

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

Village Hall

8:00 p.m.

April 28, 2008

Roll Call

1. A Resolution Permitting Temporary Signs for St. Mary's Church and School Fifty Years Celebration
2. An Ordinance Amending Chapter 42 of the Code of Ordinances (Specialized Rescue)
3. An Ordinance Amending Chapter 42 of the Code of Ordinances (Spiller Pays)
4. An Ordinance Amending the Code of Ordinances to Establish a Water Main Infrastructure Replacement Fee
5. A Resolution Adopting Fiscal Policies for the 2008/2009 Fiscal Year Budget
6. A Resolution Supporting the Village of Park Forest's ITEP Funding Application for Route 30 Transportation Enhancement Project

Manager's Comments

Trustee's Comments

Attorney's Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall

AGENDA BRIEFING

DATE: April 23, 2008

TO: Mayor John A Ostenburg
Board of Trustees

FROM: Lawrence G. Kerestes, Director of Community Development

RE: A Resolution Permitting Temporary signs for St. Mary's Church and School
Fifty Years Celebration

BACKGROUND/DISCUSSION:

St. Mary's Church and School will be celebrating their Fifty Years of Service on June 7, 2009 and they are planning a year long celebration for the event. They have requested permission to display two signs on their property starting June 8, 2008 through June 7, 2009. One sign would be a banner on the face wall of the church and the other sign would be located by their soccer field. Both signs will say, "St. Mary's Church and School Celebrating Fifty Years of Faith and Family." In addition, both signs will be 32 square feet in size.

Under Section 118-350(a) (6) - Special Events or Temporary Announcement Signs of the Code of Ordinances, the Mayor and Board of Trustees may approve such requests by Resolution for a one year period at a time.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules and Regular meeting of April 28, 2008.

RESOLUTION

WHEREAS, St. Mary's Church and School will be celebrating their Fifty Years of Service on June 7, 2009; and

WHEREAS, St. Mary's Church and School is planning a year long celebration of the event; and

WHEREAS, St. Mary's Church and School would like to display two signs on their property starting June 8, 2008; and

WHEREAS, is asking to erect one banner on the face wall of the church and post one sign by their soccer field with both signs saying, "St. Mary's Church and School Celebrating Fifty Years of Faith and Family", both at 32 square feet in size; and

WHEREAS, Section 118-350(a)(6) - Special Events or Temporary Announcement Signs of the Code of Ordinances permits the Mayor and Board of Trustees to approve such requests by Resolution for a one year period at a time.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Board of Trustees hereby approve the request for the signs under the following conditions:

1. The signs may be permitted from June 8, 2008 until June 7, 2009.
2. If the sign becomes in a state of disrepair, in the opinion of the Building Commissioner, the owner shall repair, replace or remove said sign immediately.

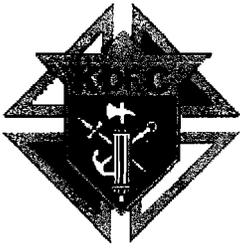
Adopted this day of May, 2008.

APPROVED:

Village Mayor

ATTEST:

Village Clerk



April 12, 2008

Dear Mr. Mick

I'm writing on behalf of St. Mary Church and School, which is located at 227 Monee Rd. in Park Forest. This year, beginning on June 8, 2008 St. Mary Church and School will start a yearlong event, which will culminate on June 7th 2009, to celebrate Fifty years of service to the Park Forest community.

We would like to display two signs on our property starting in June of this year. I recently went to Village Hall to inquire about a permit and was informed that permits were only good for three months. We are seeking permission from the Village allowing us a special permit to display our signs from June of 08 to June of 09. They would consist of a secured banner on the face of our Church and a posted sign by the soccer field. Both our banner and sign would read as follows:

"St. Mary Church and School Celebrating Fifty Years Of Faith and Family"

We would appreciate your response as soon as possible due to the time needed for printing of the sign and banner and it's placement for the event.

The founding Priest Father Wilkening who is in his eighties will do the first Mass of Celebration and the final Mass will be with Bishop Sartain of the Joliet Diocese.

Please contact me at the numbers listed below with your decision.

Sincerely,

Rudy Martinez Jr.
Past Grand Knight
Nina Counsel #3602
(708) 220-3973

Size:
4' x 8'

AGENDA BREIFING

DATE: April 23, 2008

TO: Mayor John Ostenburg
Board of Trustees

FROM: Robert H. Wilcox, Fire Chief

RE: Amendment to Chapter 42: Fire Prevention and Protection

BACKGROUND/DISCUSSION:

Attached you will find an amendment to an existing ordinance which entails the addition of a new Article. This new article is titled "Specialized Rescue Team Response Recovery" and is designed to allow recovery of costs associated with response, stabilization, removal and clean-up associated with a specialized rescue response. A specialized rescue response may involve confined space, water rescue and/or recovery or heavy entrapment in vehicles, equipment or machinery to name a few.

