

AGENDA

SPECIAL RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS COOK AND WILL COUNTIES ILLINOIS

Village Hall

6:00 p.m.

March 16, 2020

1. Staff Presentation – History of the Residential Change of Occupancy Inspection Program Ordinance

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website
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 athurston@vopf.com. Every effort will be made to allow for meeting participation.

MEMORANDUM

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Lawrence G. Kerestes, Director of Community Development

DATE: March 13, 2020

RE: History of the Residential Change of Occupancy Inspection Program Ordinance

BACKGROUND/DISCUSSION:

The following is to provide a brief overview and evolution of the Village's Change of Occupancy Inspection Program:

Since its inception, the Village has been primarily a *landlocked, bedroom community* and the Board of Trustees have always understood the importance of protecting the housing stock. In the early years of the Village programs such as the Integration Maintenance Program, Beautification Awards Program, and Fair Housing Practices Standards were created for, among other reasons, to guard housing values. Thus, the purpose for the Inspection Program was to address three main areas:

- Protect the housing stock of the Village
- Protect housing values in town
- Maximize the property tax revenue base

The Origins of the Program:

In the mid-1970s the Board of Trustees were aware that the housing stock was beginning to age. Houses south of Sauk Trail were built in the 1950s with the houses built north of Sauk Trail in the Westgate and Rich Streets completed in the early 1960s. Finally, the Lincolnwood and Eastgate Areas were built in the 1960s. Thus, the Board directed two studies to be undertaken to measure the housing maintenance and physical integrity of its 20 to 30 year old structures within the Village. A *Housing Inspection Study Survey* (1977) and a *Park Forest Housing Code Study* (1979) were completed. The results showed that there was a lack of housing upkeep and deterioration in some neighborhoods that, in many cases, were tied to either 1) rental occupancy; or 2) the age of the housing units. The studies found that Owner Occupied Properties were better maintained with fewer property Maintenance Code Violations (3-4 code violations) than Rental Occupied with 13-16 code violations. The results also found that out of 5,400 single-family dwelling units, there were 1,200 rental occupied properties in town with many absentee landlords.

These results led to Board adoption of a Residential Rental Inspection Program October 1979. The Program immediately addressed the code violations resulting in significant code compliance and many problem landlords selling their properties and leaving the community.

The New Program:

Success and positive feedback from the community regarding the Rental Inspection Program, led the Board to expanding the Inspection Program to include sales of properties. Thus, the Residential Change of Occupancy Inspection Program Ordinance was adopted in September 1983 (Ordinance #1244). At its inception, it was determined by the Board of Trustees on the advice of the Village Attorney to simply create one inspection program. It was felt that multiple programs or specific programs for different types of occupancies would result in duplication of services and confusion to the public. Simply stated, one comprehensive program was more efficient and easier to enforce.

In the ensuing 37 years since, 15 amendments have been made with all of them aimed at improving the program. These include:

- Self-Inspection Program for the Cooperatives (mid 1980s)
- Accepting Inspection Applications without Signed & Dated Sales Contracts (1980s)
- Requiring Inspection Application be completely filled out, including new Occupants names and children (late 1980s)
- Private Professional Inspection Option (early 1990s)
- Expanded Self-Inspection Program for other Multifamily Properties (early 1990s)
- Annual Single Family Rental Inspection Program (early 1990s)
- Various Code Requirement expansion, i.e.: 100 amperage electrical service upgrades (mid 2007) to name one. Smoke (1990s) and CO Detectors (2007) to name two others.
- Providing an option for buyers purchasing a property “As Is” that is not stated in the actual Sales Contract (mid 2000s)

The Current Inspection Program Particulars:

- The program requires an inspection of a property at every time there is a change in occupancy (sale, rental, two people exchanging residencies). It is not a *Point of Sale Inspection Program*.
- It is a 45-minute, functional, visible inspection for the Village’s minimal property code standards for life safety issues. It is not a *Consumer Protection Inspection*.
- It is a time & place inspection which is valid for 6 months from the time of the inspection.
- Temporary certificates of occupancy are issued to provide time to achieve compliance of code violations for non-life safety issues.

- In addition, the Village encourages potential buyers to review the Village's address file of a property to learn of any previous building permits, other improvements or problems/issues, etc.
- Finally the Village highly encourages buyers to have the property inspected by a private professional inspection company to gain a comprehensive review. This is also included on the Village's website.

SCHEDULE FOR CONSIDERATION: This item will be on for discussion with the Special Rules Meeting/Workshop scheduled for Monday, March 16.

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 Regular meeting of February 24, 2020, the Rules meeting of February 24, 2020, the Special Regular meeting of March 2, 2020, and the Rules meeting of March 2, 2020.
2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Reserving Star Number 204 for Timothy Jones in Perpetuity.
3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code, BLR form 14220, and Municipal Estimate of Maintenance Costs, BLR form 14222.
4. MOVED, that the Village Manager is authorized to enter into an agreement with Client First for managed IT services for the Village based on the hourly rates provided in the proposal.
5. MOVED, that the Village Manager is authorized to renew a contract with Olthoff, Inc., located in Chicago Heights, Illinois for the Village Wide Sidewalk and Curb Restoration Program in the amount of \$117,752.21 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$129,527.43.
6. MOVED, that the Village Manager is authorized to renew contract with Olthoff, Inc., located in Chicago Heights, Illinois for the Asphalt Patching Program in the amount of \$109,994.65 with a contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$175,000.
7. MOVED, that the Village Manager is Authorized to renew a contract with Greg Hamann Trucking Co., of Grant Park, Illinois for Removal of Lime Residuals for a total price of \$229,929.48, with a 25% contingency for any additional work, for a total not to exceed cost of \$287,411.85.

MOVED, that the Mayor and Board of Trustees appoint Jennifer Whitson, 333 Farragut, to an unexpired term on the Beautification Awards Committee for a term to expire on December 31, 2022.

MOVED, that the Mayor and Board of Trustees appoint Robbie Johns, as Chairperson of the Senior Citizens Advisory Commission for a term to expire on December 31, 2020.

MOVED, that the Mayor and Board of Trustees appoint Theodore Reich, as Vice-Chairperson of the Senior Citizens Advisory Commission for a term to expire on December 31, 2020.

March 16, 2020

VILLAGE OF PARK FOREST

**REGULAR MEETING OF THE BOARD OF TRUSTEES
350 VICTORY DRIVE
PARK FOREST, ILLINOIS**

Village Hall - Board Room

6:00 p.m.

February 24, 2020

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, Trustee Maya Hardy, and Glenna Hennessy

ABSENT: none

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Ross Secler, Finance Director Mark Pries, Director of Personnel Denyse Carreras, Director of Economic Development Hildy Kingma, Director of Recreation and Parks Rob Gunther, Director of Public Relations Jason Miller, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: approximately ten residents; representatives from B2B Strategic Solutions; Gary Kopycinski, e-News

Roll Call

Meeting was called to order at 6:00 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

Pledge of Allegiance

The Mayor led the Board and the audience the Pledge of Allegiance.

Reports of Village Officers

Mayor

Mayor Vanderbilt noted that tonight's regular meeting would be first and the rules meeting will follow. He reported on a number of meetings and events he attended in the last few weeks representing Park Forest. He noted that the six month financial update with the Board and staff was held Saturday, February 22. On Saturday afternoon, he attended the Park Forest Fire Department Annual Awards Ceremony and congratulated 2020 Firefighter of the Year Kevin Grove on his award. He also reminded the residents on the importance of be counted in the 2020 Census with the help of the Complete Count Committee.

Village Attorney

No report

Village Manager

Manager Mick commended staff for their expertise in informing the Mayor and the Board with current trends regarding the budget. He noted the awards given to members of the Fire Department at the annual ceremony. The Village is recruiting for a full time housing authority director and for a part time maintenance worker; more information is on the Village's website. The Manager noted a number of events taking place in the Village. Trustee Herron's birthday will be celebrated tonight with cake and coffee. After the Regular Meeting tonight, the Rules meeting will take place. After the fifth item on the agenda, there will be a brief recess to reset the room for the strategic planning consultants.

Village Clerk

Clerk McGann gave information regarding early voting times and locations for the March 2020 Presidential Primary Election.

Reports of Commission Liaisons and Committee Chairpersons

Trustee Woods said that events he attended in February are not just to celebrate Black History Month, they are American events as well. Trustee Settles noted that the Park Forest Historical Society currently is conducting their annual fund appeal to receive a matching grant; please consider donating. Trustee Hennessy attended the Library Board meeting Thursday, March 5 discussing the issue of afternoon security. She noted the many recreational opportunities available to residents of all ages. After attending her first financial budget review, she appreciates staff's open door policy for questions. Trustee Graham stated that the Youth Commission is looking for volunteers; please apply. The Environment Commission will meet March 6 to discuss Earth Week events in April. Trustee Hardy reported that the Commission on Human Relations will have their next meeting on March 10. She also reported on the last meeting of the Commission on Planning and Zoning regarding adult cannabis use. The entire process is new and has been ever-changing but continues to be done in a thorough, open and transparent manner. She thanked Director Kingma and her team for answering all their questions. Trustee Herron noted that Recreation and Parks Commission met Tuesday, March 3. They welcomed their new members and planned for the Easter Egg-stravanganza on Saturday, April 4. She also thanked all the Trustees for their support of each other.

