

AGENDA  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
PARK FOREST, IL

Village Hall

7:00 p.m.

March 21, 2016

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor  
Village Manager

Village Attorney  
Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion to Approve the Minutes of the February 27, 2016 Special Rules/Strategic Planning Meeting, the Minutes of the Saturday Rules Meeting of March 5, 2016
2. Resolution: A Resolution Recognizing and Thanking Pauline Hawkins for her Dedicated Service to the Village of Park Forest
3. Resolution: A Resolution Adopting Fiscal Policies for the 2016/2017 Fiscal Year Budget
4. Resolution: Motor Fuel Tax Maintenance Resolution and Municipal Maintenance Cost Estimate for Fiscal Year 2017
5. Resolution: A Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact 2
6. Motion: A Motion to Approve the Renewal of the MFT Street Sweeping Maintenance Contract for FY2016-17
7. Motion: A Motion to Approve a Contract for Maintenance of Well #4

DEBATABLE:

Adjournment

NOTE: Copies of Agenda Items are Available in the Lobby of Village Hall and on the Village website [www.villageofparkforest.com](http://www.villageofparkforest.com)

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at [sblack@vopf.com](mailto:sblack@vopf.com). Every effort will be made to allow for meeting participation.

## MOTIONS

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustees Approve the Minutes of the Special Rules/Strategic Planning Minutes of February 27, 2016, the Saturday Rules Meeting of March 5, 2016
  2. MOVED, that the Mayor and Board of Trustees approve a Resolution Thanking Pauline Hawkins for her Dedicated Service to the Village of Park Forest
  3. MOVED, that the Mayor and Board of Trustees approve a Resolution Adopting Fiscal Policies for the 2016/2017 Fiscal Year Budget
  4. MOVED, that the Mayor and Board of Trustees approve the Motor Fuel Tax Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code
- MOVED, that the Mayor and Board of Trustees approve the Maintenance Estimate of Maintenance Costs in the amount of \$524,537.35 to appropriate Motor Fuel Tax funds for eligible maintenance costs for Fiscal Year 2017.
5. MOVED, that the Mayor and Board of Trustees approve a Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact 2
  6. MOVED, that the Manager is authorized to renew the FY2014-2015 Motor Fuel Tax Street Sweeping Maintenance Contract with Central Sweeping LLC of Blue Island, IL in the amount of \$48,186 with a 25% contingency for additional work as determined by the Village Engineer, for a total cost not to exceed \$60,232.50.
  7. MOVED, that the Manager be authorized to contract for maintenance of Well No. 4 in the amount of \$39,234 to Great Lakes Water plus a contingency of \$20,766 for a total not to exceed \$60,000.00.

3/21/16

VILLAGE OF PARK FOREST  
STRATEGIC PLANNING MINUTES  
February 27, 2016

**PRESENT:** Mayor John Ostenburg; Trustees: Mae Brandon, JeRome Brown, Tiffany Graham, Robert McCray, Theresa Settles (departed 1:35 p.m.)

**STAFF PRESENT:** Village Manager Tom Mick, Director of Finance/Deputy Village Manager Mary Dankowski, Assistant Finance Director Stephanie Masson, Assistant to the Village Manager/Personnel Director Denyse Carreras, Director of Community Development Larrie Kerestes, Code Enforcement Manager Jerry Martin, Housing Director Geraldine DuPaty, Director of Economic Development Hildy Kingma, Assistant Director of Economic Development Sandra Zoellner, Police Chief Peter Green, Deputy Police Chief Chris Mannino, Director of Public Works Roderick Ysaguirre, Chief Water Plant Operator Dave Vavrek, DownTown Park Forest Manager Sharon Bellino, Director of Recreation and Parks Rob Gunther, Program Manager Kevin Adams, Fire Chief Bruce Ziegle, Deputy Fire Chief Tracy Natyshock, Health Department Director Jenise Ervin, Nursing Supervisor Margaret Lewis

**GUEST:** Chris Williams

Mayor Ostenburg called the meeting to order at 8:35 a.m. The roll was called. Village Manager Mick thanked the Board and staff for coming on Saturday to discuss the business of the Village. Budget guidelines will be going to staff on Tuesday for budget meetings in May. The Police Department was commended for their exemplary work regarding a recent horrific incident resulting in charges being filed within five days.

### **Six Month Financial Results**

Finance Director Dankowski stated that feedback from the Board is paramount to setting budget guidelines. General Fund Revenues were reviewed. Property taxes have been impacted by Illini Apartments, Blackhawk Center, and zombie properties. Sales tax revenue, including video game revenue is received on a two to three month lag. Utility taxes are still a concern and have been impacted by telecommunication tax shifting. Deregulation of energy suppliers has impacted how taxes are applied (taxes applied on the distribution cost as opposed to the total bill). Income taxes are at 57.9% of budget, tracking higher than budget. Transfer taxes are at 161% due to the sale of Jiffy Lube and Garden House. The Village anticipates the sale of Autumn Ridge and Central Park Townhomes in the near future. While currently at 45%; it is expected the Village will meet budget by the end of year.

Department expenses for first 6 months were reviewed. IRMA costs are running below budget due to increasing the deductible which reduced premiums.

The Housing Choice Voucher program continues to see increases in portable vouchers. Case worker Pauline Hawkins is retiring in March. Two in-house part-time candidates will be moving to full-time positions. An increase in licensing fees will help fund the new staff. There is still a problem with parent housing authorities holding approximately 19% of the administrative fee. In Washington, the mayor will stress Park Forest should be treated as a large housing authority as it is probably in the top 10 in size in Illinois. Data needed to take to Washington includes a list other housing authorities considered large but are actually handling a smaller amount of vouchers than PFHA. There is nothing showing portables will plateau.

The MFT item reflects the sign grant. There is added revenue from taxes from Dollar General. Items are tracking consistent with the budget. Expenses to capital projects reflect CN money and the Orchard signal project transfer.

In 2010, the Village faced a \$680,000 shortfall at the six month mark. Fortunately the Village is back to a level where staff can budget accurately. To get to that level, revenue projections need to be accurate and hiring is delayed when practical.

### **Current Year Trends**

The Illinois fund that housed property taxes, sales, and income tax receipts has been told that it is not compliant with SEC regulations and cannot accept third party transfers. All accounts were closed this week and a new account quickly set up to accept third party transfers.

Fuel and sales tax have been distributed since the November meeting. The Village is keeping a higher end fund balance and reserve in case some revenue gets cut by the State.

Income tax this past year finally increased over 2008. Real estate transfers are not at the 2008 levels. Building permit fees and interest rates have not recovered. This downturn has spanned eight years. Property taxes will continue to be monitored and the budget adjusted accordingly.

It is unknown how long the IRMA savings seen over the past three years will last. Deductible expenses have gone up slightly; this year's expense will probably exceed \$300,000. The reduced cost has funded one-time capital improvements including the salt dome, village-wide computer system upgrades, and salary study. There is an anticipated ten percent increase in health insurance costs. Drug discount cards could help bring down prescription costs for employees. Village Manager Mick will research the discount cards and share the information in a Board update. IMRF costs are fairly flat. As of June 20 there is a four month fund balance reserve. Levy costs are impacted by new mortality tables in 2015.

More foreclosed homes are being turned into rental properties which in turn impacts the Housing Authority. House sales prices have been increasing. Sales prices have been affected by non-local people assessing homes; properties sold at a good price have had to lower the sales price because of the lower assessments. Another assessment issue involves DownTown where Separate PINs have been issued. Tenants pay the Village for the property tax. Tax bills will come in September.

There are two litigation cases; one is coming to a close. There was a second mediation session on Tuesday for Thorn Creek. The judge will rule on the plaintiff's petition for attorney's fees. An appeal has been filed, it would go through the Appellate court. Because of the amount of paperwork, a decision will likely be rendered in six to nine months.

Extending the DownTown TIF would benefit the Village. All taxing bodies would need to submit a letter of support and it would require legislative action. There is a target date of April 2017.

The Health Department continues to monitor the census and look for initiatives to help support revenue. The Aqua Center will recommend an increase in membership fees. The Village subsidizes the operations (not the programming) of the Health Club and Aqua Center.

Phase I of the Sound Mitigation program west of Western has sunset. The program has \$256,936 in undistributed funds. Phase II expires in December 2016. Once the program is over, the Board can determine use of those funds. Undistributed funds are not restricted and can be allocated wherever the Board chooses. In October, the Board will be provided a summary of how many homes have taken advantage of the reimbursement. At that time, a decision will be made on extending Phase II. (Break 10:12 a.m.-10:23 a.m.)