As part of a risk assessment we identified specialized rescue response, and specifically our inability to recover costs associated with these specialized rescues as an area of significant economic exposure. Specialized rescue incidents, like hazardous material events, can go on for protracted periods of time and demand a cadre of expensive materials and equipment. In order to limit the Village's financial liability should we be called upon to effectuate such a rescue, this new article provides the vehicle to recoup our direct and associated costs.

The proposed amendment to Chapter 42 is designed to be forward thinking and is consistent with model ordinances now being adopted throughout the State to deal with specialized rescue incidents.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules and Regular meetings of April 28, 2008.

ORDINANCE _____

AN ORDINANCE AMENDING CHAPTER 42 OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS (Specialized Rescue)

BE IT ORDAINED by the mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that Chapter 42 of the Code of Ordinances shall be amended by adding Article V. Specialized Rescue Team Response Recovery as follows:

ARTICLE V. SPECIALIZED RESCUE TEAM RESPONSE RECOVERY

Sec. 42-136. Definitions.

Specialized rescue team response shall include, but not be limited to the following:

- (1) Tactical, high angle, confined space, below grade, trench related incidents.
- (2) Underwater search/ rescue/recovery incidents.
- (3) Heavy duty industrial extrication.

Sec. 42-137. Village liability.

The village, its officers, agents or employees shall not have any liability or responsibility for any claim, injury or damage of any kind resulting from a hazardous material incident to which the village or any of its departments, officers, agents or employees respond.

Sec. 42-138. Liability.

Notwithstanding any other provision or rule of law, the following persons shall be jointly and severally liable for all fees and costs associated with a specialized rescue team response as set forth herein:

- (1) The owner of the property on which the specialized emergency response occurs.
- (2) Any person involved in any activity, which causes or contributed to the cause of the emergency.
- (3) In the case of a rescue/recovery of an employee or agent, whose presence in the Village was in furtherance of the employment or agency relationship with his employer or principal, both the agent or employee and his principal or employer.
- (4) In the case of the rescue, recovery or salvage of any property, both the owner and/or titleholder to said property and the person in possession of said property at the time of the incident giving rise to a specialized rescue team response.

Sec. 42-139. Control of risks that may lead to a specialized rescue response.

(a) It shall be unlawful for any person or entity to engage in any permit required confined space activity without said person or entity having properly notified the Village of Park Forest and obtained a proper permit, which shall incur a fine of \$750. A separate offence shall be deemed to have been committed for each day of any said activity.

(b) It shall be unlawful for a person or entity to list the Park Forest Fire Department as the primary rescue service or back-up rescue service without the expressed written permission of said agency. A fine of \$750 shall be assessed for each day of any such violation.

(c) Any person, business or organization who causes a specialized rescue response shall be deemed accountable and held jointly and severally liable.

Sec. 42-140. Specialized rescue expense recovery.

(a) Any person as set forth in 42-139 (c) causing or permitting a specialized rescue incident shall be responsible for and assume all liability for all of the following:

- (1) Reimbursement in full for any and all costs incurred by the village in connection with the operation, maintenance and staffing required to respond to such specialized rescue incident at the rate of \$125 per hour per vehicle or any fraction of an hour and the hourly rate of pay, including back-fill overtime costs, for each employee who participates in such response to a specialized rescue incident.
- (2) Reimbursement in full for any and all replacement and/or repair costs incurred by the village for equipment and materials used, damaged, lost, spent, destroyed or rendered irreparable in connection with a specialized rescue incident.
- (3) Assumption of any and all liability and the costs for any cleanup or removal resulting from a specialized rescue incident including but not limited to any independent cleanup contractor necessitated by such specialized rescue incident.
- (4) Any administrative costs generated in conjunction with an expense recovery.

(b) The fire department shall prepare and forward to the person or persons causing or permitting a specialized rescue response or any person set forth in section 42-138, a bill for the total costs and expenses incurred for which such person is responsible pursuant to this section; provided, however, any cost in connection with any independent cleanup contractor shall be billed directly by such contractor. Payment of the total bill shall be made within 30 days of receipt. Any bill or portion of a bill remaining unpaid after 30 days of receipt shall accrue interest on the unpaid balance at the rate of 1½ percent per month, or any fraction of a month.

Sec. 42-141. Independent contractors.

In the event that the Park Forest Fire Chief or his designee deems it necessary, he shall call in a separate, independent, specialized service, including but not limited to clean-up contractor.

Sec. 42-142. Defenses.

(a) There shall be no liability under this Section for a person or entity otherwise liable who can establish by clear and convincing evidence that the event necessitating a specialized rescue team response and the fees resulting there from were caused solely by:

- (1) An act of nature.
- (2) An act of war.

- (3) An act or omission of a third party other than an employee or agent of the liable party or parties, provided that said party establishes the following by clear and convincing evidence:
- A. He exercised due care, taking into consideration the characteristics, in light of all the relevant facts and circumstances; and,
 - B. He took precaution against foreseeable acts or omissions of any such third party and the consequences that could foreseeably result from such acts or omissions.

(b) This section shall not preclude liability for damages as a result of gross negligence or intentional misconduct on the part of such person. For purposes of the preceding sentence, reckless, willful or wanton misconduct shall constitute gross negligence.

Sec. 42-143. Scope/Severability.

