th Place per the elevations titled "New Two Story Residence For Orland Park II.", prepared by IJM Group Inc., dated 4.11.11, job number 2011-9, sheets A-2.0 and A-2.1, and the site plan titled "9867 W. 144th Place Plan", prepared by the petitioner, dated 4.11.11, subject to the following conditions:

1. That the petitioner shows the location of a detached garage on the site plan and provides elevation drawings for the garage that match the principal structure prior to the petition appearing at the next available Board of Trustees meeting;
2. That during construction, the petitioner implements and maintains proper erosion control measures;
3. That the petitioner repairs and replaces any sidewalk that is impacted by construction upon completion of the project;
4. That the petitioner corrects the areas under the gables to a siding material that either matches the building or is consistent with existing Historic District patterns/ fish scaling prior to going to the Board for final review;
5. That the Oakridge Shingles that appear as shakes are removed from the elevation drawings and replaced with appropriate asphalt shingles that are "simple, flat and smooth" per 6-209.F.3.e.1 prior to going to the Board for final review;
6. That the windows on all the elevations must be changed to meet the appropriate number of window divisions as outlined in this report per Section 6-209 of the Land Development Code; and
7. That all building code related items are met and that building permits are obtained prior to construction.

The petitioner provided updated site plan and elevation drawings for the HPRC to review at the meeting. The updated materials met Conditions 1, 4, and 5. Condition 6 was not

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## **REQUEST FOR BOARD ACTION**

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met but this was not required prior to Board approval since the project was new construction. This Condition will be met during the construction phase along with Conditions 2, 3 and 7. Those conditions are renumbered in the below motion. The below motion is changed to include the updated site plan and elevation drawings submitted by the petitioner for the HPRC meeting.

### **BUDGET IMPACT:**

There are no immediate financial impacts to the Village aside from building permit and tap-on fee collections.

This case is now before the Board of Trustees for final review/approval.

### **REQUESTED ACTION:**

I move to approve a Certificate of Appropriateness for a new single family home at 9867 W. 144th Place in the Old Orland Historic District as indicated in the attached fully referenced motion.

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

I move to approve a Certificate of Appropriateness for a new single family home at 9867 W. 144th Place per the elevations titled "New Two Story Residence For 9867 W. 144th Place Orland Park II. 60462", prepared by IJM Group Inc., dated 3.17.11, job number 2011-22, sheets A-0.0, A-2.0, A-2.1 and A-3.1, and the site plan titled "Detailed Grading Plan Lot 17 - Humphrey's Subdivision", prepared by Martin M. Engineering, Inc., dated 5.5.11, job number 1-031, sheet 1 of 1, subject to the following conditions:

1. That during construction, the petitioner implements and maintains proper erosion control measures;
  2. That the petitioner repairs and replaces any sidewalk that is impacted by construction upon completion of the project;
  3. That the windows on all the elevations must be changed to meet the appropriate number of window divisions as outlined in this report per Section 6-209 of the Land Development Code; and
  4. That all building code related items are met and that building permits are obtained prior to construction.
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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0183**  
Orig. Department:  **Development Services Department**  
File Name:         **Bridge Teen Center Permit Fee Waiver**

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### **BACKGROUND:**

The Village of Orland Park has received a request from the Bridge Teen Center for a waiver of current building permit fees (\$1,232) for the facility located at 15555 S. 71st Court. They are also asking for a reimbursement of \$300 in fees already paid for their contractor's license. While the Village Administration has reviewed and denied their request based on current Board Policy, the petitioner has still requested to be heard before the Village Board. Please see attached letter from Priscilla & Rob Steinmetz.

The Bridge Teen Center is not the first not-for-profit organization to request permit waivers. In fact, due to repeated requests from many worthy not-for-profits, the Village Board of Trustees adopted a Building Fee Policy in 2009. Please see attached Building Fee Policy adopted on April 6, 2009. The Board Fee Policy only allows for the waiving of certain fees for other governmental entities. However, even in these instances, certain fees (impact, water, etc.) are still not waived.