### **Budget Amendments for 2015/2016**

Sikich is working on updates to the personnel manual including following federal laws. Half of the \$6500 fee has been paid. PEG fees will be spent this year for Board room camera updates.

A third year Enbridge grant is expected. There is a bulletproof vest grant for the Police Department and the final payout for the sustainability coordinator. Economic Development received a \$805,000 grant for demolishing blighted houses in Eastgate. Some houses will be demolished as opposed to being deconstructed because of how many houses need to be addressed. The Cook County Demolition

and Diversion Ordinances will be followed. There is a potential to demolish 44 homes and deconstruct 30 homes. Part of the funding goes to the Delta Institute to train people in house deconstruction. Recreation and Parks has received a \$13,000 matching fund grant to replant trees.

The Police Department is working with their collection agency to secure a license plate reader to assist with collection efforts. A power cot for the Fire Department will need to be replaced because of an accident. Public Works will be extending the Lincoln Highway fence. The Sewer Fund previously budgeted for a wash rack and decanting station. The Downtown window replacement is completed. The Westwood traffic signal and Eastgate redevelopment have been transferred to capital projects.

A property tax rebate for Dollar General is anticipated.

Until the full time positions are filled in April, Community Development has allocated additional part-time staff to the Housing Authority to help keep up with the voucher activity. Money was set aside in the fund balance for the increases in salary implanted because of the salary study.

### **Economic Development Update**

Ms. Bellino updated the Board on Downtown tenants. Home health care businesses continue to struggle due to the lack of State funding. Two health businesses are paid in full and still active. Reliable Health, a larger space, did vacate and turn in their key. The lease is active until August and the Village will pursue the unpaid rent. A hair salon is proposed for behind Cindy's Nails. The Food Co-Op voted on Thursday about changing locations. The outcome of the vote is not known at this time. Their option is up in March. Rinky's has keys to their space, but the ownership of the business may change. A new person would need to start over with the liquor license process. Currently there is a three year lease which is being paid since August, but they have not gone forward with opening. Main Street Diner is being used as a banquet hall using the kitchen from the Sapphire Room. There is talk of going back to the name of Heads or Tails Gaming Café. The lease states the space will be open to the public and include a restaurant. The State may have questions regarding the five gaming machines.

SZ Front Line Real Estate Partner was interviewed on February 3 to broker the sale of the property next to Dollar General, the former Marshall Fields' property (to be multi-story rental property), and Buildings 1, 6B, and 7. This will be presented to the Board in April.

Ms. Kingma reported on the Eastgate Neighborhood Redevelopment. The Village will be acquiring six more houses within the next couple of months due to the abandonment process. Homes that are vacant, blighted, tax delinquent and have outstanding water bills are targeted. The Village is not looking to acquire occupied properties. The Village will request the land bank to turn over a couple of lots on Arrowhead for a pocket park. The Plan Commission will revisit the strategic plan in 2017 to see what the Village wants accomplished in this area. Under revisions to the zoning ordinance, an urban residential district can be created allowing for a mix of residential types including single family, live/work units, and multi-family units. Cluster neighborhoods will also be investigated. There is a lot of different potential and any changes would go through the Board. An Eastgate idea exchange was held in June. Participation was small and it is hard to get follow up from the residents. Mr. Gunther stated that \$40,000 was allotted to renovate the playground at Eastgate. After seeing ideas that came from the idea exchange, the R&P Board saw the value in using some of those funds to create a tot lot, possibly at 257 Arrowhead. This would be a small playground with equipment geared to younger children and could possibly include a community garden. Eastgate Park is isolated from the east end of the neighborhood and it makes sense to have a more centralized location on the eastern side. Staff will investigate if there is a program to have an AmeriCorps volunteer live in Eastgate and do some community building. Mayor Ostenburg suggested contacting landlords to make an investment in the area and perhaps create a parks foundation so they can get a tax write off. A community house could be used more as a neighborhood center, not just an AmeriCorps house. Rakes, lawnmowers, etc., could be loaned out to help establish a sense of ownership and pride in the neighborhood.

The broker for Hidden Meadows has not been responsive; the contract will not be renewed in April. Looking forward, there will be redevelopment on Sauk Trail. Family Video may be listed. Marathon has made improvements. No further remediation is needed at the former Speedway and the property is for sale. This would be an excellent location for a fast food restaurant. The oil and lube space is owned by the land bank. The Village will seek to acquire Central Court Plaza through the no cash bid process with the Board's approval. Some of the current tenants are interested in ownership.

By the end of 2016, the UDO project will be completed resulting in changes to the zoning map. Public workshops will be held in different neighborhoods and businesses to review and understand the proposed changes.

Seven schools are lined up for a robotics showcase on April 15 at the Maker Lab. The goal is to gain enough revenue from use for the Lab to self-sustain after the grant expires. In May the SSMMA will meet in Park Forest. It would be nice to have the maker's lab available for a tour prior to the meeting. Staff is working with nine municipalities for a booth at the shopping center conference. Letters of intent are anticipated for the sale of 3250 Lincoln Highway. This morning, contractors and a potential buyer were at 80 North Street. An offer is anticipated for 3200 Lincoln Highway. The Village has the deed for Illini Apartments. Staff is working with the Keeling Foundation to show the property to veterans and other investors. The new director of Economic Development in Matteson will be appointed as the Zone Administrator for the Will/Cook Enterprise Zone.

### **Department of Public Works Financial Update**

Director Ysaguirre reported the Village has received MFT allotments from the State. DPW was able to purchase a minimum amount of salt which is stored in the dome. The contract will be re-bid this year with an anticipated lower cost per ton. Saving should be seen due to the relatively mild winter. There is a bid opening next Friday for the bicycle plan project. The traffic and street name sign replacement project is underway. The sewer fund was reviewed.

DPW continues to work with Economic Development to introduce sustainable storm water infrastructure into the Village's development codes. DPW will include anti-icing equipment with the purchase of new snow fighting equipment. Storm sewer issues and projects were discussed. Rehabilitation of drainage ways were discussed with Baxter and Woodman. It may be beneficial to upsize the drainage ways as opposed to rehabbing them.

There has been a reduction of calls regarding rusty water due to the addition of phosphates. This year there have been 41 main breaks through yesterday. Last year there were 43 at this time. Hydrant flushing will begin in May. An on-line map will be available to residents to see the daily progress and anticipate when flushing will occur in their area. There will be a bid opening on March 30 regarding replacing four miles of water mains. As of January 1, 2016 the Village no longer maintains the two inch water lines within private property of any multi-family areas.

DPW will continue to monitor the usages and revenue trends at the municipal parking lot. DPW plans to address roadway needs on the Village's smaller roads while the MFT funds will be used on larger roads.

### **Recreation and Parks Six Month Update**

There are 11 ash trees left on Village property. Trees have been ordered through the Morton Arboretum grant. Twenty residents have asked for trees to be on their property with the understanding they will maintain the trees for three years. The other trees from the grant will be in parkways and parks

The R&P Board will recommend putting a small natural themed park at Murphy Park to replace the removed equipment with a \$50,000 budget. The R&P Board is developing a new five year plan. Plans will be submitted for bid within the next two weeks for the Village Green enhancement.

Attendance at Friday night TeenZone is expected to increase following basketball season. There will be a Teen Job Fair with workshops on job readiness, interview skills, and resume building prior to the event. Trustee Brown would like to volunteer to assist in this event. A college tour with University Park is being planned for the spring. At this time it is unknown how the new SD163 building will change the current occupancy at the Rec Center. Jimmie Bowen, Cristina Baines and Randall White are to be commended for their work with Bitty Ball and Youth Basketball. R&P is looking at what programs cost vs. what is being charged and how to best meet the needs of the people within the Village. Aqua Center will have resident/non-resident rates this year.

## **FIVE YEAR CAPITAL PLAN FISCAL YEAR 2016/2017**

### **Health Department**

Director Ervin reviewed Health Department needs for 2016/2017.

### **Department of Public Works**

Director Ysaguirre reviewed DPW needs. Staff will investigate if additional cut-throughs can be installed for the bike/pedestrian plan. Dump trucks will be modified to include anti-ice equipment. Items in the water fund are mostly maintenance related. Staff will look into a maintenance contract for replacing b-boxes, some of which are getting old and cannot be shut off. Right now there are 400 that need to be dug. Homes without water service are posted “uninhabitable”. Community Development will work with the attorneys to see what else can be done. By law, residents are given a 15 day notice. The courts try to do everything they can for a resident to be able to come back to their property. Residents should be made aware of places that can offer assistance. The gate has been replaced at the municipal parking lot.