(a) Nothing in this Ordinance shall preclude the assessment of fees or other charges pursuant to any other ordinance or resolution, including but not limited to Sec. 42-14. Rates and levels of fire service.

(b) The provisions, sections and subsections of this ordinance shall be deemed severable and the invalidity of any portion of this ordinance shall not affect the validity of any other provision, section, subsection or portion thereof.

This Ordinance shall be in full force and effect from and after its passage and approval.

Passed this _____ day of April, 2008.

AYES:
NAY:
ABSENT:

APPROVED:

ATTEST:

Mayor

Clerk

AGENDA BREIFING

DATE: April 23, 2008

TO: Mayor John Ostenburg
Board of Trustees

FROM: Robert H. Wilcox, Fire Chief

RE: Amendment to Chapter 42: Fire Prevention and Protection

BACKGROUND/DISCUSSION:

Attached you will find an amendment to an existing ordinance. This item is a routine matter that involves replacing the language found in Article IV of Chapter 42 titled “Hazardous Substance Control and Hazardous Material Incident Expense Recovery” with updated language designed to address shortcomings discovered in the original ordinance. In the simplest terms the purpose of this ordinance is to allow the Village of Park Forest to recover expenses related to the response, control and clean-up of hazardous material incidents.

The proposed changes come as a result of years of practical experience in the application of the original spiller pays ordinance. Although Park Forest’s ordinance never faced this scrutiny, similar ordinances have been challenged with varying degrees of success based on the language found therein. We have chosen, and are recommending, the modification of this ordinance to stay proactive and limit possible challenges should we be faced with a significant hazardous material event.

These changes are consistent with those recommended by the Mutual Aid Box Alarm System (MABAS) and in our minds could not be more timely given the possible hazardous material risks associated with the expansion of rail traffic proposed by Canadian National Railroad.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules and Regular meetings of April 28, 2008.

ORDINANCE _____

AN ORDINANCE AMENDING CHAPTER 42 OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS (Spiller Pays)

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that Chapter 42, Article IV of the Code of Ordinances shall be amended by deleting Article IV in its entirety and replacing it with the following:

ARTICLE IV. HAZARDOUS SUBSTANCE CONTROL AND HAZARDOUS MATERIAL INCIDENT EXPENSE RECOVERY

Sec. 42-111. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Combustible means any substance having a flashpoint above 80 degrees Fahrenheit to and including 150 degrees Fahrenheit as determined by the Tagliabue open cup test, except the combustibility of solids or contents of self-pressured containers shall be determined by methods generally applicable to such materials or containers respectively.

Corrosive means any substance which in contact with living tissue causes destruction of tissue by chemical action, but does not refer to action on inanimate surfaces.

Flammable means any substance that has a flashpoint of above 20 degrees to and including 80 degrees Fahrenheit as determined by the Tagliabue open cup test, except the flammability of solids and of the contents of self-pressurized containers shall be determined by methods generally applicable to such materials or containers respectively.

Hazardous material incident means an incident that threatens public health or safety involving the actual or potential release of a hazardous substance or hazardous material.

Hazardous substance or hazardous material means any substance or material or mixture of substances that is toxic, corrosive, an irritant, a strong sensitizer, radioactive, flammable, combustible, or that generates pressure through decomposition, heat or other means and that may cause injury or illness to humans, domestic livestock, or wildlife or as defined by the state Environmental Protection Act or any federal law.

Irritant means any substance, not corrosive, which on immediate, prolonged or repeated contact with normal living tissue will include local inflammatory reaction.

Radioactive means any substance that emits ionizing radiation.

Strong sensitizer means any substance that will cause on normal living tissue through an allergic or photodynamic process a hypersensitivity, which becomes evident on reapplication of the same substance.

Toxic means any substance, other than a radioactive substance, that has the capacity to produce bodily injury or illness to man through ingestion, inhalation, or absorption through any body surface.

(Code 1966, § 12-50)

Cross references – Definitions generally, § 1-2.

Sec. 42-112. Village liability.

The village, its officers, agents or employees shall not have any liability or responsibility for any claim, injury or damage of any kind resulting from a hazardous material incident to which the village or any of its departments, officers, agents or employees respond.

(Code 1966, § 12-53)

Sec. 42-113. Control of hazardous substances or hazardous materials.

(a) It shall be unlawful for any person to use, store, deliver or transport hazardous substances or hazardous materials or cause the use, storage, delivery or transporting of hazardous substances or hazardous materials in any manner inconsistent with the requirements of the fire prevention code of the village or any other applicable section of this Code, village ordinance, state law or federal law.

(b) It shall be unlawful for any person to park or stand any motor vehicle carrying, transporting or containing a hazardous substance or hazardous material, other than temporarily for the purpose of and while actually engaging in loading or unloading said hazardous material.

(c) It shall be unlawful for any person to load from private property into a vehicle or load from a vehicle to private property any hazardous substance or hazardous material without first having obtained the express consent and authorization of the proprietor or any agent thereof and having given actual notice to said proprietor of the identity and nature of the hazardous substance or hazardous material the motor vehicle contains.