Each of the Trustees commended the local schools and the participants on the Black History Month programs they have attended. They also congratulated the award recipients of the Annual Fire Department Award Ceremony. They thanked the staff for the thorough and informative financial review.

Citizens Comments, Observations, Petitions

none

Motion: Approval of Consent

Mayor Vanderbilt called for a motion to approve the consent agenda. The consent agenda included the following items:

CONSENT:

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

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Rules meeting of February 3, 2020 and the Regular meeting of February 17, 2020.

Approval of the consent agenda was moved by Trustee Woods and seconded by Trustee Graham. Mayor Vanderbilt asked if anyone wished any items be removed from the consent agenda for further discussion.

On the motion to approve the consent agenda, a roll call vote was called by Mayor Vanderbilt. The consent agenda was approved with the following results:

Ayes: 7
Nays: 0
Absent: 0

The consent agenda was adopted with seven (7) ayes, no (0) nays and no (0) absent.

DEBATABLE:

2. Ordinance: An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street (First Reading)

This item has had first reading, will be on the agenda for discussion at tonight's rules meeting, and on the agenda for action at a subsequent regular meeting.

3. Ordinance: An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail (First Reading)

This item has had first reading, will be on the agenda for discussion at tonight's rules meeting, and on the agenda for action at a subsequent regular meeting.

Adjournment

This concluded the regular Board meeting.

There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Settles, seconded by Trustee Graham and passed unanimously.

Mayor Vanderbilt adjourned the regular meeting at 6:27 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

VILLAGE OF PARK FOREST

**RULES MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS
COOK AND WILL COUNTIES**

Village Hall-Boardroom

6:00 p.m.

February 24, 2020

MINUTES

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, Trustee Maya Hardy, and Glenna Hennessy

ABSENT: None

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Ross Secler, Finance Director Mark Pries, Director of Personnel Denyse Carreras, Director of Economic Development and Planning Hildy Kingma, Director of Recreation and Parks Rob Gunther, Assistant Director of Recreation and Parks Kevin Adams, Communications Director Jason Miller, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Approximately ten residents; B2B Strategic Solutions representatives Donna C. Bryant, Malcolm Weems, Arnold Crater, and Mercedes Johnson; Gary Kopycinski, e-News; representatives for potential cannabis-related businesses at 80 North Street and 373 Sauk Trail

Roll Call

The meeting was called to order at 6:27 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

1. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street

Manager Mick said this item is out of the Department of Economic Development and Planning and Planning and Zoning Commission. Director Kingma explained the requirements for obtaining a special use permit. All required public notices were met. The public hearing was Tuesday, February 19, 2020 with fourteen in attendance. The Planning and Zoning Commission voted 8-0-0 to allow for the special use permit. She listed conditions required of the applicant before the special use permit is approved. The applicant was in the audience to answer any additional questions. Mayor Vanderbilt asked if there were any questions or comments by the Board. Trustee Woods applauded the efforts by the Planning and Zoning Commission and looks forward to another new business in Park Forest. Mayor Vanderbilt read the Planning and Zoning

Commission's standards for special use permits and noted that all standards were met and approved by the Commission. He thanked all involved in the ordinance. Hearing no other questions or comments, this item will be on the agenda at the next regular meeting.

2. An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail

Manager Mick said this item on the agenda mirrors the first item. Director Kingma explained the application process and requirements of the State of Illinois adding that this is the first step for both locations on tonight's agenda. All requirements were met for the public hearing which was held on Tuesday, February 19, 2020. The Planning and Zoning Commission voted 8-0-0 to recommend the special use permit. Director Kingma went through the plan and recommendations including parking, order control, and lighting. Mayor Vanderbilt asked the Board if there were any questions or comments. When asked about the lighting by Trustee Settles, it was noted that shields would be on the lights to deflect downward. When asked by Trustee Hennessy about the extra burden on the police department, Chief Mannino said all new commercial businesses are potential risks. But there wouldn't any extra burden with the extra security taken. If the Park Forest Police needed access to the cameras, they would ask for them or subpoena them. Trustee Woods was pleased that odor control would be monitored. Director Kingma said that the Village will monitor the odor aspect and work with the owners if there is a problem. When asked by Mayor Vanderbilt about security measures to prevent crashing into the building, Director Kingma said that the west side of the building will be a solid wall with bollards in place to prevent this from happening. Hearing no other questions, this item will be on the agenda at the March 2 meeting.

3. A Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois

Manager Mick said this item is from Public Works. Director Ysaguirre explained the proposed sewer lining project planned for Eastgate and noted the various work done the Village has done in the past. This resolution is a requirement of the application process as the matching funds committed by the municipality. He expects awards to be made in late summer or fall. Manager Mick added that these opportunities are ways the Village can maximize funding opportunities as has been done for other projects in the past. Mayor Vanderbilt asked the Board if there were any comments or questions. Hearing none, this item will be on the agenda at the next regular meeting.

4. A Resolution Declaring the Village of Park Forest an Immigrant-Friendly Community

Manager Mick said this item comes from the Economic Development and Planning Department, Management Staff, and the Race Equity And Leadership (REAL) Steering Committee. The resolution reflects values of Park Forest with a long history of being a welcoming and diverse community which embraces individuals of all backgrounds. Director Kingma added that the resolution supports immigrants and all staff will treat them fairly in all areas. If detained, they will only be held until the issued is cleared, not held any longer if their immigration status is in question. This complies with Illinois State Code. Mayor Vanderbilt asked if there were

questions or comments from the Board. Based on a question by Trustee Hennessy, Chief Mannino said that the police department does not ask about or share information about immigration after someone is arrested unless subpoenaed. Trustee Woods added that he is proud this reflects Park Forest as a society, as does being non-partisan community. This is also a fitting reminder that all should be counted in the census without any “backlash.” Trustee Hardy thanked all involved in putting this together adding that the Commission on Human Relations reinforces the values of this resolution. Mayor Vanderbilt reiterated that the Village is a welcoming community and encourages an open and free dialog. It is important to support our immigrant families. Hearing no other comments or questions, this item will be on the agenda at the next regular meeting.

5. A Project and Funding Commitment Resolution for an Invest in Cook FY 2020 Call for Projects Application

Manager Mick said this item is from the Department of Public Works and *Connect Cook County* transportation plan. Director Ysaguirre gave background on the Village’s application history. Although no funds were received in 2017, the Village did receive funds in 2018 and 2019. To be considered for this 2020 phase, the Village must commit to the 20% matching funds. Mayor Vanderbilt asked the Board if there were any questions or comments. This item will be on the agenda at the next regular meeting.

6. Strategic Planning Workshop – B2B Strategic Solutions presentation

Mayor Vanderbilt asked for a motion to recess for fifteen minutes to reconfigure the room for the Strategic Planning Workshop. Motion moved by Trustee Graham and seconded by Trustee Hardy at 7:08 p.m.

At 7:27 p.m., Mayor Vanderbilt asked for a motion to reconvene the Rules Meeting. Motion was moved by Trustee Woods and seconded by Trustee Herron and passed unanimously by voice vote.

Manager Mick gave some background on what strategic planning is, what is expected of the Board, Staff, and the community. He explained that the annual budget is built around the tax levy, Board goals, and fiscal policies. With the Strategic Planning process, the Board will set a course for the next three to five years with the board goals. The Strategic Planning Team includes Donna C. Bryant, Malcolm Weems, Arnold Crater and Mercedes Johnson. With a PowerPoint presentation and handouts, Mr. Weems explained the components of a strategic plan and broke down the elements as applied to Park Forest. He explained goal setting and the SMART (Specific, Measurable, Attainable, Realistic and Time bound) goal format.

Another component is the Constituent Process which involves an outreach to the community with surveys and discussions. The Strategic Process Project Team then analyzes the data and puts together the top ten goals, a survey to prioritize them, and finally presents the top five goals based on the data. When asked about communicating with the Board and timelines, Manager Mick said he would send the emails to the Board members individually. Mr. Weems said it is important to discuss and come to a consensus, adding that everyone does not have to agree on everything. Manager Mick said it is important to take time to do this right, not with a firm

deadline. Mr. Weems added that some people always want to be involved; it is important to hear from all sections of the Village. Working with the public may take longer than expected and the process will be adjustment as they go along. If more time is needed, it will be scheduled; he also wants to make sure that the Board's time is used wisely. There were no other questions by the Board.

Mayor's Comments

Mayor Vanderbilt dispensed with the comments as they were covered in the earlier Regular Meeting.

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

This concluded the Rules Board meeting.

There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Woods seconded by Trustee Graham and passed unanimously.

Mayor Vanderbilt adjourned the rules meeting at 8:11 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

VILLAGE OF PARK FOREST

**SPECIAL REGULAR MEETING OF THE BOARD OF TRUSTEES
350 VICTORY DRIVE
PARK FOREST, ILLINOIS**

Village Hall - Board Room

7:00 p.m.