### **Recreation and Parks**

R&P is in a maintenance mode to catch up with tree pruning. OSLAD grants are not currently being funded for park renovations. A skid steer attachment is needed to plant the trees obtained through the grant. A Department of Health Report lists fence repairs that are needed at the Aqua Center. Patrons continually ask for new deck chairs which are being replaced on a continuing basis.

### **Building and Grounds**

At the library, the sidewalk needs to be replaced and be made ADA compliant. Ideally the entrance/exit onto Orchard would be enlarged. The Village Hall lobby doors need to be replaced. Upgrades are needed at the police station firing range along with heating and wiring upgrades. If SD 163 abandons the Rec Center, the entrance would need to be changed. The Village only owns the Rec Center’s building footprint, the school district must afford entrance and egress.

### **Police Department**

Chief Green states the Police received great cooperation from citizens and the Major Crimes Task force to bring a recent homicide case to a swift conclusion. The responsible person is in jail. Public safety is their goal.

The current in-car video computer recording system is 10 years old. If the system malfunctions it could jeopardize cases. The new system would be installed in all vehicles and is wireless and digital.

The biggest concern is the lock-up area where there is no secured structure to hold criminals. The plan would be to encapsulate the center area of the Police Department. A suspect would be brought into the secured area and would never have the ability to have the run of the Police Department. Renovations would turn an under-used washroom area into another holding cell to keep juveniles and females away

from the jail cell. The area should be sight and sound separated to keep civilians and staff safe. For physical line-ups, a citizen would never be inside of the secured lock-up area.

There is a planned replacement of three vehicles per year. The older vehicles are passed on to the Building Department, R&P, or are auctioned off if passed their usable years. A 2005 pickup will be replaced with a 12 passenger van which can be used for community service as well as shared with other departments.

### **Fire Department**

Fifteen of the 30 radios still need to be replaced. A grant has been applied for to replace the SCBA air bottles. To date, about half have been replaced. The copy machine is two years past its life span and will need replacement.

### **DownTown**

The basement in Building 1 is experiencing sewer smells and needs to be cleaned out. Four way-finding signs will be installed: two on Founders Way, one on Victory and one on Liberty. A gutter/downspout repair will go building by building. DownTown will partner with DPW on sidewalk replacement to maximize cost savings. Streetscaping is continued. Four to five flower beds will be replaced per year, similar to what the library has.

### **Other Capital Projects**

Economic Development continues with land acquisition. Funding is mostly used for legal fees for the no cash bid or abandonment process. The Village is maintaining (mowing) close to 100 parcels. Economic Development is working with Community Development to lien properties for the cost of demolition. Kiosks are part of the bike/pedestrian plan and should be up by the end of the year. Staff is reaching out to business owners to see what interest there would be in a monument sign at Sauk Trail and Indianwood.

Recreation and Parks is proposing to add public washrooms and storage at 361 Artists Walk. Future sustainability projects were discussed.

Trustee Brandon thanked Stephanie Masson for all she has given to the Board. The Board wishes Ms. Masson the best in her new endeavors. Budget reviews begin in April with meetings to be held on May 2, 3, 9, 10, 17, and 18.

Trustee McCray moved to adjourn at 1:55 p.m. Second by Trustee Brandon.

Respectfully submitted, Dolores DuBois, Recorder

**VILLAGE OF PARK FOREST  
BOARD OF TRUSTEES SATURDAY RULES MEETING  
MARCH 5, 2016**

**VILLAGE OF PARK FOREST  
SATURDAY RULES MEETING MINUTES  
Saturday, March 5, 2016**

**PRESENT:** Trustee JeRome Brown (10:12 a.m.), Trustee Mae Brandon, Trustee Tiffani Graham, Trustee Georgia O'Neill

**ABSENT:** Mayor John Ostenburg, Trustee Robert McCray, Trustee Theresa Settles

**GUESTS:** Village Manager, Tom Mick, Kim Elmore-Perkins (164 Hemlock)

Trustee Mae Brandon called the meeting to order at 10:10 a.m. There was no quorum until Trustee JeRome Brown arrived at 10:12 a.m.

The Village Manager recapped several items from his weekly update to the Board and included the following. There is a Rules meeting Monday night with 4 agenda items. The Gardening Series will start on Saturday, March 12<sup>th</sup> and take place monthly at the Discovery Center at 10:30 a.m. through October. The Resident Appreciation Hot Chocolate Bar was a success. Resident Appreciation Month continues throughout March with Cinco de Marcho on March 5<sup>th</sup>, a Resident Dessert Bake Off on March 12<sup>th</sup> and a De-stress Day on the 19<sup>th</sup>. He then reviewed details of Phase I and Phase II of the Canadian National noise mitigation funding program. It was noted that early voting is currently underway through March 14<sup>th</sup> at Village Hall for Cook County Residents. Will County residents can vote early at Governors State University, Crete Township and the Monee Village Hall. The Community Safety Presentation by the Senior Commission was really successful this past Thursday afternoon in spite of inclement weather. The Health Department will get \$950 of a twenty six million dollar settlement from a nationwide company that was found to be over-charging governmental entities. The Michelle Obama School's address will change from 215 Wilson Street to 530 Lakewood Boulevard and Liberty Drive will have an address added for the new gaming facility at 303 Liberty. There will be no Kids to Park Day in 2016 because of the Park Forest Carnival taking place the same weekend. The former Hope Lutheran church, located 424 Indianwood, is being sold to another church. The budget review dates are May 3<sup>rd</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>.

Guest Kim Elmore-Perkins: Details were discussed about an ongoing issue with snow removal from Glen Arbor onto Twin Arbor property. Also discussed were legal concerns with condominium sales and ownership. Village Manager, Tom Mick discussed strategies for resolving the issues.

Trustee Georgia O'Neill noted that she will be out of town May 3<sup>rd</sup>.

Trustee JeRome Brown motioned to adjourn the meeting at 11:00 a.m. The motion was seconded by Trustee Georgia O'Neill. All were in favor.

Respectfully Submitted,  
Leslie V Moore Jr, Recorder

**VILLAGE OF PARK FOREST**

**MEMORANDUM**

**TO: John A. Ostenburg, Mayor  
Village Board of Trustees**

**FROM: Thomas K. Mick,  
Village Manager**

**DATE: March 9, 2016**

**RE: A RESOLUTION RECOGNIZING AND THANKING PAULINE  
HAWKINS FOR HER DEDICATED SERVICE TO THE  
VILLAGE OF PARK FOREST**

**BACKGROUND/DISCUSSION:**

After more than 15 years of service to the residents of Park Forest, Park Forest Housing Case Worker Pauline Hawkins is retiring. The attached Resolution recognizes her career with the Village and wishes her well in her retirement.

**SCHEDULE FOR CONSIDERATION:**

This issue will be on the Consent Agenda of the March 21, 2016 Regular Meeting for Board consideration and approval.

**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION RECOGNIZING AND THANKING  
PAULINE HAWKINS FOR HER DEDICATED SERVICE  
TO THE VILLAGE OF PARK FOREST**

**WHEREAS** Pauline Hawkins came to work for the Village of Park Forest's Department of Community Development on August 21, 2000, and

**WHEREAS** Pauline brought to the Village of Park Forest her considerable knowledge and background experience in Housing Authority management oversight, and

**WHEREAS** she came to Park Forest with several years of a Housing Case Manager experience before being employed by the Village, and

**WHEREAS** Pauline Hawkins was an integral part of the extensive growth of the Park Forest Housing Authority. A Section 8 Program which started back in 1989 with 50 certificate holders transitioned to a Housing Choice Voucher Program with 177 voucher holders combined with an additional 490 portable vouchers, resulting in an annual budget which grew from \$2.2 million to \$14.3 million, and

**WHEREAS** after more than 15 years, Pauline Hawkins recently announced her retirement from the Village of Park Forest in order to spend more time with her family and travel.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the deepest appreciation of the Board of Trustees and the citizens of Park Forest be expressed to Pauline Hawkins for her years of dedicated service to the Village and that the Village Board and Staff of Park Forest wishes Pauline a long, happy, healthy retirement during which she enjoys her family and other interests.

