

AGENDA

RULES MEETING OF THE BOARD OF TRUSTEES VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS

Village Hall

8:00 p.m.

May 1, 2006

Roll Call

1. Awarding of the 2006 MFT Sidewalk, Driveway, Curb and Gutter Maintenance Bid
2. Presentation of the Proposed 2006/2007 Budget

Manager's Comments

Trustee's Comments

Attorney's Comments

Audience to Visitors

Adjournment

AGENDA ITEMS ARE AVAILABLE IN VILLAGE HALL LOBBY

AGENDA BRIEFING

DATE: April 27, 2006

TO: President Ostenburg
Board of Trustees

FROM: Roderick Ysaguirre, Assistant Village Engineer

RE: Awarding of the 2006 MFT Sidewalk, Driveway, and Curb and Gutter Maintenance Bid

BACKGROUND/DISCUSSION:

On Monday, April 24, 2006 at 10:00 a.m., the Department of Public Works opened four bids for the 2006 MFT Sidewalk, Driveway, and Curb and Gutter Maintenance project. Invitations to bid were published in the *Star* Newspaper and in the Illinois Department of Transportation project Bulletin. Bids were also sent to six pre-qualified contractors. Strada Construction located in Algonquin, IL, was the lowest pre-qualified bidder in the corrected amount of \$58,301.85. This proposed amount is \$3843.18 under the Engineer's Estimate. See attached Bid Tab.

This project will focus on the removal and replacement of reported displaced sidewalk at various locations throughout the Village. This work will be paid for from the MOTOR FUEL TAX FUND. This project will also include the restoration of resident's driveway aprons that were removed by past water main breaks. This work will be paid for from the WATER FUND. The water fund portion of the contract is estimated to be \$9200.

RECOMMENDATION: Award the 2006 Sidewalk, Driveway, and Curb and Gutter Program contract to Strada Construction from Algonquin, IL in the amount \$58,301.85. plus a 15% contingency. This contingency is needed to allow for field adjustments as the plan quantities are estimated. If the full amount of the contingency is used the final contract cost would be \$67,047.13

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules meeting of May 1, 2006 for your discussion.

Village of Park Forest
 2005-06 Sidewalk, Driveway, Curb and Gutter Maintenance
 MFT Section 06-00000-05-GM

Bid Tab

	Pay Item	Unit	Qty.	Strada Construction		J&J Newell Concrete		Hooks Concrete		Davis Concrete		Engineers Estimate	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	R/R Sidewalk 5"	Sqft	4325.0	\$5.94	\$25,690.50	\$6.00	\$25,950.00	\$6.25	\$27,031.25	\$6.50	\$28,112.50	\$5.44	\$23,528.00
2	R/R Sidewalk 6-1/4"	Sqft	300.0	\$6.10	\$1,830.00	\$7.00	\$2,100.00	\$6.50	\$1,950.00	\$7.00	\$2,100.00	\$5.73	\$1,719.00
3	R/R Comb. Sidewalk 5"	Sqft	2493.0	\$5.99	\$14,933.07	\$6.50	\$16,204.50	\$6.75	\$16,827.75	\$8.00	\$19,944.00	\$8.05	\$20,068.65
4	R/R Comb. Sidewalk 6-1/4"	Sqft	202.5	\$6.15	\$1,245.38	\$7.00	\$1,417.50	\$7.25	\$1,468.13	\$8.40	\$1,701.00	\$8.36	\$1,692.90
5	R/R Curb and Gutter	Ft	373.0	\$24.00	\$8,952.00	\$25.00	\$9,325.00	\$30.00	\$11,190.00	\$21.00	\$7,833.00	\$25.48	\$9,504.04
6	R/R Driveway 6-1/4"	Sqft	609.5	\$5.99	\$3,650.91	\$7.00	\$4,266.50	\$6.00	\$3,657.00	\$7.00	\$4,266.50	\$5.73	\$3,492.44
7	Traffic Control	Ls	1.0	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$4,000.00	\$4,000.00	\$2,000.00	\$2,000.00	\$2,140.00	\$2,140.00

Total Corrected Value	\$58,301.85	\$59,763.50	\$66,124.13	\$65,957.00	\$62,145.03
Written Bid Amount	\$58,301.34		\$66,124.12		

Low Bidder

Bids opened April 24, 2006 @ 10:00 AM

AGENDA BRIEFING

DATE: April 28, 2006

TO: Mayor John Ostenburg
Board of Trustees

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

RE: Fiscal Year 2006/2007 Budget Introduction

BACKGROUND/DISCUSSION: The draft Fiscal Year 2006/2007 Budget is attached. There will be a public introduction to the Budget at the Rules Meeting on Monday, May 1. The overview will focus on the Budget process, schedule, format and key points. The schedule for the review sessions is attached. Please bring your budget to each of the review sessions. Copies of chapters one and two will be duplicated and available for the public at each of the Board meetings between now and the end of June and at all the review sessions. All review sessions are open to the public. Also, copies of the budget will be forwarded to the Park Forest Public Library.