March 2, 2020

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustees Theresa Settles, Tiffani Graham, Joseph Woods, Candyce Herron, Maya Hardy and Glenna Hennessy

ABSENT: none

STAFF IN ATTENDANCE: Village Manager Tom Mick, Deputy Police Chief Paul Winfrey, Fire Chief Tracy Natyshok, Village Attorney Leslie Kennedy, Assistant Finance Director Sharon Floyd, Director of Personnel Denyse Carreras, Director of Economic Development Hildy Kingma, Director of Recreation and Parks Rob Gunther, Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, and Code Enforcement Manager Jerry Martin

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Haley Crim, AmeriCorps; approximately eight residents; and Gary Kopycinski, e-News

Roll Call

Meeting was called to order at 7:00 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

Pledge of Allegiance

Mayor Vanderbilt led the Board and the audience in the Pledge of Allegiance.

Reports of Village Officers

Mayor

Mayor Vanderbilt reported on various meetings and presentations he had attended or was a participant. He commended the Commission of Human Relations' event "Are we Equal?" He participated in a conference call with South Suburban Mayors about preparation and planning regarding the Corona Virus. He also congratulated Deputy Police Chief Winfrey and all others involved in the Special Olympics fundraiser.

Village Attorney

No report

Village Manager

Manager Mick announced a number of events taking place in and around Park Forest in March and April. He offered his condolences to the Schaeffer Family on the loss of a family member.

Village Clerk

Clerk McGann gave information regarding early voting times and locations for the March 2020 Presidential Primary Election.

Reports of Commission Liaisons and Committee Chairpersons

All the Trustees enjoyed the thought provoking performance “Are We Equal?” at Freedom Hall and the work done by the Commission on Human Relations for all the Black History Month events. They, too, offered their condolences to the Schaeffer Family.

Trustee Settles reported that the Veterans Commission will meet Saturday, March 7. Trustee Hardy announced that the Commission on Human Relations will meet Tuesday, March 10. Displays of Women of Influence will be on display in Village Hall Lobby during March as March is Women’s History Month. Trustee Graham congratulation Haley Crim, AmeriCorps, and the volunteers that have worked in Park Forest. The Environment Commission will meet Thursday, March 5 to continue their work on Earth Week, April 18-26. The Youth Commission will meet Wednesday, March 11. Trustee Hennessy enjoyed the Black History Presentation of the Underground Railroad at the Park Forest Library. She encouraged residents to attend the Saturday Rules Meeting on the first Saturday of each month.

Citizens Comments, Observations, Petitions

None

Motion: Approval of Consent

Mayor Vanderbilt called for a motion to approve the consent agenda. The consent agenda included the following items:

CONSENT:

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

- 1. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois.**
- 2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution for Local match Funding and Project Commitment for 2020 Invest in Cook Call for Projects.**
- 3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Declaring the Village of Park Forest and Immigrant-Friendly Community.**

MOVED, that the Mayor and Board of Trustees appoint Shanikka Clayton, 170 Park Street, to the Youth Commission for a term to expire on December 31, 2020.

MOVED, that the Mayor and Board of Trustees appoint Robyn Porter, 134 Elm Street, to the Youth Commission for a term to expire on December 31, 2020.

Approval of the consent agenda was moved by Trustee Woods and seconded by Trustee Hardy. Mayor Vanderbilt asked if anyone wished any items be removed from the consent agenda for further discussion. Hearing none, a roll call vote was called by Mayor Vanderbilt on the motion to approve the consent agenda. The consent agenda was approved with the following results:

Ayes: 7
Nays: 0
Absent: 0

The consent agenda was adopted with seven (7) ayes, no (0) nays and no (0) absent

DEBATABLE:

4. Ordinance: An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street (Final Reading)

Move for adoption of the ordinance was motioned by Trustee Woods and seconded by Trustee Settles. The ordinance was moved and seconded to adopt this ordinance at final reading. Mayor Vanderbilt asked if there were any questions or comments. None being heard, he called for a roll call vote by Clerk McGann. The ordinance was approved following a roll call vote with the following results:

Ayes: 7
Nays: 0
Absent: 0

The ordinance was adopted with seven (7) ayes, no (0) nays, and no (0) absent.

5. Ordinance: An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail (Final Reading)

Move for adoption of the ordinance was motioned by Trustee Graham and seconded by Trustee Woods. The ordinance was moved and seconded to adopt this ordinance at final reading. Mayor Vanderbilt asked if there were any questions or comments. None being heard, he called for a roll call vote by Clerk McGann. The ordinance was approved following a roll call vote with the following results:

Ayes: 7
Nays: 0
Absent: 0

The ordinance was adopted with seven (7) ayes, no (0) nays, and no (0) absent.

6. Ordinance: An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners (First Reading)

This item has had first reading and on the agenda for action at a subsequent regular meeting.

Adjournment

This concluded the special regular Board meeting.

There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Settles, seconded by Trustee Hardy and passed unanimously.

Mayor Vanderbilt adjourned the regular meeting at 7:28 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

VILLAGE OF PARK FOREST

**RULES MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS
COOK AND WILL COUNTIES**

Village Hall- Boardroom

7:00 p.m.

March 2, 2020

M I N U T E S

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Candyce Herron, Trustee Joseph Woods, Trustee Maya Hardy, Trustee Glenna Hennessy

STAFF IN ATTENDANCE: Village Manager Tom Mick, Deputy Police Chief Paul Winfrey, Fire Chief Tracy Natyshok, Village Attorney Leslie Kennedy, Assistant Finance Director Sharon Floyd, Director of Personnel Denyse Carreras, Director of Economic Development and Planning Hildy Kingma, Director of Recreation and Parks Rob Gunther, Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, and Code Enforcement Manager Jerry Martin

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Theresa Goodrich; Glennis Green; and approximately six other residents; and Gary Kopycinski, eNews Park Forest

Roll Call

The meeting was called to order at 7:28 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

1. IT Services Request for Proposal (RFP) Results and Recommendation

Manager Mick said this item is out of the Finance Department and IT. After the ransomware attack last year, Village Staff recognized the need to take a different approach to information technology. After research and bids were received, it was recommended that the contract be awarded to Client First based on their areas of expertise and their cost. Mayor Vanderbilt asked if there were any questions or comments from the Board. When Trustee Hennessy asked about the need for a higher level of consultant, IT Coordinator Kaufman said that that there will be a day to day technicians, but periodically throughout the year, a higher level of technician/management may be required and available through Client First pending the project being worked on by the Village. There were no other questions from the Board.

2. An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners

Manager Mick said this item is from the Manager's Office. He noted that there is a caveat in state law stating a requirement that Fire and Police Commission appointees must sign an affidavit noting his/her political party affiliation. The Village has never adhered to this due to its

non-partisan history. Because Park Forest has a Home Rule Policy, the Village is allowed to amend its practices to differ from the state law requirement. The Board has a draft before it to consider. Attorney Kennedy said the ordinance was drafted by Attorney Secler and had nothing else to add. Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee Settles stated that the Village of Park Forest needs to continue to be non-partisan. Mayor Vanderbilt added that this policy prevents a slate of candidates to run in an election; Park Forest does not require an affidavit. Hearing no other questions or comments, this item will be on the March 16 agenda.

3. Contract Renewal of Village Wide Sidewalk and Curb Restoration Program

Manager Mick said this item comes out of the Public Works Department. As this contract was bid and approved in the past by the Board, there is an extension clause of one year which Staff recommends. Director Ysaguirre explained the past contract of sidewalk and curb restoration with Olthoff Inc., Chicago Heights, noting that the work is usually done three times a year. Mayor Vanderbilt asked the Board if there were any questions or comments. There were no other questions from the Board.

4. Contract Renewal of the Asphalt Patching Program

Manager Mick said this item is also from the Public Works Department. It is similar to the above item expect this contract renewal is for asphalt patching. Staff recommends the one year contract renewal with Olthoff Inc., Chicago Heights. Mayor Vanderbilt asked the Board if there were any questions or comments. There were no other questions from the Board.

5. Renewal of Contract for Removal of Lime Residuals

Manager Mick said this item is from the Public Works Department. Director Ysaguirre said this item is the last year renewal clause of a contract for removal of lime residuals with Gregg Hamann Trucking Company, Grant Park, IL. He explained the need and process of the lime residual removal from the Water Plant. Mayor Vanderbilt appreciates the fact that the lime gets recycled to farms. Mayor Vanderbilt asked the Board if there were any questions or comments. There were no other questions from the Board.

6. Motor Fuel Tax Maintenance Resolution and Municipal Maintenance cost Estimate for Fiscal Year 2021

Manager Mick said this item is from the Public Works Department noting that the State of Illinois requires an estimate of how MFT funds will be spent in the municipality that receives them. Director Ysaguirre explained that maintenance items are usually the same each year. The Public Works budget includes salt, street light maintenance, traffic signs and patching maintenance, contractual maintenance, street sweeping, and some engineering services. Mayor Vanderbilt asked the Board if there were any questions or comments. There were no other questions from the Board.

Mayor's Comments

Mayor Vanderbilt dispensed with the comments as they were made during the earlier special rules meeting this evening.

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Theresa Goodrich, Cunningham Lane, complimented the Board for continuing the non-partisan history of Park Forest with the ordinance discussed this evening. She felt it was the brave thing to do.

Glennis Green, Arrowhead Street, wanted to know the process and distribution of the lime when it is removed from the Water Treatment Plant and lagoon. Mayor Vanderbilt said that Director Ysaguirre could give her information after the meeting.