**ADOPTED** this \_\_\_\_\_ day of March 2016.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Village Clerk**

## AGENDA BRIEFING

**DATE:** March 14, 2016

**TO:** Mayor John Ostenburg  
Board of Trustees

**FROM:** Mary G. Dankowski, Deputy Village Manager/Finance Director

**RE:** A RESOLUTION ADOPTING FISCAL POLICIES FOR THE 2016/2017 FISCAL YEAR BUDGET

**BACKGROUND/DISCUSSION:** One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. Having formally adopted Fiscal Policies were also a note-worthy component of the Illinois Municipal Assistance Program (IMAP) review in 2011. These policies are contained in the Budget Message section of the budget.

The policies provide guidance to management staff in the preparation of their budgets. The policies are based, partially, on the tax levy that was adopted in the previous December and the assumptions underlying the tax levy. Economic conditions were also considered that have impacted revenues and expenditures since the levy adoption. Also, uncontrolled expenses such as liability or health insurance are addressed separately.

It has been traditional for the Board to adopt the Fiscal Policies by way of a resolution. Many of the basic policies carry over from year-to-year. Those that are subject to change annually are those that relate to the cap on departmental expenses, salary increases, water/sewer and other rates and policies related to borrowing. For the 2016/2017 Budget Year, the policies in these areas are:

- 1) A 2% increase in Department Expenditures. (Two years of the last seven had 0% increases).
- 2) A 2.5% salary increase for all personnel. This is consistent with negotiated union contracts.
- 3) Water rates increase from \$13.66 per 1,000 gallons to \$14.61 per 1,000 gallons based on the Board adopted rate ordinance.
- 4) Sewer rates increased from \$2.60 per 1,000 gallons to \$2.86 per 1,000 gallons on July 1, 2010. **Staff is recommending no increase in sewer rates for the sixth consecutive fiscal year.** Two years ago the Board approved moving storm sewer maintenance into the sewer fund.
- 5) Refuse rates increased to \$21.21 for all of calendar 2016 and will increase to \$21.92 January 1, 2017.

Included in budget guidelines were restrictions in Capital spending.

Regular reporting and analysis, maintenance of a sufficient fund balance and review of all user fees is also included in Fiscal Policies.

In addition for this presentation, additional language was added last year for Police and Fire Pension funding. This language details the assumptions and process.

#### Designation of Fund Balance

The Governmental Accounting Standards Board (GASB) issued a statement that provides detailed requirements for reporting fund balance. The statement allows for restrictions of fund balances. The most restricted category is “committed” funds. The next restriction is “assigned” funds. An assignment designates the governing board’s intent. The process required is to grant authority, through the Fiscal Policies, to an individual to designate assignments. The policies indicate that the Finance Director will assign funds consistent with Board intent. The Assigned Fund balances recommended for Fiscal 2016 are as follows:

Fund balance assigned for *	
IRMA deductible	500,000

\* All the designated sound mitigation dollars and remaining CN settlement dollars have been transferred to the Capital Projects Fund.

Encumbrances reflected approved budget expenditures which remained unspent will also be added to the assigned fund balances. In addition, the GASB statement requires that the Village Board indicate in policies, the order in which fund balances will be spent. This guideline is included in the Fiscal Policies and indicates the spending of restricted funds first, allowing the Village the most flexibility.

In 2011 the Village undertook an Illinois Municipal Assistance Program / Governance and Management Practices Assessment (IMAP/GMPA). One of the recommendations was to expand on and formalize debt management policies. Language was added to Fiscal Policies to allow for this change.

**SCHEDULE FOR CONSIDERATION:** This matter will appear on the agenda of the Regular Meeting of Monday, March 21, 2016 for approval.

**A RESOLUTION ADOPTING  
FISCAL POLICIES  
FOR THE 2016/2017 FISCAL YEAR BUDGET**

WHEREAS, Fiscal Policies provide the framework for the development of the Village's Annual budget and shape the development of said budget; and

WHEREAS, Fiscal Policies provide the means for implementing the Board's Strategic Planning Goals as articulated in the Fiscal Year Budget.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest that the Fiscal Policies for 2016/2017, attached hereto, are hereby adopted.

BE IT FURTHER RESOLVED that these Fiscal Policies shall be incorporated into the 2016/2017 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this \_\_\_\_\_ day of March 2016.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Village Clerk

## **BUDGET POLICIES - FISCAL:**

### **Rationale:**

Fiscal Policies of the Village of Park Forest are based on the need to establish a mechanism of review and assessment of financial conditions of the Village while addressing certain economic trends. For the coming fiscal year a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- A reduced level of housing values and vacant and foreclosed homes reflecting lower real estate transfer tax and increased housing maintenance costs.
- A recovery in State-wide unemployment and associated increase in income tax.
- A stagnant commercial tax base, with few sales tax producing entities.
- Reduced utility tax revenues also associated with the commercial base, vacant housing and de-regulation.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Starting in Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 through 2008, the Village abated \$450,000. For 2009 the abatement increased to \$500,000. In 2010 the abatement increased to \$650,000 and further increased to \$750,000 in 2011. The 2012 tax abatement for TIF debt service was \$800,000, \$850,000 in 2013, \$875,000 in 2014 and increased to \$900,000 for 2015. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- In 2008 and again in 2012, the Village took advantage of lower interest rates and favorable financial position to restructure some Village debt. The Village's favorable financial position with adequate reserve balances improved its bond rating from Baa2 to A3. This restructuring saved the Village over \$930,000 in interest and allows the Village to pay off a portion of the TIF debt sooner. In addition, the improved bond rating encourages economic development as noted in the IMAP study.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Build out of the Health Department space in the lower level of Village Hall occurred in 2007. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. In Fiscal 2011 three projects were funded through IEPA low interest loans with construction of \$3,299,546 of water main replacement and \$1,311,756 for an excess flow treatment facility and sanitary sewer rehabilitation. In Fiscal 2013 reconstruction of Orchard and resurfacing of Lakewood, Indianwood and

Blackhawk streets occurred. These projects coupled with the Thorn Creek Bridge and the Lincoln Highway landscape enhancement totaled \$13,943,334 with \$9,657,184 coming from grant funds and of the \$4,286,150 of Village grant match, \$2,450,000 from CN proceeds, leaving \$1,836,150 of net Village costs or roughly 13% of the total projects. For Fiscal 2014 and 2015 grant funds of \$533,837 have been approved for a \$667,296 Lincoln Highway Landscape Enhancement Project. In addition, a grant for \$252,000 was used for North Street resurfacing. Additionally, an \$881,818 sanitary sewer project with 55% grant funding was completed in Fiscal 2015. Lester roadway was also resurfaced utilizing TIF funds.

Despite the slow growth of the tax base, the Village has a history of providing a high level of municipal services. Thus, it must maximize the return on each revenue dollar.

The Fiscal Policies included in the 2016/2017 Budget are designed to address, not necessarily to solve, these trends, and challenges.

**Fiscal Policies:**

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
  - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.
  - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
  - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
  - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
  - Revenues derived from "fee for service" budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
3. Department Heads will maintain a total overall increase of 2% over the 2015/2016 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, or IRMA. Nor does it include salary increases.

4. The 2016/2017 Budget will provide for salary steps. It will also provide for a 2.5% annual salary increase for all Village employees.
5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village's goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
6. Potential areas for budget savings for the Fiscal Year ending 2015/2016 will be identified. Fiscal savings identified in the 2015/2016 Budget will not be permitted to "carry over" into the 2016/2017 Budget, unless specifically approved by the Finance Director, but will contribute to the unassigned fund balance.
7. Adequate funding, as determined by a State or independent actuarial study, will be provided for Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.
  - (a) The Actuarial Assumptions for the Police and Fire Pension Funds are as follows:
    - A 6.75% interest rate assumption
    - Entry Age Normal
    - Target 100% Amortization
    - Salary increases of 5.5%
    - 30-year amortization period (28 years remaining)
    - Inflation at 3%
    - The RP 2000 Mortality Table is used
  - (b) Both the Police and Fire Pension Funds have adopted Investment Policies. These policies allow for an asset allocation consistent with State Statutes of 55% in allowable equities and 45% in fixed income investments.
8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.
10. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.