(d) It shall be unlawful for any person in possession of any motor vehicle carrying, transporting or containing a hazardous substance or hazardous material to fail to comply with all applicable sections of chapter 102 of this Code relating to traffic.

(e) It shall be unlawful for any person using, storing, manufacturing, producing, disposing, treating, transporting or causing the use, storage, manufacture, production, disposal, treatment or transportation of any hazardous substance or hazardous material in any manner that results in, intends or threatens to cause, or creates a substantial risk of causing a hazardous material incident.

(f) Any person who causes or permits a hazardous material incident or who actually or constructively possesses said hazardous material, the owner or titleholder of any related vehicle, real property, building or portion thereof, or any other person who aids, abets, facilitates, promotes, participates directly or indirectly in the activity that gave rise to a hazardous material incident, any person or entity who is a party to a contract, existing directly or indirectly, through which the hazardous material incident, occurrence or omission occurs in connection with a contractual relationship, (except where the sole contractual arrangement arises from a published tariff and acceptance for carriage by a common carrier by rail shall be deemed accountable and held jointly and severally liable.

(Code 1966, § 12-51)

Sec. 42-114. Hazardous material incident expense recovery.

(a) Any person as set forth in 42-113 (f) causing or permitting a hazardous material incident shall be responsible for and assume all liability for all of the following:

- (1) Reimbursement in full for any and all costs incurred by the village in connection with the operation, maintenance and staffing required to respond to such hazardous material incident at the rate of \$125 per hour per vehicle or any fraction of an hour and the hourly rate of pay, including back-fill overtime costs, for each employee who participates in such response to a hazardous material incident.
- (2) Reimbursement in full for any and all replacement and/or repair costs incurred by the village for equipment and materials used, damaged, lost, spent, destroyed or rendered irreparable in connection with a hazardous material incident.
- (3) Assumption of any and all liability and the costs for any cleanup or removal resulting from a hazardous material incident, including but not limited to any independent cleanup contractor necessitated by such hazardous material incident.
- (4) Any administrative costs generated in conjunction with an expense recovery.

(b) The fire department shall prepare and forward to the person or persons causing or permitting a hazardous material incident a bill for the total costs and expenses incurred for which such person is responsible pursuant to this section; provided, however, any cost in connection with any independent cleanup contractor shall be billed directly by such contractor. Payment of the total bill shall be made within 30 days of receipt. Any bill or portion of a bill remaining unpaid after 30 days of receipt shall accrue interest on the unpaid balance at the rate of 1½ percent per month, or any fraction of a month.

(Code 1966, § 12-52)

Sec. 42-115. Independent contractors.

In the event that the Park Forest Fire Chief or his designee deems it necessary, he shall call in a separate, independent, specialized service, including but not limited to clean-up contractor.

Sec. 42-116. Defenses.

(a) There shall be no liability under this Section for a person or entity otherwise liable who can establish by clear and convincing evidence that the hazardous materials incident and the costs and damages resulting there from were caused solely by:

- (1) An act of nature.
- (2) An act of war.
- (3) An act or omission of a third party, other than an employee or agent of the liable party or parties, provided that said party establishes the following by clear and convincing evidence:
 - A. He exercised due care, taking into consideration the characteristics, in light of all the relevant facts and circumstances; and,

B. He took precaution against foreseeable acts or omissions of any such third party and the consequences that could foreseeably result from such acts or omissions.

(b) This section shall not preclude liability for damaged a as the result of gross negligence or intentional misconduct on the part of such person. For the purposes of the preceding sentence, reckless, willful or wanton misconduct shall constitute gross negligence.

Sec. 42-117. Scope/Severability.

(a) Nothing in this Ordinance shall preclude the assessment of fees or other charges pursuant to any other ordinance or resolution, including but not limited to Sec. 42-14. Rates and levels of fire service.

(b) The provisions, sections and subsections of this ordinance shall be deemed severable and the invalidity of any portion of this ordinance shall not affect the validity of any other provision, section, subsection or portion thereof.

This Ordinance shall be in full force and effect from and after its passage and approval.

Secs. 42-118 – 42-135. Reserved.

Passed this _____ day of April, 2008.

AYES:
NAY:
ABSENT:

APPROVED:

ATTEST:

Mayor

Clerk

AGENDA BRIEFING

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

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

DATE: April 23, 2008

**SUBJECT: AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS TO
ESTABLISH A WATER MAIN INFRASTRUCTURE REPLACEMENT FEE**

BACKGROUND/DISCUSSION:

Over the past several years, the Village has taken steps to address the many infrastructure needs facing the community. As these needs pertain to water infrastructure, the Village's efforts include the following:

- Constructed a new water plant designed to meet the needs of the community for decades to come. This new facility, which went into service in mid-2007, replaced an antiquated plant that had been constructed in the 1950's.
- Upon identifying less than desirable fire flow levels at certain locations in the community, an extensive water main replacement project unfolded to improve fire flows. These areas included the southeast corner of the community in and around Autumn Ridge Apartments and Forest Brook Townhomes, Juniper Street, Park Street at Westwood Drive; and Rich/Green Streets.
- To aid the fire flow and water pressure issue, the Village began construction of a new water tower on the southeast side of the community that is currently under construction and is expected to be in service by this Fall.