Adjournment

This concluded the Rules Meeting.

Mayor Vanderbilt called for a motion to adjourn into executive session in accordance with the Open Meetings Act (5 ILCS 7, section 120, sub section 2c) for the purpose to consider the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. Trustee Settles motioned to adjourn to executive session, Trustee Graham seconded. A roll call vote was taken on the motion with the following results:

Ayes: 7
Nay: 0
Absent: 0

With seven (7) ayes and no (0) nays and no (0) absent, the meeting was adjourned to executive session.

No action is expected after tonight's executive meeting. Mayor Vanderbilt adjourned the Rules Meeting at 7:50 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

Executive Session

AGENDA BRIEFING

DATE: February 21, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Christopher B. Mannino
Chief of Police

RE: A Resolution Reserving Star Number 204 for Timothy Jones In Perpetuity

BACKGROUND/DISCUSSION: Sustaining a critical line-of-duty injury on March 19, 2016, Officer Tim Jones made an invaluable sacrifice and has become an example of tremendous resiliency. He continues to work towards recovery, 4 years after his life-altering injury. His star number, 204, has become synonymous with Tim and #TimStrong, and as such, Star Number 204 will be hereafter reserved solely for him.

SCHEDULE FOR CONSIDERATION: This item will appear on the Consent Agenda of the March 16, 2020 Regular Meeting, for Board consideration and approval

RESOLUTION No. R-20-09

**A RESOLUTION RESERVING PARK FOREST POLICE DEPARTMENT
STAR NUMBER 204 FOR TIMOTHY JONES IN PERPETUITY**

- WHEREAS,** Officer Timothy Jones finished first in the Police Officer List of Eligible Hires during the 2015 Police Department hiring process; and
- WHEREAS,** Tim, a second generation police officer, was hired by the Park Forest Police Department on June 29, 2015; and
- WHEREAS,** after graduating from the police academy, Tim established a reputation for aggressively seeking out criminal offenses and traffic violators while also demonstrating a strong commitment to community policing; and
- WHEREAS,** as a rookie patrol officer, he was awarded two Outstanding Service Awards for superior actions; and
- WHEREAS,** on March 19, 2016, Tim was critically wounded in the line of duty while taking an armed offender into custody for felony crimes; and
- WHEREAS,** Tim was subsequently awarded the Medal of Valor, the Park Forest Police Department's highest award, the Combat Star and named the 2016 Officer of the Year; and
- WHEREAS,** Tim has demonstrated an unwillingness to give up through a very difficult and still on-going recovery process four years hence, far surpassing the expectations of many medical personnel with his advancements, and continues to do so on a consistent basis, serving as an inspiration for an untold number of people across the country, inspiring the social media hashtags #TimStrong and #TimStrong204; and
- WHEREAS,** Park Forest Police Department Star Number 204 has become synonymous with Officer Tim Jones.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the deepest appreciation of the Board of Trustees, the entire Village Staff and the Citizens of Park Forest be expressed to Timothy Jones for his public service, sacrifice, and the example of resiliency he continues to display, and continue to hope and pray for additional recovery.

BE IT FURTHER RESOLVED, that the Mayor and Board of Trustees do hereby permanently reserve Park Forest Police Department Star Number 204 in perpetuity for Timothy Jones, and that no other officer may hereafter be assigned that star number.

ADOPTED this 16th day of March, 2020.

APPROVED:

ATTEST:

Mayor

Village Clerk

AGENDA BRIEFING

DATE: March 9, 2020

TO: Mayor Jon Vanderbilt
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 2021

BACKGROUND/DISCUSSION:

The Illinois Department of Transportation requires that every municipality submit a **Municipal Estimate of Maintenance Costs**, BLR 14222 form, and a **Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code**, BLR 14220 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 the engineering service cost for annual inspection of the Thorn Creek Bridge.

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. 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 \$524,237.50.

RECOMMENDATION: Approve the Motor Fuel Tax - **Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code**, BLR form 14220, and **Municipal Estimate of Maintenance Costs**, BLR form 14222, in the amount of \$524,237.50 to appropriate Motor Fuel Tax funds for eligible maintenance costs for Fiscal Year 2021.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of March 16, 2020 for your approval.



Resolution for Maintenance Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
	Original	21-00000-00-GM

BE IT RESOLVED, by the Board of the Village of Park Forest of Park Forest Illinois that there is hereby appropriated the sum of five hundred and twenty four thousand, two hundred and thirty seven dollars and fifty cents Dollars (\$524,237.50) of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 07/01/20 to 06/30/21.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved 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 Village of Park Forest shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Sheila McGann Village Clerk in and for said Village of Park Forest in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the Board of Park Forest at a meeting held on 03/16/20.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this Day day of Month, Year.

(SEAL)

Clerk Signature

APPROVED

Regional Engineer
Department of Transportation

Date

Instructions for BLR 14220

This form shall be used when a Local Public Agency (LPA) wants to perform maintenance operations using Motor Fuel Tax (MFT) funds. Refer to Chapter 14 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. This form is to be used by a Municipality or a County. Road Districts will use BLR 14221. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Insert the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box, choose the type of resolution: -Original would be used when passing a resolution for the first time for this project. -Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions. -Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement covered by the resolution.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Resolution Amount	Insert the dollar value of the resolution for maintenance to be paid for with MFT funds in words, followed by the same amount in numerical format in the ().
Beginning Date	Insert the beginning date of the maintenance period. Maintenance periods must be a 12 or 24 month consecutive period.
Ending Date	Insert the ending date of the maintenance period.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Name of Clerk	Insert the name of the LPA Clerk.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
LPA Type	From the drop down box choose the LPA body type; County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council or President and Board of Trustees for a City, Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.
Day	Insert the day the Clerk signed the document.
Month, Year	Insert the month and year of the clerk's signature.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation representative shall sign and date here upon approval.

Three (3) certified signed originals must be submitted to the Regional Engineer's District office. Following IDOT's approval, distribution will be as follows:

Local Public Agency Clerk
Engineer (Municipal, Consultant or County)
District



Local Public Agency General Maintenance



Estimate of Maintenance Costs

Submittal Type Original

Local Public Agency	County	Section Number	Maintenance Period Beginning	Ending
Park Forest	Cook	21-00000-00-GM	07/01/20	06/30/21

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
1. Contractual Traffic Signal	I	No	Western @ Illinois	Yr	0.25	\$6,100.00	\$1,525.00	
Maintenance w/ IDOT			Western @ North	Yr	0.25	\$6,100.00	\$1,525.00	
			Western @ Main	Yr	0.33	\$6,100.00	\$2,013.00	\$5,063.00
2. Contractual Traffic Signal	I	No	Sauk Tr @ Central Pk.	Yr	0.125	\$6,684.00	\$835.50	
Maintenance w/ Cook County			Sauk Tr. @ Blackhawk	Yr	0.5	\$6,684.00	\$3,342.00	
			Sauk Tr. @ Shabbona	Yr	0.5	\$6,684.00	\$3,342.00	
			Sauk Tr. @ Indianwood	Yr	0.5	\$6,684.00	\$3,342.00	
			Sauk Trail @ Orchard	Yr	0.5	\$6,684.00	\$3,342.00	\$14,203.50
3. Contractual Traffic Signal	IIA	No	Orchard @ Indiana	Mo.	12	\$177.00	\$2,124.00	
Maintenance (100% Village)			Orchard @ North	Mo.	12	\$177.00	\$2,124.00	
			Orchard @ Lakewood	Mo.	12	\$177.00	\$2,124.00	
			Orchard @ Main	Mo.	12	\$177.00	\$2,124.00	\$8,496.00
4. Snow and Ice Control	I	No	Salt (State Purchase)	Tons	2,000	\$90.00	\$180,000.00	
(Day Labor)	IIA	No	Liq. Calcium Chloride	Gal	4,000	\$1.00	\$4,000.00	\$184,000.00
5. Traffic and Street Name Sign	IIA	No	Telspar Post	Ea.	50	\$25.00	\$1,250.00	
Maintenance Supplies			Telspar Anchor	Ea.	40	\$15.00	\$600.00	
(Day Labor)			Misc. Hardware	L.S.	1	\$300.00	\$300.00	
			Street Name Signs	Ea.	10	\$50.00	\$500.00	
			Traffic Signs	Ea.	11	\$50.00	\$550.00	\$3,200.00
6. Pavement Patching	IIA	No	UPM	Tons	25	\$120.00	\$3,000.00	
(Day Labor)			Emulsion/Prime	Ea.	40	\$50.00	\$2,000.00	
			Aggregate (CA-7)	Tons	50	\$20.00	\$1,000.00	
			Aggregate (CA-6)	Tons	35	\$15.00	\$525.00	
			Bit. Surface Material	Tons	215	\$60.00	\$12,900.00	\$19,425.00
7. Pavement Patching	IIA	Yes	Class B Patch	SY	50	\$100.00	\$5,000.00	
(by Contractor)			Class D Patch	SY	25	\$200.00	\$5,000.00	\$10,000.00

Estimate of Maintenance Costs

Submittal Type Original

Local Public Agency	County	Section	Maintenance Period	
Park Forest	Cook	21-00000-00-GM	Beginning	Ending
			07/01/20	06/30/21