11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
14. User fees, such as charges for water, sewer, and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. Water rates were increased effective July 1, 2013 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2016	13.66
2017	14.61
2018	15.64

A new refuse contract began January 1, 2014 and expires December 31, 2023. A review of the contract will occur in year six with rates determined by CPI.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2016	21.21
2017	21.92
2018	22.66

The Village Board approved sewer rate increases in 2006. Sewer rates had not been increased since 1997. The Village began following Inflow and Infiltration reduction requirements of Thorn Creek Basin Sanitary District, in conjunction with the Illinois and US EPA. In July 2013 Thorn Creek Basin Sanitary District eliminated the District's I & I limits ordinance. It is the Village's intent to reduce I & I and continue to maintain and replace aging sewer infrastructure as needed. Beginning in Fiscal 2015, storm sewer maintenance will also be charged to the sewer fund. Rates will be reviewed annually. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2016	2.86 (Same as Fiscal 2011 through 2015)

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.

17. The Board will receive detailed periodic operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
19. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
20. The Village will spend the most restricted dollars before less restricted, in the following order:
  - 1) Nonspendable (if funds become spendable)
  - 2) Restricted
  - 3) Committed
  - 4) Assigned
  - 5) Unassigned
21. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.
22. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

A budgetary monitoring and control system will be maintained. Budget performance will be measured on a quarterly basis. The Finance Director, Village Manager, and Department Heads will conduct a formal six-month review of budget performance. An analysis of the results will be provided to the Village Board.

## AGENDA BRIEFING

**DATE:** March 15, 2016

**TO:** Mayor Ostenburg  
Board of Trustees

**FROM:** Nicholas Christie– Asst. Director of Public Works/ Asst. Village Engineer

**RE:** Motor Fuel Tax Maintenance Resolution and Municipal Maintenance Cost Estimate for Fiscal Year 2017

### **BACKGROUND/DISCUSSION:**

The Illinois Department of Transportation requires that every municipality submit a **Municipal Estimate of Maintenance Costs**, BLR 14231 form, and a **Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code**, BLR 14230 form, to appropriate Motor Fuel Tax Funds (MFT) for various day labor and contractual maintenance costs for the Village's maintenance year/fiscal year. This estimate and resolution informs IDOT of the Village's desire to appropriate this amount of funds from the Village's Unobligated Balance to its Obligated Balance for this use.

The Village's upcoming Municipal Estimate of Maintenance Costs consists of material costs for, snow and ice control, street light maintenance, traffic sign maintenance and pavement maintenance as preformed by village day labor/staff. As well as, contractual maintenance costs for traffic signal maintenance, street sweeping, herbicide application, pavement marking, pavement patching, traffic sign replacement as performed by contractors, and engineering services costs for materials testing and other engineering services.

DPW does not charge day labor salaries or equipment/vehicle costs when village labor and equipment/vehicles are used to perform the work outlined on the Municipal Estimate of Maintenance Costs. Per Board directive, these expenses are charged to the General Fund where they are tracked separately as MFT eligible expenses. DPW seeks to accumulate and utilize more of its MFT funds to fund capital projects, maintenance contracts, and engineering services.

The upcoming fiscal year's Maintenance Resolution is in the amount of \$524,537.35.

**RECOMMENDATION:** Approve the Motor Fuel Tax - **Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code**, BLR form 14230, and **Municipal Estimate of Maintenance Costs**, BLR form 14231, in the amount of \$524,537.35 to appropriate Motor Fuel Tax funds for eligible maintenance costs for Fiscal Year 2017.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular meeting of March 21, 2016 for approval.



BE IT RESOLVED, by the Mayor and Board of Trustees of the  
(Council or President and Board of Trustees)  
Village of Park Forest, Illinois, that there is hereby  
(City, Town or Village) (Name)  
appropriated the sum of \$524,537.35 of Motor Fuel Tax funds for the purpose of maintaining  
streets and highways under the applicable provisions of the Illinois Highway Code from July 1, 2016  
(Date)  
to June 30, 2017  
(Date)

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Shiela McGann Clerk in and for the Village  
(City, Town or Village)  
of Park Forest, County of Cook and Will

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the Mayor and Board of Trustees at a meeting on March 21, 2016  
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Village Clerk  
(City, Town or Village)

**Approved**  
\_\_\_\_\_  
Regional Engineer  
Department of Transportation  
\_\_\_\_\_  
Date



**Municipal Estimate of Maintenance Costs**

Local Public Agency: Park Forest  
 County: Cook/Will

Maintenance Period 7/1/2016 to 6/30/2017

Section Number: 17-00000-00-GM

**Estimated Cost of Maintenance Operations**

Maintenance Operation (No. Description)	Maint. Group	Insp. Req.	For Group I, IIA, IIB, or III				Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	
1. Contractual Traffic Signal Maint. w/ IDOT (under IDOT Maint. Contract)	I	N	* Western @ Illinois Street	Yr	0.25	5,200.00	1,300.00
			* Western @ North Street	Yr	0.25	5,200.00	1,300.00
			* Western @ Main Street	Yr	0.33	5,200.00	1,716.00
						-	
						-	
2. Contractual Traffic Signal maint. w/ Cook Co. (under Cook Co. Maint. Contract) For " * " items, the quantity = percent of cost responsibility	I	N	*Sauk Trail @ Central Pk	Yr	0.13	6,000.00	750.00
			*Sauk Trail @ Blackhawk	Yr	0.50	6,000.00	3,000.00
			*Sauk Trail @ Shabbona	Yr	0.50	6,000.00	3,000.00
			*Sauk Trail @ Indianwood	Yr	0.50	6,000.00	3,000.00
			*Sauk Trail @Orchard	Yr	0.50	6,000.00	3,000.00
						-	
3. Contractual Traffic Signal Maint. (Village Intersections under Village Maint. Responsibility)	IIA	N	Orchard@Indiana	Mo	12.00	200.00	2,400.00
			Orchard@North	Mo	12.00	200.00	2,400.00
			Orchard@Lakewood	Mo	12.00	200.00	2,400.00
			Orchard@ Main	Mo	12.00	200.00	2,400.00
			Forest@Lakewood	Mo	12.00	150.00	1,800.00
						-	
						-	
4. Snow and Ice Control (Day Labor)	I	N	Salt (State Purchase)	T	1975.00	80.00	158,000.00
	IIA	N	Liquid Calcium Chloride	Gal	4000.00	0.70	2,800.00
						-	
						-	
5. Traffic and Street Name Sign Maint. Supplies (Day Labor)	IIA	N	Telspar Post	Ea	8.00	150.00	1,200.00
			Telspar Anchor	Ea	8.00	75.00	600.00
			Misc. Hardware	LS	1.00	300.00	300.00
			Street Name Signs	Ea	10.00	50.00	500.00
			Traffic Signs	Ea	10.00	50.00	500.00
			Traffic Signal Bulbs	Ea	5.00	10.00	50.00
						-	
						-	
						-	
6. Pavement Patching (Day Labor)	IIA	N	UPM	T	25.00	120.00	3,000.00
			Emulsion/Prime5GBucket	Ea	40.00	50.00	2,000.00
			Aggregate 3/4	T	50.00	20.00	1,000.00
			Aggregate CA6	T	35.00	15.00	525.00
			Bituminous Surface Mat.	T	175.00	60.00	10,500.00

Total Estimated Maintenance Operation Cost \_\_\_\_\_

Maintenance	Estimated Cost	MFT Portion	Other Funds	Preliminary Engineering	
Maint Eng	-		-	Engineering Inspection	
Totals:	-	-	-	Material Testing	
				Advertising	
				Bridge Inspections	
Total Estimated Maintenance Engineering Cost					-
Total Estimated Maintenance Cost					

Submitted:

Approved:

\_\_\_\_\_  
 Municipal Official Title  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Regional Engineer  
 \_\_\_\_\_  
 Date