Procedurally, feel free to write in your copy of the Budget. If you find grammatical or typing errors, please place a "post-it" note on the page so we can correct the errors. After Budget adoption, you will receive a clean, corrected copy. If you want your written-in version returned to you, please let us know.

At the Monday, May 1 Rules Meeting, staff will make every attempt to make the presentation clear to our residents by utilizing a PowerPoint presentation.

The budget, as presented, is balanced with the use of a portion of the General Fund balance. Board goals established and initiated with the 2005 tax levy, of public safety, infrastructure maintenance and marketing are included in the Budget presented. At the time the tax levy was adopted, the Board agreed not to levy completely for budgetary needs, but to utilize a portion of the Fund Balance to reduce the increase in the tax levy. That means that a portion of the Fund Balance must also be used for budgetary needs.

As you will note from the Transmittal Letter, Overview and the Financial Summary, the 2006/2007 Budget provides for:

- The addition of one new police officer.
- Continued participation in SouthCom.
- Enhanced marketing dollars.

- Infrastructure maintenance.
 - Storm sewer repairs
 - Added sanitary sewer maintenance
 - New water plant completion
 - Autumn Ridge water tower and water main replacement
- Several proposed Economic Development initiatives.

The Village still experiences low revenues associated with commercial development. Sales taxes have declined significantly over the past ten years and Norwood, a major shopping center, is now off the tax rolls.

In order to cope with these conditions, the budget guidelines presented to Management Staff provided for 2% growth. The only exceptions were salaries and uncontrollable increases such as insurance and pension requirements. The initiatives included in the 2006/2007 to address the Village challenges are as follows:

- Declining Economic Base
 - Year Two Establishment of an Economic Development Department.
 - Identifies Potential Development Sites
 - Victoria Place
 - Hidden Meadows
 - Keokuk Park
 - DownTown Buildings
 - Norwood Shopping Center (TIF created)
 - Business Park
 - Rickett's Property
 - Will County Annexation
 - Route 30 Metra Station (TOD Grant)
 - No cash bid properties
 - Strategic Planning study update
- Aging Infrastructure
 - Water Plant
 - Secured 2.5% IEPA Loan
 - Construction completion in June 2007
 - Water Mains
 - Total of \$1.9 million in improvements
 - Fire Flow – Autumn Ridge Water Tower
 - Sanitary Sewers
 - Begin I & I compliance plan implementation
 - Storm Sewers
 - Provides funding for needed maintenance
 - Street Lighting
 - Project South of Sauk Trail
- Public Safety
 - Added two new police officers over a two-year period enhancing service provided
 - Participation in SouthCom

It is our belief that the Village has been able to develop a balanced budget during this time of financial stress because of the Village's history of conservative budgeting. The Village has been tightening its belt over the past decade. The belt tightening has allowed the accumulation of a Fund Balance that has carried it through delays in the distribution of taxes and has permitted the Board to make choices. Conservative budgeting has also meant that when revenues showed "spikes" or temporary increases, the Village did not respond by adding programs and personnel so that those programs or personnel would need to be eliminated during periods of revenue decreases. Conservative budgeting also requires the constant review of fees, fines and charges for service to ensure that they cover the cost of delivering service.

Because new initiatives have been added for 2006/2007, the Board will be asked to evaluate recommendations for continued funding of these programs during Fiscal 2007.

The Budget includes programs and initiatives to address the 2006/2007 Budgetary Priorities established by the Board during strategic planning. These priorities are:

2006/2007 BUDGETARY PRIORITIES:

- Investigate ways and implement initiatives which will increase revenues.
- Investigate ways and funding opportunities to maintain and improve the Village's infrastructure.
- Develop methods to meet identified needs for the community.
- Develop and begin implementation of a Village internal and external marketing plan.
- Identify ways to collaborate with other governmental entities.
- Study strategic tracts of land in Park Forest, assess the highest and best use for each, and create an action plan.