The authority to waive fees rests with the Board of Trustees. While staff recognizes the benefit that not-for-profits provide to the local community, these permits do generate significant amount of work for Village staff (office and field). Also, consideration needs to be given in regard to revenue impact, as there are a large number of organizations, including churches, in Orland Park. Since 2009, a number of similar organizations have approached the Village regarding fee waivers but have been denied based upon the adopted Village Board Policy.

Based upon these factors, staff does not recommend approval of Bridge Teen Center's request.

The Development Services and Planning Committee recommended denial (3-0) on April 18, 2011. Item was tabled at the May 2, 2011 Board of Trustees meeting and continued to the June 6, 2011 Board of Trustees meeting.

### **BUDGET IMPACT:**

Past and current revenue in the amount of \$1,532 is requested to be waived.

### **REQUESTED ACTION:**

I move to deny the Bridge Teen Center request for permit fee waivers and refunds in the amount of \$1,532.

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0315**  
Orig. Department: **Board of Trustees**  
File Name:         **Committee Assignments for Village Trustees**

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### **BACKGROUND:**

Mayor McLaughlin will recommend Committee assignments.

### **BUDGET IMPACT:**

### **REQUESTED ACTION:**

I move to approve the new Committee structure as proposed by Mayor McLaughlin.

And

I move to direct staff to prepare an ordinance reflecting Mayor McLaughlin's proposed Committee Structure.

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## **REQUEST FOR BOARD ACTION**

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File Number:       **2011-0346**  
Orig. Department:  **Village Manager**  
File Name:         **Organizational Staffing Analysis**

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### **BACKGROUND:**

Due to declining revenues, the Village has reduced its operating expenditures by approximately \$4.4 million over the past 2 budget cycles. This included a reduction in staff by nearly 10%. In order for the Village to continue providing efficient services, it is necessary to evaluate any opportunities to recalibrate the organizational staffing and operational model of the Village. It is accepted as good management practice to periodically and independently review the organization, which often results in bringing forward a perspective of best practices in municipal operations. The Village has not had an independent review in over ten years.

On March 7, 2011, the Village Board passed a resolution in support of the issuance of a Request for Proposals (RFP) for a Village staffing analysis. On March 21, 2011, the RFP was issued for organizational staffing analysis services. The RFP provided the scope for an analysis that would require a consultant to report findings and develop recommendations for efficient allocation of staff in each individual department to minimize the Village's costs to provide services, with attention to direct and overhead costs, core competencies, strengths and weaknesses, skills gaps, and continuous improvement.

Three proposals were received by the due date of April 11, 2011. The proposals were reviewed based on the qualifications of the firm, methodology and responsiveness to requested deliverables, relevant experience and quality of references. It was important that the selected firm have successful past performances working at the municipal level with similar size and scope.

After reviewing the proposals, the two firms with Illinois offices were requested for an interview. At the conclusion of the interviews, the Village Manager is recommending that Matrix Consulting Group be selected to provide the organizational staffing analysis services. The selected firm has demonstrated a strong work plan, understanding of the requested services and has successfully completed a multitude of projects of similar size and scope. Their only market and service focus is management, staffing and operations analysis of local government. They also have a high rate of successful implementation, which exceeds 80% of recommendations made.

Representatives from Matrix anticipate a 12 week schedule for this project which is appropriate. The cost proposal from Matrix was reduced after some negotiation from their initial proposal of \$49,000 to \$44,900. The competing proposals submitted were priced at \$52,480 and \$58,500. The Matrix proposal is attached. The competing proposal responses are available in the Village Manager's Office for your review.

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DATE: June 6, 2011

## **REQUEST FOR BOARD ACTION**

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### **BUDGET IMPACT:**

The total project cost is \$44,900. Funds are budgeted in account number 010-1100-413-32.80 for the Organizational Staffing Analysis in the amount of \$40,000. The additional \$4,900 needed is available within this cost center.

### **REQUESTED ACTION:**

I move to approve awarding a contract to Matrix Consulting Group of Palo Alto, CA to provide organizational staffing analysis services as outlined in their April 11, 2011 proposal in an amount not to exceed \$44,900.

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