# Municipal Estimate of Maintenance Costs

Local Public Agency: Park Forest  
 County: Cook/Will

Maintenance Period 7/1/2016 to 6/30/2017

Section Number: 17-00000-00-GM

## Estimated Cost of Maintenance Operations

Maintenance Operation (No. Description)	Maint. Group	Insp. Reg.	For Group I, IIA, IIB, or III					Est Total Operation Cost
			Item	Unit	Quantity	Unit Price	Item Cost	
7. Pavement Patching (by Contractor)	IIA	Y	Class B Patches	SY	95.00	100.00	9,500.00	
			Class D Patches	SY	50.00	200.00	10,000.00	19,500.00
8. Street Light Maint. Supplies (Day Labor)	IIA	N	Light Poles	Ea	3.00	3,250.00	9,750.00	
			Lamps 150 W hps	Ea	80.00	9.50	760.00	
			Lamps 250 W hps	Ea	45.00	9.50	427.50	
			Lamps 400 W hps	Ea	20.00	9.50	190.00	
			Ballast Kits 150 W	Ea	30.00	52.00	1,560.00	
			Ballast Kits 250 W	Ea	15.00	62.00	930.00	
			Fixtures 150 W	Ea	8.00	144.99	1,159.92	
			Fixtures 250 W	Ea	8.00	144.99	1,159.92	
			Fixtures 400 W	Ea	4.00	243.75	975.00	
			Photo Cells	Ea	20.00	12.50	250.00	
			Wire (Spool) #6, #8	Ea	2.00	275.00	550.00	
			Misc. Hardware/Tools	LS	1.00	1,500.00	1,500.00	
Trencher Rental	Day	2.00	174.00	348.00	19,560.35			
9. Sidewalk/Curb/Gutter (day labor)	IIA	N	Concrete	CY	5.00	150.00	750.00	750.00
10. Herbicide (By Contractor)	IIA	Y	Curbside Vegetation Control	Dol	1.00	6,500.00	6,500.00	6,500.00
11. Street Sweeping	IIB	Y	Sweeping Contract	Dol	1.00	48,186.00	48,186.00	48,186.00
17-00000-01-GM			by Contractor				-	-
(renewal of 16-0000-01-GM)							-	-
12. Crack Sealing	IIB	Y	Crack Seal by Contractor	Lb	20000.00	1.50	30,000.00	30,000.00
17-00000-02-GM							-	-
13. Traffic Signs	IV	Y	Maintenance Contract	Dol	1.00	70,000.00	70,000.00	70,000.00
17-00000-03-GM			by Contractor				-	-
14. Pavement Markings (By Contractor)	IIB	Y	Pavement Markings	Dol	1.00	25,000.00	25,000.00	25,000.00
17-00000-04-GM							-	-
15. Public Utility Service (Comed)	I	N	Electricity	Mo	12.00	7,800.00	93,600.00	93,600.00
Total Estimated Maintenance Operation Cost							522,537.35	

	Estimated Cost	MFT Portion	Other Funds	Preliminary Engineering	
Maintenance				Engineering Inspection	
Maint Eng	2,000.00	2,000.00	-	Material Testing	2,000.00
Totals:	2,000.00	2,000.00	-	Advertising	
				Bridge Inspections	
Total Estimated Maintenance Engineering Cost					2,000.00
Total Estimated Maintenance Cost					524,537.35

Submitted:

Approved:

\_\_\_\_\_  
Municipal Official Title

\_\_\_\_\_  
Regional Engineer

Date

Date

## VILLAGE OF PARK FOREST

### MEMORANDUM

**TO:** John A. Ostenburg, Mayor  
Village Board of Trustees

**FROM:** Thomas K. Mick,  
Village Manager

**DATE:** March 17, 2016

**RE:** A Resolution Endorsing the Metropolitan Mayors Caucus' Greenest Region Compact 2

#### **BACKGROUND/DISCUSSION:**

The Metropolitan Mayors Caucus (MMC) has historically taken a position with a Greenest Region Compact (GRC) which recommends that environmentally friendly practices can be established, and championed, by municipal leaders. Back in 2008, the Village of Park Forest signed on as one of the participating communities. Since that time, a tremendous amount has been accomplished in Park Forest, including development of the Park Forest Sustainability Plan, creation of a Bike & Pedestrian Plan, and Park Forest being recognized as a 3 Star Community by outside analysts. Along the way, numerous community gardens have been implemented and the Gardening Speaker Series was created, solar pilot projects have been created at the Aqua Center and in the Fire Department, and a Discovery Center was developed in close proximity to the Central Park Wetlands. These accomplishments only scratch the surface of all that Park Forest has accomplished since signing on to endorse the 2008 GRC.

The MMC is now embarking upon a Greenest Region Compact 2 which builds upon the 2008 initiative. Mayor John Ostenburg, as a Co-Chair of the MMC's Environment Committee, provided oversight in the development of the GRC2. The Park Forest Sustainability Plan was a guide in the MMC Environment Committee's development of the Greenest Region Compact 2 as attached for Village Board review.

#### **SCHEDULE FOR CONSIDERATION:**

This matter will be on the Consent Agenda of the March 21<sup>st</sup> Regular Meeting for Board consideration and approval.

**A Resolution Endorsing the Metropolitan Mayors Caucus’  
Greenest Region Compact 2**

**WHEREAS,** the Metropolitan Mayors Caucus provides a forum for the chief elected officials of the Chicago region to develop consensus and act on common public policy issues and multi-jurisdictional challenges; and

**WHEREAS,** the Metropolitan Mayors Caucus’ participating Mayors and their communities have a history of environmental stewardship, from energy efficiency, water conservation, urban forestry, and participation in Clean Air Counts; and

**WHEREAS,** it is important for Mayors and local governments throughout the United States to take leadership roles to advance sustainability both in their own communities and in concert with regional, national and global initiatives; and

**WHEREAS,** the Metropolitan Mayors Caucus created the Greenest Region Compact 2 to address environmental sustainability issues of global importance at the local level; and

**WHEREAS,** the Greenest Region Compact 2, also called the GRC2, is built on important environmental initiatives already underway in communities, in partnership with many non-profit, state, regional and national organizations; and

**WHEREAS,** the GRC2 synthesizes sustainability goals already adopted by leading communities in the region; and these consensus goals align with common regional, state, national and global objectives; and

**WHEREAS,** the GRC2 offers a companion Framework to guide communities of all sizes and strengths to assess their current efforts; develop a sustainability plan suited to local priorities; and will offer resources to help them succeed; and

**WHEREAS,** the consensus goals of the Greenest Region Compact 2 will guide coordinated efforts toward enhanced quality of life for residents; protection and stewardship of the environment and sustainable economic vitality.

**NOW, THEREFORE, BE IT RESOLVED** that the Village of Park Forest endorses the attached Greenest Region Compact 2 proposed by the Metropolitan Mayors Caucus and agrees to work to achieve them, both in Park Forest and in collaboration throughout the region.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
John A. Ostenburg, Mayor

\_\_\_\_\_  
Village Clerk



## Greenest Region Compact 2

The member municipalities of the Metropolitan Mayors Caucus seek a vibrant, sustainable future for their communities and the greater Chicago region. The consensus goals of the Greenest Region Compact 2 aim for enhanced quality of life for residents; protection and stewardship of the environment and sustainable economic vitality.

To become the most sustainable and successful region in the United States, they, therefore, support the following consensus goals of the Greenest Region Compact 2 and agree to work to achieve them, both in their own communities and in collaboration throughout the region:



### Climate

- Reduce greenhouse gas emissions
- Maintain clean and healthful air
- Develop resiliency to climate change impacts
- Engage the community in climate change mitigation and adaptation



### Economic Development

- Promote innovation and a competitive workforce
- Cultivate local and sustainable development, jobs, and businesses



### Energy

- Use energy for buildings and facilities efficiently
- Advance renewable energy
- Reduce energy consumption
- Enact policies that support clean energy
- Engage the community in clean energy practices



### Land

- Encourage strategic development that upholds sustainability principles
- Conserve, restore and enhance natural features and ecosystems
- Support networks of accessible well-used and enjoyable parks
- Sustain a robust urban forest canopy
- Sustain beautiful landscapes that provide ecosystem services
- Achieve greater livability through sustainable land use and housing policies
- Cultivate a conservation ethic in the community



### Leadership

- Enlist support for GRC2 goals through regional, state and national leadership
- Advocate for policies that align with and advance the GRC2
- Work collaboratively towards a sustainable region



## Mobility

- Support safe and effective active transportation
- Maintain a diverse, safe, and efficient transportation network
- Support efficient transportation that uses resources wisely
- Integrate sustainability into transportation policies, programs, and regulations
- Promote public and sustainable transportation choices



## Municipal Operations

- Lead by demonstrating sustainable values and practices
- Integrate sustainability into all municipal operations
- Operate a safe, clean and efficient fleet
- Collect and manage data to advance sustainability



## Sustainable Communities

- Promote cultural vibrancy in the community
- Foster a culture of health, safety, and wellness
- Increase access to sustainably grown local food
- Sustain community principles that are welcoming, inclusive and equitable
- Promote a sustainable identity for the community
- Ensure local policies and codes support sustainability
- Cultivate community values based on principles of sustainability