Attached is the Budget Review Schedule. For nighttime Budget reviews scheduled at 6:00 p.m. a light dinner will be provided. On Saturday, June 3, the review is scheduled for 8:00 a.m. and is expected to end at noon. Therefore, breakfast will be provided. If any Board member has any questions during this process, please do not hesitate to call the Manager or Finance Director. Relevant information will be shared with all Board members.

SCHEDULE FOR CONSIDERATION: This matter will appear on the Agenda of the Rules Meeting of Monday, May 1, 2006 for discussion.

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

Village Hall

8:00 p.m.
Or upon completion of Rules Meeting

May 1, 2006

Roll Call

CONSENT:

1. A Motion to Award the 2006 MFT Sidewalk, Driveway, Curb and Gutter Maintenance Bid to Strada Construction, Algonquin, IL at a cost of \$58,301.85

DEBATABLE:

2. A Motion to Approve a New Logo for the Village of Park Forest

Adjournment

NOTE: Copies of all agenda items are available in the Village Hall Lobby

AGENDA BRIEFING

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TO: President Ostenburg
Board of Trustees

FROM: Roderick Ysaguirre, Assistant Village Engineer

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AGENDA BRIEFING

TO: President Ostenburg
Board of Trustees

FROM: Hildy L. Kingma, AICP
Director of Economic Development and Planning

DATE: April 20, 2006

RE: New Logo for the Village of Park Forest

BACKGROUND/DISCUSSION:

The Village's 2005-2006 Budget provides direction and funds to develop a plan to market Park Forest internally and externally. At the November 7, 2005 Agenda of the Rules Meeting a proposal from Inland Arts and Graphics was presented for Board consideration. At the November 14, Regular Meeting, a contract was submitted for Board consideration and approval. During the months of December through March, Inland Arts and Graphics staff gathered data about Park Forest. The means of data collection included a workshop session, where nearly 100 Park Foresters participated in brain storming, visioning, and identifying the essential components and premise of a new logo and tag line for the Village of Park Forest.

Following the meeting, Inland staff tabulated the results, drafted more than twenty-five artistic designs and then revised those designs after three sessions with representatives from the original workshop and Staff representing all Village departments. The resulting five designs are a compilation, interpretation, and application of all the information gathered at the various meetings.

These five designs were published March 27, 2006, Village-wide, via cable access channel 4, the Village web site, the Park Forester resident newsletter, and polling stations soliciting public input at the Library, Health Department and the lobby of Village Hall. Polling ended April 17 and the results of the polls were made available at the Rules Meeting that evening.

Members of the Board requested revisions to the preferred logo option. Inland Arts and Graphics staff incorporated the revisions in two versions of the preferred logo. The revisions included making the tag line more distinctive (by employing darker font, different font size, or balancing the tag line to match the width of the words "Park Forest"). The second alternate, includes altering the word order of the tag line and adding the word "Smile". One prototype showing how the logo will look on a vehicle and water tower are presented.

Seven logo options are presented for your consideration. Once a design is selected by the Board of Trustees, Inland Arts and Graphics staff will prepare a style guide/manual, assist with training staff, and will provide up to 10 hours of roll-out and execution support for the new corporate identity.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Special Regular Meeting of May 1, 2006 for Board discussion and approval.

Park Forest

DISCOVER

Imagine and Inspire

the New Logo for the Village of Park Forest



#1 30% of vote

This design incorporates the 2 most popular shades of green. The letters at different sizes and different heights represent the diversity Park Forest has always been known for. The leaf, as a symbol, is one of the first things people think of when they hear "Park Forest." The rolling river at the bottom again shows the passage of Park Forest from the past and into the future.



Park Forest

DISCOVER

Imagine and Inspire

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#2 21% of vote



A quiet, muted nature theme, with the leaf pointing upwards into the future, while the past of Park Forest still remains (the shadow).

#3 9% of vote



The strong blacks and grays of this design combine simplicity with substance. The "P" shows the solidness of the community, while the "F", with its flowing curves, is meant to show the artistic side of the village. Its dominance over the "P" implies how important the arts have always been in the village.

#4 23% of vote



Variety is the spice of life. Everything in this logo shows that Park Forest has many sides, many voices. The leaves also echo the many parks and trees in the village. The building blocks show a strong, established base, building upward into the future on which Park Forest is based.

#5 17% of vote



Green was the #1 color choice for the new logo. In this design, the large tree symbolizes the community, the branches and leaves the people growing within the community and help make up the landscape of the village. The buildings are an integral part of the community: single family homes, co-ops and commercial buildings. The lines under the buildings represent the movement of Park Forest into the future.