While staff continues efforts to seek out grants and other outside source of funding to help support these infrastructure upgrades, the Village Board noted in previous meetings a desire to have a funding mechanism established in conjunction with water bills that would be dedicated solely to the repair and replacement of water lines. The attached ordinance has been drafted that would establish a water main infrastructure replacement fee of \$3.00 per month per water bill that would equate to \$6.00 per resident billing cycle. This infrastructure fee would generate \$300,000 in new revenue to be used for debt service to fund a \$3,000,000 water main replacement project.

The Public Works Department estimates that this will replace approximately 11,500 feet (2.18 miles) of water main. This estimate includes design engineering, construction engineering and restoration. The Department will concentrate on the replacement of the old 6 and 8 inch diameter main. The exact location of the water mains to be replaced will be determined from the 2004 Water System Study Report that was prepared by Baxter & Woodman. As part of this report, Baxter & Woodman provided a water main replacement list by rank.

This new fee would become effective July 1. The Board will be presented with borrowing options early in the new fiscal year. In addition, the attached ordinance amendment deletes language no longer valid.

SCHEDULE FOR CONSIDERATION:

This item will be on the agenda of the April 28, 2008 Rules and Regular Meetings.

ORDINANCE No. _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE VILLAGE OF
PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS TO ESTABLISH A
WATER MAIN INFRASTRUCTURE REPLACEMENT FEE**

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that the Chapter 106 (Utilities) of the Village Code of Ordinances is hereby amended as follows:

Sec. 106-49. Rates.

~~(d) — *Additional rates.* —~~

~~(1) — Untreated raw water available for water-cooled air conditioning, per 1,000 gallons: \$0.78~~

~~(2) — Fire hydrant charge, available for firefighting, sewer flushing, and other municipal use per hydrant, per year: \$25.00.~~

(d) *Water main infrastructure replacement fee.* Every water customer having a water service shall pay a water main infrastructure replacement charge of \$3.00 per month.

This Ordinance shall be in force and effect on July 1, 2008.

ADOPTED this _____ day of April 2008.

ATTEST:

APPROVED:

Village Clerk

Mayor

AGENDA BRIEFING

DATE: April 22, 2008

TO: Mayor John Ostenburg
Board of Trustees

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

RE: A RESOLUTION ADOPTING FISCAL POLICIES FOR THE 2008/2009
FISCAL YEAR BUDGET

BACKGROUND/DISCUSSION: One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. These policies are contained in the Budget Message section of the budget.

The policies provide guidance to management staff in the preparation of their budgets. The policies are based, partially, on the tax levy that was adopted in the previous December and the assumptions underlying the tax levy. For example, if the tax levy would have permitted 3% growth in the General Fund, the policies would state that 3% growth in the General Fund Departments is permitted. However, if the Board has adopted goals that require funding, or if other uncontrolled expenses such as liability or health insurance increase more than 3%, the 3% growth would be reduced accordingly.

It has been traditional for the Board to adopt the Fiscal Policies by way of a resolution. Many of the basic policies carry over from year-to-year. Those that are subject to change annually are those that relate to the cap on departmental expenses, salary increases, water/sewer and other rates and policies related to borrowing. For the 2008/2009 Budget Year, the policies in these areas are:

- 1) Department expenses are limited to a 2% increase.
- 2) Salary increases are limited to 4%.
- 3) A water line replacement infrastructure fee of \$3.00 per month is included in the fiscal policies along with the \$3,000,000 in borrowing for water main replacement.
- 4) Sewer rates will be increased from \$2.10 per 1,000 gallons to \$2.35 per 1,000 gallons based on a previously approved ordinance amendment.
- 5) An assessment of outstanding debt will occur to incorporate water infrastructure, refinancing cost savings and TIF debt restructuring.
- 6) A Police Officer will be added to cover DEA assignment.
- 7) Water rates will be assessed with a recommendation of an annual incremental increase.

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

SCHEDULE FOR CONSIDERATION: This matter will appear on the agenda of the Rules and Regular Meeting of Monday, April 28, 2008 for discussion and approval.

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal policies of the Village of Park Forest are based on the need to address certain economic trends and solve problems noted in previous annual audits. The economic trends include:

- A decline in commercial tax base, specifically sales tax producing entities.
- The decline in population reported in the 2000 census from 24,656 to 23,462. This decline resulted in reduced revenue allocated from Motor Fuel, State Income and Use Taxes.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. For Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 and 2007, the Village abated \$450,000. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. The approved IEPA loan with a 2.5% interest rate will save taxpayers \$5 million dollars over the life of the loan. A water main infrastructure replacement fee will allow \$3 million in water main replacement in Fiscal 2009.

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

The Fiscal Policies included in the 2008/2009 Budget are designed to address, not necessarily to solve, these trends and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are clearly known because they were determined at the time of the prior year's levy.

- Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derived from “fee for service” budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
 3. Department Heads will maintain a total overall increase of 2% over the 2007/2008 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance or IRMA. Nor does it include salary increases.
 4. The 2008/2009 Budget will provide for salary steps. It will also provide for a 4% annual salary increase for all Village employees consistent with the previously approved firefighters union contract.
 5. A level of unreserved fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village’s goal to establish an unreserved fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
 6. Potential areas for budget savings for the Fiscal Year ending 2007/2008 will be identified. Fiscal savings identified in the 2007/2008 Budget will not be permitted to “carry over” into the 2008/2008 Budget, unless specifically approved by the Finance Director, but will contribute to the unreserved fund balance.
 7. Adequate funding, as determined by a State or independent actuarial study, will be provided for all retirement systems for Village employees. The percentage of coverage in the Police and Fire pension funds will show an increasing pattern of coverage. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs. (In order to comply with GASB 34, FICA and IMRF activity are now included in the General Fund. Beginning in 2006/2007 Police and Fire Pension costs are reflected in the Department Budget. Prior years have been restated.)

8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.
10. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be up-dated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.
11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
14. User fees, such as charges for water, sewer and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. Water rates last increased July 1, 2006 to accommodate debt service funds needed for the new water plant debt. The board will be asked to review water rates as part of the 2008/2009 Budget process.

The current refuse contract began January 1, 2004. A five-year schedule of rate increases was established as follows:

<u>Year</u>	<u>Monthly Refuse Rate</u>
2004	\$16.20
2005	16.61
2006	17.03
2007	17.47
2008	17.92

In 2008, the Board will be presented with an ordinance amendment for refuse rates for the last five years of the ten-year contract. At most, rates will increase 3% annually per the contract.

The Village Board approved sewer rate increases in 2006. Sewer rates had not been increased since 1997. Operating and general maintenance costs exceeded revenues. The Sewer Fund balance had been depleted. In addition, Inflow and Infiltration reduction requirements of Thorn Creek Basin Sanitary District, in conjunction with the Illinois and US EPA, necessitated additional capital spending. The Village sewer system is also part of the aging infrastructure issue. Sewer rates for the current and future years as adopted are as follows:

	<u>Rate per 1,000 gallons</u>
July 1, 2008	2.35
July 1, 2009	2.60
July 1, 2010	2.86

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures or personnel.
17. The Board will receive detailed quarterly statements on overall operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
19. All Governmental Accounting Standards Pronouncement will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.

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

**A RESOLUTION ADOPTING
FISCAL POLICIES
FOR THE 2008/2009 FISCAL YEAR BUDGET**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest that the Fiscal Policies for 2008/2009, attached hereto, are hereby adopted.

BE IT FURTHER RESOLVED that these Fiscal Policies shall be incorporated into the 2008/2009 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this _____ day of April 2008.

Mayor

ATTEST:

Village Clerk

VILLAGE OF PARK FOREST

MEMORANDUM

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

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

DATE: April 24, 2008

**SUBJECT: A Resolution Supporting the Village of Park Forest's ITEP Funding
Application for a Route 30 Transportation Enhancement Project**

BACKGROUND/DISCUSSION:

The Village of Park Forest is planning to submit a grant application for the Illinois Department of Transportation's Traffic Enhancement Program (ITEP). The project in which funding is being sought is for Route 30 fence replacement. One of the ITEP application process requirements is that the Village's Elected Body adopt a Resolution supporting the project in which funding is being sought. The attached Resolution would achieve this requirement.

ITEP projects also require a match of funds from the local entity. A 20% match is required for enhancement projects (and any associated engineering). Should the Village receive ITEP funding, matching funds would come from the Motor Fuel Tax Fund.

SCHEDULE FOR CONSIDERATION:

This item will be on the agendas of the April 28, 2008 for the Rules and Regular Meetings for Board consideration and approval.

RESOLUTION NUMBER _____

**ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM
LOCAL ASSURANCE RESOLUTION FOR U.S. ROUTE 30 TRANSPORTATION
ENHANCEMENT PROJECT**

WHEREAS the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois desire to improve and enhance transportation corridors within the Village; and

WHEREAS the Illinois Department of Transportation (IDOT) administers the Illinois Transportation Enhancement Program (ITEP) through funds from the Federal Surface Transportation Program to assist local communities with pedestrian/bicycle facilities, scenic/historic highway programs, landscape/scenic beautification, historic preservation, rehabilitation of historic transportation facilities, safety/education activities for pedestrians/bicyclists, acquisition of scenic easements or scenic/historic sites, preservation of abandoned railway corridors for conversion to trails, control and removal of outdoor advertising, transportation museums, environmental water quality mitigation or wildlife preservation, and archeological planning and research; and

WHEREAS the ITEP is a reimbursement program, not a grant program, and will reimburse 50% of the costs for land acquisition and 80% of the project costs (including engineering) for construction; and

WHEREAS the Village of Park Forest seeks to enhance a major traffic corridor in Park Forest along U.S. Route 30 by replacing a severely deteriorated fence structure with, primarily, a natural vegetation barrier; and

WHEREAS the U.S. Route 30 Traffic Enhancement Project along the south right-of-way-line of U.S. Route 30 between Indiana Street and the eastern corporate limits of the community has been identified by Village Staff to comply with the Village's desire to improve and enhance the transportation corridors within the Village. This project will beautify and enhance the aesthetic appearance of the Village's section of an historic highway along U.S. Route 30.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that it supports Village Staff's application to the Illinois Department of Transportation (IDOT) Transportation Enhancement Program (ITEP) to assist in the funding of the above described project.