8. Street Light Maint. Supplies	IIA	No	Light Poles	Ea.	4	\$2,500.00	\$10,000.00	
(Day Labor)			Lamps and Ballasts (Misc)	L.S.	1	\$5,000.00	\$5,000.00	
			Wire and Hardware	L.S.	1	\$5,000.00	\$5,000.00	\$20,000.00
9. Sidewalk/Curb/Gutter	IIA	No	Concrete	CY	5	\$150.00	\$750.00	\$750.00
(day labor)								
10. Herbicide (by contractor)	IIA	Yes	Curb Side Vegetation Control	L.S.	1	\$8,500.00	\$8,500.00	\$8,500.00
11. Street Sweeping	IIB	Yes	Maintenance Contract	L.S.	1	\$45,000.00	\$45,000.00	\$45,000.00
21-00000-01-GM			by Contractor					
12. Traffic Signs	IV	Yes	Maintenance Contract	L.S.	1	\$100,000.00	\$100,000.00	\$100,000.00
21-00000-02-GM			by Contractor					
14. Pavement Markings	IIB	Yes	Maintenance Contract	L.S.	1	\$30,000.00	\$30,000.00	\$30,000.00
21-00000-03-GM			by Contractor					
15. Public Utility Service	I	No	Electricity	Mo.	12	\$6,250.00	\$75,000.00	\$75,000.00
(Comed-Street / Traffic Lights)								
Total Operation Cost								\$523,637.50

Estimate of Maintenance Costs Summary

Maintenance	MFT Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$0.00	\$0.00	\$0.00
Local Public Agency Equipment	\$0.00	\$0.00	\$0.00
Materials/Contracts(Non Bid Items)	\$227,375.00	\$0.00	\$227,375.00
Materials/Deliver & Install/Request for Quotations (Bid Items)	\$18,500.00	\$0.00	\$18,500.00
Formal Contract (Bid Items)	\$277,762.50	\$0.00	\$277,762.50
Maintenance Total	\$523,637.50	\$0.00	\$523,637.50

Estimated Maintenance Eng Costs Summary

Maintenance Engineering	MFT Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$0.00	\$0.00	\$0.00
Engineering Inspection	\$0.00	\$0.00	\$0.00
Material Testing	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00
Bridge Inspection Engineering	\$600.00	\$0.00	\$600.00
Maintenance Engineering Total	\$600.00	\$0.00	\$600.00

Total Estimated Maintenance	\$524,237.50	\$0.00	\$524,237.50
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Remarks

SUBMITTED

Local Public Agency Official

Date

Title

County Engineer/Superintendent of Highways

Date

APPROVED

Regional Engineer

Department of Transportation

Date

Instructions for BLR 14222 - Page 1 of 4

NOTE: Form instructions should not be included when the form is submitted

This form is used by all Local Public Agencies (LPAs) to submit their maintenance program and also submit their maintenance expenditure statements. A resolution (BLR 14220) must be submitted and approved by the Illinois Department of Transportation (IDOT) prior to incurring any expenditures. For items required to be bid the estimate of cost must be submitted prior to submittal of required bidding documents. Authorizations will be made based on the resolution and/or the approved contract/ acceptance/request for quotations documents.

The maintenance expenditure statement must be submitted within 3 months of the end of the maintenance period. Maintenance resolutions and estimates submitted for future maintenance periods after that date will not be processed until the delinquent maintenance expenditure statement has been submitted. Only one form needs to be completed per maintenance period, combine all operations on one form.

For additional information refer to the Bureau of Local Roads Manual (BLRS), Chapter 14. For signature requirements refer to Chapter 2, section 3.05(b) of the BLRS Manual

For items being completed for the estimate all materials, equipment, labor and contract amounts are considered estimates. For estimates where LPA equipment is completed, an Equipment Rental Schedule (BLR 12110) must also be submitted for approval. When completing the form for the Maintenance Expenditure all items must be actual amounts spent.

Maintenance	From the drop down choose which type of document is being submitted. Choose Estimate of Cost if an estimate is being submitted, choose Maintenance Expenditure Statement if a maintenance expenditure statement is being submitted.
Submittal	Choose the type of submittal, if this is the first submittal choose original, if revising a previous submittal choose, revised. If adding to a previous submittal choose supplemental.
Local Public Agency	Insert the name of the Local Public Agency.
County	Insert the County in which the Local Public Agency is located.
Maintenance Period	
Beginning	Insert the beginning date of the maintenance period.
Ending	Insert the ending date of the maintenance period.
Section	Insert the section number assigned to this project. The letters at the end of the section number will always be a "GM".
Maintenance Operations	List each maintenance operation separately
Maintenance Eng. Category	From the drop down choose the maintenance engineering category as it applies to the operation listed to the left. The definitions of the categories can be found in the BLRS Manual Chapter 14, section 14-2.04 Maintenance Engineering Categories are:
Category I	Services purchased without a proposal such as electric energy or materials purchased from Central Management Services' Joint Purchasing Program or another joint purchasing program that has been approved by the District BLRS or CBLRS.
Category II-A	Maintenance items that are not included in Maintenance Engineering Category I or do not require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution.
Category II-B	Routine maintenance items that require competitive sealed bids according to Section 12-1.02(a) or a local ordinance/resolution. Routine maintenance includes all items in the following work categories: snow removal, street sweeping, lighting and traffic signal maintenance, cleaning ditches or drainage structures, tree trimming or removal, mowing, crack sealing, pavement marking, shoulder maintenance limited amounts of concrete curb and gutter repair, scour mitigation, pavement patching, and minor drainage repairs.
Category III	Maintenance items that are not covered by Maintenance Engineering Category I and require competitive bidding with a material proposal, a deliver and install proposal or request for quotations.
Category IV	Maintenance items that are not covered by Maintenance Engineering Category I and require competitive bidding with a contract proposal.

Instructions for BLR 14222 - Page 2 of 4

The instructions listed below only apply to the maintenance estimate of cost. For LPA's using Local Public Agency Labor and/or Local Public Agency Equipment Rental, the estimated amounts are only listed on those specific lines and are not to be included with each operation on the estimate of cost.

Insp Req	From the drop down choose No or Yes as it applies to the maintenance operation listed to the left. Items requiring no engineering inspection should be no.
Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	List the items for each operation on a separate line, grouping items for the same operation together, for the operation listed to the left. If work being done as a contract list work by contractor.
Unit	Insert the unit of measure for the material listed to the left, if applicable
Quantity	Insert the quantity of material for the material listed to the left, if applicable.
Unit Cost	Insert the unit cost of the material listed to the left, if applicable.
Cost	No entry necessary, this is a calculated field. This is the quantity times the unit cost.
Total Maintenance Operation Cost Maintenance	Insert the total of the Maintenance Operation Cost, for items done by a contract insert the estimated contract amount.
Estimate of Maintenance Costs Summary	Under each item listed below, list the amount to of estimated MFT funds to be expended and other funds, if applicable. The total Estimated cost is a calculated field.
Local Public Agency Labor	Insert the estimated amount for LPA labor for all maintenance operations, if applicable.
Local Public Agency Equipment Rental	Insert the estimated amount for LPA equipment rental for all maintenance operations, if applicable.
Materials/Contracts (Non Bid Items)	Insert the estimated amount for materials and/or contracts for items the LPA is not required to bid, if applicable.
Materials/Deliver & Install,	Insert the total amount estimated to be expended on materials/Request for Quotations (Bid Items) deliver and install proposals and/or Request for Quotations. This will be for items required to be bid.
Formal Contracts	Insert the total amount estimated to be expended on formal contracts. This will be for items required to be bid.
Total Estimated Cost	This is a calculated field and will be automatically filled in for each type. This is the sum of all funding for the item.
Total Maintenance Operation Cost	This is a calculated field, no entry is necessary. This is the sum of all items expended on this operation.
Total Maintenance Cost	This is a calculated field, no entry is necessary. This is the sum of all maintenance operation costs.
Maintenance Engineering Cost Summary	Under each item listed below, list under the funding type what the estimated amount to be expended is.
Preliminary Engineering Fee	Insert the amount of funds estimated to be expended for Preliminary Engineering, if applicable.
Engineering Inspection Fee	Insert the amount of funds estimated to be expended for Engineering Inspection, if applicable.
Material Testing Costs	Insert the dollar amount of funds estimated to be expended on material testing costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.