## Waste & Recycling

- Support sustainable material management
- Recycle materials across all sectors
- Divert waste from landfills
- Enact policies that cause sustainable material management
- Engage the community in waste reduction and recycling



## Water

- Use and distribute water efficiently
- Protect and improve and water quality
- Manage water system assets sustainably
- Optimize the use of natural and built systems to manage stormwater
- Practice stewardship of water resources
- Enact policies to protect water resources
- Engage the community in water stewardship



## **AGENDA BRIEFING**

**DATE:** March 14, 2016

**TO:** Mayor Ostenburg  
Board of Trustees

**FROM:** Roderick Ysaguirre – Director of Public Works/Village Engineer

**RE:** Renewal of MFT Street Sweeping Maintenance Contract for FY 16-17

### **BACKGROUND/DISCUSSION:**

On Tuesday, April 22, 2014 at 2:00 p.m., the Department of Public Works (DPW) opened 3 bids for the FY 14-15 MFT Street Sweeping Maintenance Contract. Invitations to bid were published in the *Star* Newspaper, on the Village Website, in the Illinois Department of Transportation Construction Bulletin, and mailed to 5 known bidders. Illinois Central Sweeping LLC, located in Blue Island, IL, was the lowest bidder in the amount of \$48,186.00 dollars. Illinois Central Sweeping's bid was 8.48% (\$4,466.5) under the Engineer's Estimate of \$52,652.50.

This maintenance contract will provide for 5 Village wide sweeps, 2 Village owned parking lot sweeps, 2 Old Plank Rd. Bike Trail sweeps, and any emergency sweeping throughout the 2015-2016 fiscal year. Tonight's Agenda includes the approval of a Motor Fuel Tax Resolution in the amount of \$524,537.35 dollars, for maintaining streets from July 1, 2016 to June 30, 2017, where \$48,186 dollars are budgeted for this work.

Illinois Central Sweeping LLC is the current contractor and has performed street sweeping work for the village before and has satisfactorily completed all items under past contracts. According to the Special Provisions included in the contract documents, DPW inserted a Renewal Clause that upon agreement of both parties, this contract can be renewed under the same unit prices, terms, and conditions. Attached is a signed and attested renewal letter indicating Illinois Central Sweeping LLC commitment for renewal. IDOT also allows for maintenance contracts that involve only labor and equipment can be contracted up to 3 years. This renewal would be the third and final year.

**RECOMMENDATION:** Renew the FY 14-15 MFT Street Sweeping Maintenance Contract with Illinois Central Sweeping LLC, of Blue Island, IL, in the amount of \$48,186 dollars with a 25% contingency for additional work as determined by the Village Engineer, for a total cost not to exceed \$60,232.50 dollars, and to authorize the Village Manager to enter into a renewal Contract with Illinois Central Sweeping LLC for this work.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular meeting of March 21, 2016 for approval.

# Park Forest

Live Grow Discover

DEPARTMENT OF PUBLIC WORKS

www.villageofparkforest.com

January 29, 2016

**Mayor**

John A. Ostenburg

**Village Trustees**

Mae Brandon  
JeRome Brown  
Tiffani Graham  
Robert McCray  
Georgia O'Neill  
Theresa Settles

**Village Clerk**

Sheila McGann

**Village Manager**

Thomas Mick

**Village Hall**

350 Victory Drive  
Park Forest, IL 60466  
(708) 748-1112

**DownTown**

**Management Office**

226 Forest Blvd.  
(708) 503-8153

**Fire Department**

156 Indianwood Blvd.  
(708) 748-5605

**Freedom Hall**

410 Lakewood Blvd.  
(708) 747-0580

**Health Department**

350 Victory Drive  
(708) 748-1118

**Police Department**

200 Lakewood Blvd.  
(708) 748-4700

**Recreation and**

**Parks Department**

350 Victory Drive  
(708) 748-2005

Chuck DeVries

Illinois Central Sweeping, LLC  
2307<sup>th</sup> West 135<sup>th</sup> Place  
Blue Island, IL 60428

Re: Renewal of Street Sweeping – Village Wide Contract,  
MFT Section No. 15-00000-01-GM

Mr. DeVries:

The current contract executed on June 2, 2014 and extended on January 26<sup>th</sup>, 2015, between Illinois Central Sweeping Service, LLC (Contractor) and The Village of Park Forest (Municipality) for village wide sweeping service is due to be completed on June 30, 2016. The current contract contains a second renewal option that consists of written agreement of both parties for a period of one successive year under the same unit prices, terms, and conditions as in the original contract. Renewal is subject to approval by the Village Board.

This letter shall serve as written agreement between Illinois Central Sweeping Service, LLC and the Village of Park Forest, who both desire and wish to renew contract, Street Sweeping – Village Wide, MFT Section No. 15-00000-01-GM, for street sweeping services, under the same unit prices, terms and conditions as in the original contract for a period of one successive year to begin July 1, 2016 to June 30, 2017.

The following date modifications are made to the renewed contract:

**SWEEPING CYCLE SCHEDULE**

The Village Engineer/Director of Public Works will notify the Contractor in advance when sweeping services are requested. Requests will be according to the following general schedule.

1<sup>st</sup> VILLAGE SWEEP, 10 working days      AUGUST 22, 2016  
2<sup>nd</sup> VILLAGE SWEEP, 15 working days      SEPT. 26, 2016  
3<sup>rd</sup> VILLAGE SWEEP+BIKE TRAIL, 15 working days  
OCTOBER 24, 2016

# Park Forest

Live Grow Discover

www.villageofparkforest.com

4<sup>th</sup> VILLAGE SWEEP+PARKING LOTS, 15 working days

APRIL 3, 2017

**Mayor**  
John A. Ostenburg

5<sup>th</sup> VILLAGE SWEEP+PARKING LOTS+BIKE TRAIL, 10 working days

JUNE 19, 2017

**Village Trustees**  
Mae Brandon  
JeRome Brown  
Tiffani Graham  
Robert McCray  
Georgia O'Neill  
Theresa Settles

**Proposal Form** – BLR 12220, Line No. 5 – Completion date changed from 06/30/2016 to 06/30/2017

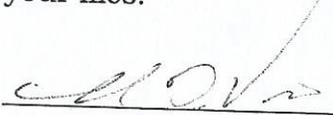
**Village Clerk**  
Sheila McGann

Renewal shall be contingent upon, submittal and approval of a Certificate of Insurance and Additional Insured Endorsements as required by original contract for insurance coverage consistent with contract renewal dates and review and approval by the Village Board and/or IDOT.

**Village Manager**  
Thomas Mick

Please sign and attest, and return all 4 copies to me for signature by Village Official. One signed copy will be returned to you for your files.

**Village Hall**  
350 Victory Drive  
Park Forest, IL 60466  
(708) 748-1112

  
Charles DeVries  
Illinois Central Sweeping, LLC

\_\_\_\_\_  
Thomas K. Mick  
Village of Park Forest

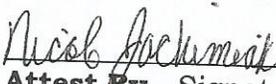
*Managing Member*  
Title

\_\_\_\_\_  
Title

2-5-16  
Date

\_\_\_\_\_  
Date

**DownTown Management Office**  
226 Forest Blvd.  
(708) 503-8153

  
**Attest By - Signature**

\_\_\_\_\_  
**Attest By - Signature**

Nicole Jachmiak  
Assistant to M.M.  
Name and Title

\_\_\_\_\_  
Name and Title

**Freedom Hall**  
410 Lakewood Blvd.  
(708) 747-0580

2-5-16  
Date

\_\_\_\_\_  
Date

**Health Department**  
350 Victory Drive  
(708) 748-1118

If you have any questions, please e-mail me at [nchristie@vopf.com](mailto:nchristie@vopf.com) or call me at (708) 503-7702.

Thank you,

**Police Department**  
200 Lakewood Blvd.  
(708) 748-4700

**Recreation and Parks Department**  
350 Victory Drive  
(708) 748-2005



Nicholas Christie, P.E., CFM  
Asst. Director of Public Works/ Asst. Village Engineer

## AGENDA BRIEFING

**DATE:** March 14, 2016

**TO:** Mayor Ostenburg  
Board of Trustees

**FROM:** Thomas K. Mick, Village Manager

**SUBJECT:** Award of Contract: Well Maintenance, Well No. 4

### **BACKGROUND/DISCUSSION:**

On Tuesday, February 16, 2016, at 2:00 p.m., the Department of Public Works opened 5 bids for well maintenance on Well No. 4. The bid was advertised in the Southtown Star Newspaper, Village Website, and mailed to 6 known bidders. Please see attached tabulation for bid results

This maintenance project will consist of pulling the pump and pumping components completely to the surface; conducting a T.V. survey of the well; sandblasting pump component parts that may be considered for reinstallation; inspection; protective column coating; furnishing repair parts as needed; reinstalling the pump after repair; chlorinating the well and pump to EPA regulations and performing a two hour performance test.