ADOPTED this ____ day of April 2008.

ATTEST:

Village Clerk

APPROVED:

Mayor

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

Village Hall 8:00 p.m. April 28, 2008

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor	Village Attorney
Village Manager	Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion to approve the Minutes of the Rules Meeting of May 7, 2007; the Minutes of the Rules Meeting of March 3, 2008; the Minutes of the Regular Meeting of March 10, 2008; the Minutes of the Regular Meeting of March 25, 2008, the Minutes of the Rules Meeting of March 25, 2008; and the Minutes of the Saturday Rules Meeting of April 5, 2008;
2. Resolution: A Resolution Adopting Fiscal Policies for the 2008/2009 Fiscal Year
3. Resolution: A Resolution Supporting the Village of Park Forest's ITEP Funding Application for a Route 30 Transportation Enhancement Project
4. Resolution: A Resolution Approving a MFT Supplemental Resolution to Appropriate an Additional \$50,000 for the Westwood Drive Culvert Project
5. Resolution: A Resolution Permitting Temporary Signs for St. Mary's Church and School Fifty Years Celebration
6. Motion: A Motion to Award a Contract for the Replacement of the Westwood Drive Culvert
7. Motion: A Motion to Award a Contract for Landscape Maintenance

DEBATABLE:

8. Ordinance: An Ordinance Amending Chapter 42 of the Code of Ordinances (Specialized Rescue) (Final Reading)
9. Ordinance: An Ordinance Amending Chapter 42 of the Code of Ordinances (Spiller Pays)(Final Reading)
10. Ordinance: An Ordinance Amending the Code of Ordinances to Establish a Water Main Infrastructure Replacement Fee (Final Reading)

Adjournment

NOTE: Copies of all agenda items are available in the Manager's Office

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 Rules Meeting of May 7, 2007; the Minutes of the Rules Meeting of March 3, 2008; the Minutes of the Regular Meeting of March 10, 2008; the Minutes of the Regular Meeting of March 25, 2008, the Minutes of the Rules Meeting of March 25, 2008; and the Minutes of the Saturday Rules Meeting of April 5, 2008;
2. MOVED, that the Mayor and Board of Trustees adopt a resolution approving Fiscal Policies for the 2008/2009 Fiscal Year Budget
3. MOVED, that the Mayor and Board of Trustees adopt a Resolution Supporting the Village of Park Forest's ITEP Funding Application for a Route 30 Transportation Enhancement Project
4. MOVED, that the Mayor and Board of Trustees adopt a resolution Approving a MFT Supplemental Resolution to Appropriate an Additional \$50,000 for the Westwood Drive Culvert Project
5. MOVED, that the Mayor and Board of Trustees adopt a resolution permitting temporary signs for St Mary's Church and School Fifty Years Celebration
6. MOVED, that the Manager be authorized to contract with Suburban Landscaping for landscape maintenance operations at a cost of \$31,980.00.
7. MOVED, that the Manager be authorized to contract with Steve Spiess Construction for replacement of the Westwood Drive culvert in the amount of \$152,262 with a 15% contingency for a total award of \$175,101.30.

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

Village Hall

8:00 p.m.

May 7, 2007

Present: Trustees Mae Brandon, Bonita Dillard Kenneth Kramer, Robert McCray,
Georgia O'Neill, Cynthia Reed, Mayor John Ostenburg

Also Present: Village Manager Tom Mick, Village Attorney Frank Garrett, Finance Director Mary Dankowski, Assistant to the Village Manager Denyse Carreras, Police Chief Tom Fleming, Village Clerk Dawn Robinson, Director of Public Works Kenneth Eyer, Director of Community Development Larrie Kerestes, Director of Economic Development & Planning Hildy Kingma, Public Information Officer Jerry Shnay

Mayor Ostenburg called the meeting to order at 8:00 p.m. Roll call was taken and a quorum established.

Mayor Ostenburg read a proclamation declaring May Motorcycle Safety Month. Amy Rogers, from the Illinois Department of Human Services, reported on the Illinois COVERS program. Mayor Ostenburg commented that Park Forest does not have a position on the GRC, but have taken a position on the increase of funding for schools and would support any project to supply insurance for the young.

Police Chief Tom Fleming reported on 2006 crime statistics

Mayor Ostenburg welcomed Frank Garrett as the new Village Attorney. He replaces Matt Delort, who is now, Judge Matt Delort.

Sales Contract for the Sale of Norwood Square Shopping Center

Manager Mick presented an overview of this matter; he noted that a formal presentation and Board discussion had taken place in April.