Instructions for BLR 14222 - Page 3 of 4

Advertising Costs	Insert the dollar amount of funds estimated to be expended on advertising costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.
Bridge Inspection Costs	Insert the dollar amount of funds estimated to be expended on bridge inspection costs, if applicable. Insert the amount to be paid from MFT and the amount to be paid with local funds, if applicable.
Total Maintenance Engineering	This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.
Totals:	This is a calculated field. It is the total of the estimated maintenance cost plus the estimated maintenance engineering cost.
These instructions apply to the Maintenance Expenditure Statement.	
Maintenance Operation	Type in the name of the maintenance operation for which the amounts to the right will be completed. For a form that was completed as an Estimate of Cost and is now being changed to a Maintenance Expenditure Statement, this field will be completed from the estimate.
Maint Eng Category	From the drop down select the Maintenance Engineering Category that applies to the operation listed to the left.
LPA Labor	For the operation listed to the left insert the amount expended for LPA labor, if applicable.
LPA Equipment Rental	For the operation listed to the left insert the amount expended on LPA equipment rental if applicable.
Materials/Contracts (Non-Bid)	For the operation listed to the left insert the amount expended for materials and/or contracts that was not required to be bid, if applicable.
Materials/Deliver & Install, Request for Quotations (Bid Items)	For the operation listed to the left insert the amount expended using a bidding process for materials, deliver & install and/or request for quotations, if applicable.
Formal Contract	For the operation listed to the left insert the amount expended for items bid using the formal contract process, if applicable.
Total Operation Cost	This is a calculated field, it will sum the amounts expended for the operation listed to the left.
Operation Engineering Inspection Fee	For the operation listed to the left insert the amount of engineering inspection charged for this operation, if applicable.
Total Maintenance	This is a calculated field, no entry necessary. It is the sum of all maintenance operations.
Maintenance Engineering Cost Summary Preliminary Engineering Fee	Insert the dollar amount of funds spent on preliminary engineering for this maintenance section.
Engineering Inspection Fee	Insert the amount of funds expended for Engineering Inspection, if applicable.
Material Testing Costs	Insert the dollar amount of funds spent on material testing costs, if applicable.
Advertising Costs	Insert the dollar amount of funds spent on advertising costs, if applicable.
Bridge Inspection Costs	Insert the dollar amount of funds spent on bridge inspection costs, if applicable.
Total Maintenance Engineering	This is a calculated field, no entry is necessary. This is the sum of all maintenance engineering costs listed above.
Total Maintenance Program Costs	Insert the total cost of the Maintenance and Maint. Engineering. The maintenance amount will be the amount from the Total Cost from the Maintenance Items table. The Maint. Eng will be the Maintenance Engineering Total from above.

Instructions for BLR 14222 - Page 4 of 4

Contributions, Refunds, Paid with Other Funds	Enter the dollar amount of contributions, refunds or amounts paid with other funds for this maintenance section, if applicable, for both maintenance and maintenance engineering.
Total Motor Fuel Tax Portion	These are calculated fields, no entry is necessary. This is the sum of the total cost minus the amount paid with funds other than MFT funds.
Total Motor Fuel Tax Funds Authorized	Insert the total amount of MFT funds authorized for maintenance under the maintenance column, and the total amount of MFT funds authorized for maintenance engineering under the Maint. Engineering column.
Surplus/Deficit	These are calculated fields, no entry is necessary. This is the sum of the Total Motor Fuel Tax funds authorized minus the Total Motor Fuel Tax portion. A positive number will result in a credit to the unobligated fund of the Motor Fuel Tax fund. A negative number means more funds were spent than authorized. If the negative number has a resolution to cover the overage, the item(s) that resulted in the overage have been approved by IDOT, and are covered in the overrun policy, this amount will be authorized. If these conditions are not met, you must contact your District office for guidance.
Certification	Upon submittal of this form as the maintenance expenditure statement the LPA official shall check this box as certification.
End of instructions for Maintenance Expenditure Statement	
Submitted	
Local Public Agency Official	The proper official shall sign, insert their title and date here. For Estimates of Cost covering a Township/Road District the road commissioner shall sign and date as Local Public Agency Official. For Municipalities the municipal official shall sign and date here.
County Engineer/Superintendent of Highways	For County project and/or Township/Road District projects the county engineer/superintendent of highways shall sign here.
Approved	Upon approval the Regional Engineer shall sign and date here. This approval is subject to change based upon a documentation review by the Department.

A minimum of three (3) signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Consultant or County Engineer)
- District File



AGENDA MEMORANDUM

DATE: March 9, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Mark A. Pries, Deputy Village Manager/Finance Director

RE: IT Services Request for Proposal (RFP) Results

BACKGROUND/DISCUSSION:

One of the issues that came to light after last year's ransomware attack was the IT division in the Finance department had a structure unlike the other departments in the Village as there was no succession plan in place should the IT Administrator leave the Village. There was an IT Technician in place but this position did not have the ability to manage the Village's network for extended periods of time. Given the fact there were only two IT positions in the entire Village structure, difficult decisions were made to change the structure of the IT division. The IT Technician position was eliminated and the Village went out to bid for managed IT services from a firm that could provide daily support to the IT Administrator as well as higher-level support in the planning, developing and budget areas of the Village's IT network, which also includes the Village's telephone system (VOIP). Lastly, this change is also meant to bring in a firm that could manage the Village's IT network in the event the IT Administrator leaves the Village.

Given the high degree of technical expertise needed by the successful IT firm, the Village's purchasing policy allows the requirement of placing public ads soliciting bids to be waived. Four members of the Village staff – the IT Administrator, Director of Human Resources, one of the Deputy Police Chiefs and the Deputy Village Manager – formed the committee that worked on this process. Eight IT firms were contacted and sent a request for proposal. As part of the RFP process, potential bidding firms had the ability to schedule a walk-through of the Village's facilities to get a better understanding of the IT network. Not all firms scheduled a walk-through but all eight firms replied to the RFP and the bid tab is attached to this memo.

Two firms, Current Technologies and Client First, presented proposals that the committee believed provided the best fit for the Village while also being affordable. At this point, references were checked and it became very clear that Client First's services were viewed much more favorably than Current Technologies. Also, during the voluntary walk-throughs before the bids were submitted, Client First demonstrated the most familiarity

and technical understanding of the firms that scheduled a walk-through. Client First was brought in for an interview with the committee and, afterwards, the committee unanimously decided to recommend the hiring of Client First. Client First's annual cost of \$87,160 is the lowest cost of all bidders except the DSN Group. However, the cost given by the DSN Group was for a level of services below what was detailed in the RFP and there was information missing from DSN's bid that was required as specified in the RFP which resulted in DSN being disqualified from further consideration. Client First's hourly rate sheet is attached to this memo. The annual cost for Client First is afforded by reassigning the salary and benefits cost from the former IT Technician, which is currently \$98,652 annually.

Client First is a national company that has its second largest office located in Schaumburg. Their client list has several municipal clients and some of those clients have very similar networks and operational software/hardware as the Village of Park Forest. Village staff have already reviewed Client First's sexual harassment policy (an IRMA requirement) and the engagement agreement and all are acceptable. The last item that needs to be done is any staff from Client First who will work in the Police department will need to be fingerprinted and have a background check done but these will be done after Board approval but before Client First begins working for the Village.

Based upon the above items, staff believes Client First is the right fit for the Village at this time. Staff recommends the Village Board allow the Village Manager to enter into an agreement with Client First for managed IT services for the Village based on the hourly rates provided in the Client First proposal.

SCHEDULE FOR CONSIDERATION:

This matter will appear for approval at the Regular Meeting on March 16, 2020.

<u>Vendor</u>	<u>Price</u>	<u>Comments</u>
Kings Enterprise Based Solutions, LLC	\$95,190 annually	Dell Compellent and CISCO networkKings team (CCIE, CCNA, CCMP and UCCE) Appear to have good experience but staff is small to medium/small and this might not work Clarify their resumes-do they show their work while working for Kings or is it all before they joined Kings? How long has this company been in business?
DSN Group	\$6,840/month only includes (2) 4-hour days per week this cost is for services well below what was requested in RFP	Good experience but limited clients and they seem to be managed by a larger firm In business since 1994 Do not like continuous mention of purchasing blocks of hours and about half of services are outside of monthly fee No mention of phone/VOIP system experience They provided NO information on their staff - THIS WAS REQUIRED IN THE RFP
Sikich, LLP	\$20,250/month	NO
Current Technologies	\$99,732 annually	Smaller sized but seems to have good array of experience; good amount of municipal clients In business since 1997 Org chart doesn't reconcile to job titles from individual resumes Senior IT Consultant shows good municipal experience several individuals show communication and telecommunication experience Quote seems to provide the closest services to what we need and they seem the most flexible
ProxIt	\$91,440 annually	In business since 2014 Small staff size with good client base/only 5 gov't clients Determine exact cost based on # of computers and # of servers Decent amount of certifications but education is a concern No mention of phone/VOIP system experience Proposal and experience seems very light
Prescient	\$185,000 annually	NO
Client First	\$87,160 annually	over 15 years experience; shows extensive municipal experience specifically show VOIP experience; staff experience, education and certifications look strong Response times (p 20) seem high metrics and measurements appear the most straight-forward of all proposals management methodology chart (p 23) seems exactly what we need and asked for in RFQ
RK Dickson	\$119,880 annually	35 years experience; 220 employees; owned by GIS a XEROX subsidiary work with 120 counties in Iowa, Illinois and wisconsin; have 50 managed services customers Proposal appears completely built around call-in service; \$9,990 monthly quote does NOT include any on-site time This is NOT what we need

Cost Proposal

Fee Information

Our fees are based on the time spent on a project at our standard rates. Our standard billing rates for these types of services are based on the type and level of the assigned consultants' skill sets. However, we have discounted our rates for this engagement. We do not anticipate any travel-related expenses. Other reimbursable items for IT support may include relatively small hardware, which will only be purchased after consulting with the Village of Park Forest and obtaining written approval.