Well No. 4 is located along Main Street, directly outside Dining on the Green. The pump assembly was last inspected and serviced in 2008.

The bid established unit prices for known labor and replacement parts. However, due to the inability to evaluate the condition of underground components, the cost could exceed the total bid for unknown labor and parts. Additionally, due to the unknown condition of the motor and bowl, this contract does not include any servicing that may need to be done to these components. DPW recommends approval of a contingency amount for motor and bowl servicing and unknown labor and parts. This project will be paid from the Water Fund – Supply and Purification-Capital Outlays where \$60,000 is allocated for this work in the Fiscal 2016 Budget.

Peerless Midwest, of Mishawaka, IN, is the low bidder and has performed well maintenance projects for the Village in the past, including Well 6 last fall. However, during the Well 6 contract, it was discovered, per law, that prevailing wages do not need to be paid to employees who perform work out of state. **This contract includes a significant amount of work performed at the contractors shop and could have created an unfair bidding advantage for non-Illinois companies.**

At the February 22<sup>nd</sup> and March 7<sup>th</sup> Village Board Meetings, the issue of the unfair bidding advantage over Illinois contractors/businesses was discussed with, and amongst, the Board. Based on those discussions, it appears that a majority of the Village Board is

in favor of awarding the contract to the lowest qualified Illinois contractor, which is Great Lakes Water, located in Joliet, Illinois. As such, the recommendation is to award the Well No. 4 in the amount of \$39,234 to Great Lakes Water with a contingency and for a total not to exceed cost of \$60,000.00. DPW is asking for a large contingency for the uncertainty in motor and bowl repairs.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Consent Agenda of the Regular Meeting of March 21, 2016 for Board consideration and approval.

				Great Lakes Water 1127 Plainfield Road Joliet, IL 604345		Peerless Midwest Inc. 55860 Russell Industrial Pkwy Mishawaka, IN 46545 (Apparent Low Bidder)		Midwest Well Services, Inc. (Municipal Well and Pump) 1212 Storbeck Drive Waupun, WI 53963		Layne Christensen Company 229 West Indiana Avenue Box 489 Beecher, IL 60401		Water Well Solutions 710B Herra Street Elburn, IL 60119	
No.	Item	Quantity	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Pump, Motor, Bowl Assembly, Column Pipe, and Appurtenances Removal, Inspection, Report	1	LS	<u>\$9,697.00</u>	<u>\$9,697.00</u>	<u>\$6,100.00</u>	<u>\$6,100.00</u>	<u>\$6,070.00</u>	<u>\$6,070.00</u>	<u>\$6,286.00</u>	<u>\$6,286.00</u>	<u>\$5,500.00</u>	<u>\$5,500.00</u>
2	Hitachi Motor Service	1	LS	<u>\$522.00</u>	<u>\$522.00</u>	<u>\$400.00</u>	<u>\$400.00</u>	<u>\$1,210.00</u>	<u>\$1,210.00</u>	<u>\$1,285.00</u>	<u>\$1,285.00</u>	<u>\$750.00</u>	<u>\$750.00</u>
3	New Airline	1	LS	<u>\$496.00</u>	<u>\$496.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$120.00</u>	<u>\$120.00</u>	<u>\$99.00</u>	<u>\$99.00</u>	<u>\$450.00</u>	<u>\$450.00</u>
4	New Electrical Cable	1	LS	<u>\$1,305.00</u>	<u>\$1,305.00</u>	<u>\$675.00</u>	<u>\$675.00</u>	<u>\$1,610.00</u>	<u>\$1,610.00</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$1,200.00</u>	<u>\$1,200.00</u>
5	8 Inch Spring Loaded Check Valve, if needed	1	EACH	<u>\$1,272.00</u>	<u>\$1,272.00</u>	<u>\$1,250.00</u>	<u>\$1,250.00</u>	<u>\$870.00</u>	<u>\$870.00</u>	<u>\$813.00</u>	<u>\$813.00</u>	<u>\$1,400.00</u>	<u>\$1,400.00</u>
6	Pipe Corrosion Protection	1	LS	<u>\$2,497.00</u>	<u>\$2,497.00</u>	<u>\$4,200.00</u>	<u>\$4,200.00</u>	<u>\$3,620.00</u>	<u>\$3,620.00</u>	<u>\$7,417.00</u>	<u>\$7,417.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>
7	New Column Pipe, as needed	90	FT.	<u>\$68.00</u>	<u>\$6,120.00</u>	<u>\$24.00</u>	<u>\$2,160.00</u>	<u>\$25.00</u>	<u>\$2,250.00</u>	<u>\$30.50</u>	<u>\$2,745.00</u>	<u>\$46.00</u>	<u>\$4,140.00</u>
8	Cutting and rethreading ends column pipe, as needed	8	EACH	<u>\$75.00</u>	<u>\$600.00</u>	<u>\$50.00</u>	<u>\$400.00</u>	<u>\$124.00</u>	<u>\$992.00</u>	<u>\$100.00</u>	<u>\$800.00</u>	<u>\$135.00</u>	<u>\$1,080.00</u>
9	Pipe Coupling, as needed	7	EACH	<u>\$176.00</u>	<u>\$1,232.00</u>	<u>\$57.00</u>	<u>\$399.00</u>	<u>\$87.00</u>	<u>\$609.00</u>	<u>\$85.00</u>	<u>\$595.00</u>	<u>\$175.00</u>	<u>\$1,225.00</u>
10	Install zinc sleeves	20	EACH	<u>\$181.00</u>	<u>\$3,620.00</u>	<u>\$135.00</u>	<u>\$2,700.00</u>	<u>\$168.00</u>	<u>\$3,360.00</u>	<u>\$93.15</u>	<u>\$1,863.00</u>	<u>\$125.00</u>	<u>\$2,500.00</u>
11	Rebuild bowl assembly/repairs, if needed	1	LS	<u>\$1,861.00</u>	<u>\$1,861.00</u>	<u>\$4,775.00</u>	<u>\$4,775.00</u>	<u>\$2,490.00</u>	<u>\$2,490.00</u>	<u>\$2,515.00</u>	<u>\$2,515.00</u>	<u>\$3,800.00</u>	<u>\$3,800.00</u>
12	Video Survey of Well	1	LS	<u>\$1,550.00</u>	<u>\$1,550.00</u>	<u>\$1,200.00</u>	<u>\$1,200.00</u>	<u>\$2,450.00</u>	<u>\$2,450.00</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>	<u>\$1,700.00</u>	<u>\$1,700.00</u>
13	Bailing Well, if needed	8	HR	<u>\$314.00</u>	<u>\$2,512.00</u>	<u>\$340.00</u>	<u>\$2,720.00</u>	<u>\$328.00</u>	<u>\$2,624.00</u>	<u>\$536.88</u>	<u>\$4,295.04</u>	<u>\$345.00</u>	<u>\$2,760.00</u>
14	Pitless Adapter Inspection	1	LS	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$200.00</u>	<u>\$200.00</u>	<u>\$160.00</u>	<u>\$160.00</u>	<u>\$300.00</u>	<u>\$300.00</u>	<u>\$250.00</u>	<u>\$250.00</u>
15	Reinstallation	1	LS	<u>\$3,936.00</u>	<u>\$3,936.00</u>	<u>\$6,540.00</u>	<u>\$6,540.00</u>	<u>\$8,120.00</u>	<u>\$8,120.00</u>	<u>\$6,547.00</u>	<u>\$6,547.00</u>	<u>\$4,200.00</u>	<u>\$4,200.00</u>
16	Testing	1	LS	<u>\$1,994.00</u>	<u>\$1,994.00</u>	<u>\$1,360.00</u>	<u>\$1,360.00</u>	<u>\$1,250.00</u>	<u>\$1,250.00</u>	<u>\$2,200.00</u>	<u>\$2,200.00</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>
				Total	<u>\$39,234.00</u>	Total	<u>\$35,329.00</u>	Total	<u>\$37,805.00</u>	Total	<u>\$39,260.04</u>	Total	<u>\$41,955.00</u>