Summary Rates	
Consultant Level	Hourly Rate
Administrative Staff	\$ 50
IT Technician and Senior Technician	\$ 95
Network Engineer/Project Management/Consultant	\$ 150
Senior Network Engineer/Senior Consultant	\$ 165
Specialized Senior Consulting – Director Level	\$ 185
Partner	\$ 195

Network Engineer and Project Management are expected to include the majority of higher-level engineering or project-related work. Specialized Senior Consulting – Director Level includes team leads in telecommunications, structured cabling, and applications (ERP, land management, CAD/RMS) subject matter experts. Partner includes the three partners in the firm.

AGENDA BRIEFING

DATE: March 9, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Village Engineer - DPW

RE: Contract Renewal of Village Wide Sidewalk and Curb Restoration Program

BACKGROUND/DISCUSSION:

On April 15, 2019, the Village entered into a contract with Olthoff, Inc. located in Chicago Heights, IL for its Village Wide Sidewalk and Curb Restoration Program. See the attached tabulation from last year's bid. Under this contract, Olthoff, Inc. agreed to fix concrete that was broken during water main breaks, sewer repairs, or tripping hazards. The company agreed to respond to work once the Village had accumulated over 40 cubic yards. Generally, this means that concrete restoration work takes place in mid-summer, late fall, and early spring to minimize the time it take to repair water main break and sewer repair locations.

On page 5 of the contract, there is a renewal clause for Fiscal '21 and Fiscal '22:
“Upon written agreement of both parties no later than April 1, 2020 and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed two (2).”

Staff recommends renewing this contract for Fiscal '21 at a 2.3% increase based upon CPI. Olthoff, Inc. successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2021 quantity.

RECOMMENDATION: Renew the Village Wide Sidewalk and Curb Restoration Program contract with Olthoff, Inc., located in Chicago Heights, IL, with a 2.3% increase. Authorize the Village Manager into enter into said contract in the amount of \$117,752.21 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$129,527.43. Funds for the work are located in the General, MFT, Sewer, and Water Funds in the Fiscal 2021 Budget. The contingency accounts for an unknown volume of utility repair restoration.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of March 16, 2020 for your consideration.

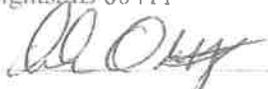
**LETTER OF UNDERSTANDING
FISCAL 2020 SIDEWALK AND CURB RESTORATION PROGRAM
WITH THE VILLAGE OF PARK FOREST – RENEWAL 2020-2021**

The current Fiscal 2020 Sidewalk and Curb Restoration Contract, as concluded on April 17, 2019, between Olthoff (Contractor), Chicago Heights, IL and the Village of Park Forest, IL (Owner) expires June 30, 2020. Page 5 of the contract contains the following language:

"Upon written agreement of both parties no later than April 1, 2020 and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed two (2)."

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner's offer to extend the contract for an additional year until June 30, 2021 and an adjusted rate of CPI Increase of 2.3%. See attached adjusted unit prices. All other terms and conditions within the contract shall remain in effect as agreed upon in the original contract.

Agreed by:
Olthoff, Inc.
1800 Eats Joe Orr Road
Chicago Heights, IL 60411

Signature: 

2/19/2020
Date

Name (print): Dale Olthoff

Title: President

Attest:

For Village of Park Forest

Village Clerk

By: _____
Village Manager

(seal)

		UNIT	TOTAL QUANTITY	2020 UNIT PRICE	2021 ADJ. 2.3% UNIT PRICE	EXTENDED
	ESTIMATED UTILITY RESTORATIONS (1 YEAR)					
1	FURNISH AND INSTALL PCC SIDEWALK (5" THICK)	SQ. FT	1,900	\$7.38	\$7.55	\$14,344.51
2	FURNISH AND INSTALL PCC SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	300	\$8.61	\$8.81	\$2,642.41
3	FURNISH AND INSTALL PCC COMBINATION SIDEWALK (5" THICK)	SQ. FT	900	\$8.61	\$8.81	\$7,927.23
4	FURNISH AND INSTALL PCC COMBINATION SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	450	\$10.33	\$10.57	\$4,755.42
5	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	40	\$29.43	\$30.11	\$1,204.28
6	FURNISH AND INSTALL VARIABLE CURB & GUTTER	L.F.	300	\$28.15	\$28.80	\$8,659.24
7	FURNISH AND INSTALL P.C.C. DRIVEWAY APRON	SQ. FT	1,500	\$8.11	\$8.30	\$12,444.80
8	FURNISH TRAFFIC CONTROL AND PROTECTION (TOTAL PER CALL OUT)	EA.	3	\$1,844.20	\$1,886.62	\$5,659.85
	ESTIMATED SIDEWALK AND CURB REPAIRS (1 YEAR)					
9	REMOVE AND REPLACE PCC SIDEWALK	SQ. FT	3,000	\$7.81	\$7.99	\$22,968.89
10	REMOVE AND REPLACE PCC COMBINATION SIDEWALK	SQ. FT	2,700	\$9.23	\$9.44	\$25,494.18
11	REMOVE AND REPLACE VARIABLE CURB & GUTTER	L.F.	250	\$35.84	\$36.66	\$9,166.05
12	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	50	\$29.43	\$30.11	\$1,505.34
					2021 TOTAL	\$117,752.21

DO

AGENDA BRIEFING

DATE: March 9, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Village Engineer - DPW

RE: Contract Renewal of the Asphalt Patching Program

BACKGROUND/DISCUSSION:

On April 15, 2019, the Village entered into a contract with Olthoff, Inc. located in Chicago Heights, IL, for its Annual Asphalt Patching Program. See the attached tabulation from last year's bid. Under this contract, Olthoff, Inc. agreed to fix patch streets where relatively small and defined pavement failures have occurred and where utility restorations are needed. The company agreed to respond to work once the Village had accumulated over 150 square yards. Generally, this means that patching work takes place in mid-summer, late fall, and early Spring, to minimize the time it take to repair water main break and sewer repair locations.

On page 21 of the contract, there is a renewal clause for Fiscal '21 and Fiscal '22:

“Upon written agreement of both parties no later than April 1, 2020 and 2021, the contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in the original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). If asphalt prices exceed the CPI adjustment, the Village of Park Forest will have the right to grant a renewal based upon Bituminous Material Cost Adjustment, as described in this contract”.

Staff recommends renewing this contract for Fiscal '20 at a 2.3% increase based upon CPI. Olthoff, Inc. successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2021 quantity.

RECOMMENDATION: Renew the Asphalt Patching Program contract with Olthoff, Inc. located in Chicago Heights, IL, with a 2.3% increase. Authorize the Village Manager into enter into said contract in the amount of \$100,994.65 with a contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$175,000. Funds for the work are located in the General, MFT, Sewer, and Water Funds of the Fiscal 2021 Budget.

This contract is for the entire fiscal year. The large contingency accounts for an unknown volume of utility repair restoration. Also, DPW will need to evaluate the best use of its General Fund dollars in consideration of the proper split between patching and next year's full road resurfacing program. The contingency allows for flexibility in planning, while not exceeding the Contractual Street Maintenance Line Item in the General Fund.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of March 16, 2020 for your consideration.

**LETTER OF UNDERSTANDING
FISCAL 2020 ASPHALT PATCHING PROGRAM CONTRACT
WITH THE VILLAGE OF PARK FOREST – RENEWAL 2020-2021**

The current Fiscal 2020 Asphalt Patching Program Contract, as concluded on April 17, 2019, between Olthoff (Contractor), Chicago Heights, IL and the Village of Park Forest, IL (Owner) expires June 30, 2020. Page 21 of the contract contains the following language:

"Upon written agreement of both parties no later than April 1, 2020 and 2021, the contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in the original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). If asphalt prices exceed the CPI adjustment, the Village of Park Forest will have the right to grant a renewal based upon Bituminous Material Cost Adjustment, as described in this contract".

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner's offer to extend the contract for an additional year until June 30, 2021 and an adjusted rate of CPI Increase of 2.3%. See attached adjusted unit prices. All other terms and conditions within the contract shall remain in effect as agreed upon in the original contract.

Agreed by:

Olthoff, Inc.
1800 Eats Joe Orr Road
Chicago Heights, IL 60411

Signature: 

7/19/2020
Date

Name (print): Dale Olthoff

Title: President

Attest:

For Village of Park Forest

Village Clerk

By: _____
Village Manager

(seal)

Fiscal 2021 Asphalt Patching Program Contract Renewal

2/10/2020

ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT	2020 UNIT PRICE	2021 ADJ. UNIT PRICE	EXTENDED AMOUNT
1	Road Class D Patch 5 1/2" (Type 1)	150	SY	\$61.49	\$62.90	\$9,435.64
2	Road Class D Patch 5 1/2" (Type 2)	600	SY	\$58.27	\$59.61	\$35,766.13
3	Road Class D Patch 5 1/2" (Type 3)	600	SY	\$51.38	\$52.56	\$31,537.04
4	Road Class D Patch 5 1/2" (Type 4)	150	SY	\$48.48	\$49.60	\$7,439.26
5	Drive Class D Patch 5 1/2" (Type 1)	30	SY	\$62.73	\$64.17	\$1,925.18
6	Drive Class D Patch 5 1/2" (Type 2)	120	SY	\$54.36	\$55.61	\$6,673.23
7	Drive Class D Patch 5 1/2" (Type 3)	120	SY	\$53.22	\$54.44	\$6,533.29
8	Drive Class D Patch 5 1/2" (Type 4)	30	SY	\$54.90	\$56.16	\$1,684.88

BID TOTAL	\$100,994.65
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AGENDA BRIEFING

DATE: March 9, 2020

TO: Mayor Jon Vanderbilt
Board of Trustees

FROM: Nicholas Christie – Assistant Director of Public Works/Village Engineer

SUBJECT: **Renewal** of Contract for Removal of Lime Residuals

BACKGROUND/DISCUSSION:

Almost three years ago, on Tuesday, March 28, 2017, at 2:30 p.m., the Department of Public Works opened 3 bids for Removal and Land Application of Lime Residuals from the Water Treatment Plant and Lagoon. Bids were advertised in the Daily Southtown, Village Website, and mailed to 2 known bidders. A total of 10 prospective bidders requested access to view the documents online. Greg Hamann Trucking Company from Grant Park, IL was the lowest bidder in the amount of \$216,000. See attached Bid Tab.

The Water Plant incorporates a plate press, which dewateres the lime residuals produced by the lime softening process (Water Plant Residuals). The press discharges the residuals, by gravity, into a semi-truck trailer located on the first floor. The Water Plant produces approximately 10 dry tons of residuals per day.

The Water Plant also incorporates a settling lagoon which is used as a backup system to the press (Lagoon Residuals). The slurry is pumped to the lagoons where solids are allowed to settle and the remaining water is treated and released or evaporates from the lagoon. Residuals removed from the lagoons are required, as needed.

This contract consists of the removal of lime residuals from the Water Plant along with removal of additional residuals accumulated in the lime lagoons. On page 24 of the contract, there is a renewal clause as stated below: *“Upon written agreement of both parties no later than March 1, 2018, 2019, 2020, and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed four (4).”*

Staff recommends renewing this contract for Fiscal 2021 at a 2.3% increase based upon CPI. Greg Hamann Trucking successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2021 quantity.

The contract will be paid from the 2020/2021 Budget under the water fund.

RECOMMENDATION: Award this contract to Greg Hamann Trucking Co. of Grant Park, Illinois for a total price of \$229,929.48, with a 25% contingency for any additional work, for a total not to exceed cost of \$287,411.85.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular Meeting of March 16, 2020 for your consideration.

**LETTER OF UNDERSTANDING
REMOVAL AND DISPOSAL OF LIME RESIDUALS CONTRACT
WITH THE VILLAGE OF PARK FOREST – EXTENSION 2020-2021**

The current operative Removal and Disposal of Lime Residuals Contract between Greg Hamann Trucking, Co. (Contractor), Grant Park, IL and the Village of Park Forest, IL (Owner) expires June 30, 2020. The Instructions to Bidders contains the following language:

“Upon written agreement of both parties no later than March 1, 2018, 2019, 2020, and 2021, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed four (4).”

The contract unit prices for the extension term beginning July 1, 2020 and ending June 30, 2021 shall be increased by 2.3% based upon current CPI and as listed below:

Water Plant Residuals – Removal and Disposal	\$37.26/ton
Lagoon Residuals – Removal and Disposal	\$40.45/ton

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner’s offer to extend the contract for an additional year to June 30, 2021.

All other terms and conditions within the contract shall remain in effect.

Agreed by:

Greg Hamann Trucking, Co.
7294 North Vincennes Trail
Grant Park, IL 60940

Signature: *Dick Hamann*

2-23-2020
Date

Name (print): *Dick Hamann*

Title: *President*

For Village of Park Forest

By: _____
Village Manager

Attest:

Village Clerk

(seal)

Lime Removal and Disposal
Fiscal 2021 Extension
July 1, 2020-June 30, 2021

	Quantity	Unit	2020 Unit Price	New 2021 Unit Price	Total Price
Water Plant Residuals	4,000	Tons	\$36.42	\$37.26	\$149,030.64
Lagoon Residuals-Removal	2,000	Tons	\$39.54	\$40.45	<u>\$80,898.84</u>
				Total	\$229,929.48

AGENDA BRIEFING

TO: Mayor Jonathan Vanderbilt
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

DATE: March 9, 2020

RE: An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners

BACKGROUND/DISCUSSION:

State statute has longstanding language regarding the appointment of members to Fire and Police Commissions at the local government level. In particular, there is a stipulation which relates to political party affiliation and that an appointee must declare in writing which party she or he supports. As best as Village Staff can tell in looking back through Village archives, the Village of Park Forest has never enforced this requirement. This likely has been attributable to Park Forest's longstanding status as a non-partisan community when it comes to local elections.

Being made aware of this caveat in the state law, the Village should consider moving forward with an amendment to the Village Code of Ordinances which accurately reflects what takes place in Park Forest with regard to appointments for the Board of Fire and Police Commissioners. The attached ordinance, drafted by Village Attorney Ross Secler, amends Village Code with regard to eligibility requirements for members of the Village Board of Fire and Police Commissioners to ensure that it operates in a non-partisan manner without any of the statutory political party affiliation or declaration requirements. Finally, Village legal counsel has located relevant case law which allows Park Forest to amend the Code of Ordinances in this manner as an exercise of the Village's Home Rule authority.

SCHEDULE FOR CONSIDERATION: This item will appear on the March 16, 2020 Regular Meeting for Final Reading.

ORDINANCE No. _____

**AN ORDINANCE AMENDING CHAPTER 2 (“ADMINISTRATION”) OF
THE CODE OF ORDINANCES OF THE VILLAGE OF PARK FOREST
GOVERNING THE BOARD OF FIRE AND POLICE COMMISSIONERS**

WHEREAS, the Village of Park Forest, Cook County and Will County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs (the “Home Rule Powers”); and

WHEREAS, the Mayor and the Board of Trustees of the Village of Park Forest (the “Corporate Authorities”) may from time to time amend the text of the Code of Ordinances for the Village of Park Forest when it is determined to be in the best interest of the Village; and

WHEREAS, the Village of Park Forest operates in a non-partisan fashion and does not believe that political party affiliation should be considered in making appointments to the Board of Fire and Police Commissioners in and for the Village of Park Forest; and

WHEREAS, the Mayor and Board of Trustees believe it is in the best interest of the Village to amend the eligibility requirements to remove any qualification requiring any declaration of political party affiliation for members appointed to the Board of Fire and Police Commissioners in and for the Village of Park Forest.

NOW, THEREFORE, be it ordained by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, as follows:

SECTION 1. That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

SECTION 2. That Chapter 2, Article V, Section 2-357 of the Code of Ordinances of the Village of Park Forest is hereby amended as follow by adding the underlined portions:

Sec. 2-357. - Appointment; terms of office.

The president, with the consent of the board of trustees, shall appoint the board of fire and police commissioners. Such board shall consist of three members, whose terms of office shall be three years and until their respective successors are appointed and have qualified. No such appointment, however, shall be made by any president within 30 days before the expiration of his/**her** term of office. Vacancies on the board shall be filled in the same manner as the original appointments. A majority of the board constitutes a quorum for the conduct of the board's business.

The village board of fire and police commissioners shall be considered nonpartisan and political party affiliation shall not be considered when determining member eligibility or the composition of the board. Each member appointed therein shall serve in a nonpartisan capacity without declaring affiliation to any political

party for purposes of determining the eligible composition of the board and shall not be required to swear to any affidavit or make any other statement regarding political party affiliation in the member's capacity as a member of the board of fire and compliance commissioners.

Except as provided in this Code, in all other respects, Section 10-2.1-3 of the Illinois Municipal Code, 65 ILCS 5/1-1-1, et seq., is hereby adopted.

SECTION 3: If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

SECTION 4: Any ordinance, resolutions, motions or orders (or portion thereof) in conflict with this Ordinance are hereby repealed to the extent of such conflict in conflict with any provisions of this Ordinance is hereby repealed solely to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

[Remainder of Page Intentionally Left Blank]

PASSED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois this 16th day of March, 2020, pursuant to roll call vote, as follows:

	Yes	No	Absent	Present
Tiffani Graham				
Maya Hardy				
Candyce Herron				
Glenna Hennessy				
Theresa Settles				
Joseph Woods				
Jonathan Vanderbilt				
TOTAL:				

APPROVED by the Mayor of the Village of Park Forest, Cook and Will Counties, Illinois on this 16th day of March, 2020.

APPROVED :

ATTEST:

Jonathan Vanderbilt

Sheila McGann

State of Illinois)
) ss
Counties of Cook and Will)

CERTIFICATION

I, Sheila McGann, do hereby certify that I am the duly qualified and elected Clerk of the Village of Park Forest, Cook and Will Counties, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Park Forest, Cook and Will Counties, Illinois.

I do hereby further certify that the foregoing is a full, true and correct copy of Ordinance No. _____, **“AN ORDINANCE AMENDING CHAPTER 2 (“ADMINISTRATION”) OF THE CODE OF ORDINANCES OF THE VILLAGE OF PARK FOREST GOVERNING THE BOARD OF FIRE AND POLICE COMMISSIONERS”** passed and approved by the Mayor and Board of Trustees of the Village of Park Forest, Illinois on _____, 2020.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Park Forest, Cook and Will Counties, Illinois this ____ day of _____, 2020.

Sheila McGann
Village Clerk
Village of Park Forest