Hildy Kingma, Director of Economic Development reviewed how the Village had reached this point and how this developer, Nassimi Realty Corp. had been chosen. Ms. Kingma added that this developer specialized in challenged properties and has relationships with large national retailers. She also noted that this developer has a booth at the International Council of Shopping Centers conference in Chicago and Las Vegas. She introduced Michael Nassimi and Lori Stopyra who were present to answer questions from the Board.

Mayor Ostenburg said he was pleased with their interest in the property. He commented that because of the recent local election, the Board had refrained from making public comments on the project.

Michael Nassimi explained his company and their work. He noted that this project will take time and he would first begin changing the image of the site. He added he would seek cooperation of neighboring businesses. He said at the same time, his staff would be contacting retailers for an anchor store. He noted he has begun to survey the area for tenants.

In response to Trustee Kramer, Mr. Nassimi said the Norwood project would be considered an average or mid-size project for his company. To Trustee Brandon who asked about his plans for the outlots, he said that he would work with the present owners, or attempt to buy those properties and work them into the plan. He added this would be about a 2-year project.

Mr. Nassimi outlined his advertising plan and in response to Trustee Reed said he would be using local contractors.

Manager Mick reminded the Board that on the next agenda they will be considering the sales contract, other matters will be discussed in the future.

2007-2008 Budget Presentation

Manager Mick reviewed the budget purpose and process, including issues and challenges. Mayor Ostenburg noted that the budget is a spending plan and emphasized the importance of the initial review and the mid-year review.

Manager Mick continued by stating the overview focus is on the Budget process, schedule, format and key points. He said that the Budget, as presented, is balanced with the use of a portion of the General Fund balance. Board goals established and initiated with the use of the 2006 tax levy, of economic development, infrastructure maintenance and marketing are included in the Budget. At the time the tax levy was adopted, the Board agreed to levy a 0% increase for general operations and utilize a portion of the Fund Balance.

A Resolution to Enter into an Intergovernmental Agreement Between the Village of Park Forest and the County of Cook for the Purpose of Access to Geographic Information System

Manager Mick said that the Department of Community Development is taking the initial steps toward implementing the creation of a property data base system for the Village. The system will be based on parcel information by street addresses and property index numbers. Will County has provided the Village with an electronic version for their portion of the Village. Cook County requires a resolution in order to share the information.

Larrie Kerestes, Director of Community Development said that this software will allow for the owner's information for all Park Forest properties in Cook County to be imported

into a parcel database. This will streamline the department's inspections, permits and code enforcement duties.

In response to Mayor Ostenburg's concern, Director Kerestes said he is working with the Village's IT staff to protect access to the information.

With no further discussion, this item will be on the next agenda.

Report from Board Committee A, Flooding Issues

Manager Mick reported that Board Committee A, had been assigned a project to review problems in the Village related to flooding.

Trustee Brandon, Chair of Committee A, reported that Committee members, Trustee Dillard, Kramer and Reed had meet with staff to review complaints, issues and reports regarding flooding issues in the Gibson and Norwood areas of Cooperative E. Trustee Brandon reviewed the problems which stem from drainage issues related to grading.

Mayor Ostenburg noted that the Village should be monitoring and making corrections that can be done. In response to the Mayor, Trustee Brandon said the Committee had no recommendation.

Public Works Director Ken Eyer said that there has been a flooding issue in this area since the property was developed. He said he could look at expanding the overflow. He added that too much water is getting into the sanitary sewer and it is too much to handle. Mr. Eyer said that the upcoming smoke testing would identify some problem areas.

Mayor Ostenburg said that he knew that when ACB owned the property, the window wells did tie into the sanitary sewer. Director Eyer said he did not know the number of wells that were tied-in in that manner because the cooperatives do self-inspections. Mayor Ostenburg said staff should meet with cooperative management to address the window wells. He said that when the Village is aware of a situation, the Village should assist in finding a solution. He added he preferred to not wait a year for a solution. He noted that it is not the Village's responsibility to fix, but to enforce that it is fixed.

Mayor Ostenburg asked Committee A to define a timeline for which a meeting should be held and movement on repairs. Larrie Kerestes added that the Village did require the rentals to address the problem and make repairs.

Mayor's Comments

Mayor Ostenburg announced that he will be outlining a political action campaign for school funding reform. He said he would be asking Board members to identify area groups and act as liaison to those groups urging them to contact legislators. Mayor Ostenburg said that the Governors proposal does not address funding directly. He added that he would be speaking with the Village attorney whether local government funds can be used for this type of campaign.

Manager's Comments

Manager Mick reported on upcoming events.

Trustee's Comments

Trustee Kramer noted an upcoming meeting of the Cable Commission to discuss local origination equipment.

Trustee Dillard noted an upcoming meeting of the Environment Commission to discuss rain gardens.

Attorney's Comments

No comments

Audience to Visitors

None

With no further discussion, Trustee Kramer made a motion to adjourn the meeting. Trustee Brandon seconded the motion and the meeting was adjourned at 9:06 pm.

Prepared by Sandra Black, Deputy Clerk

VILLAGE OF PARK FOREST

Village Board Rules Committee Meeting

Monday, March 3, 2008

Village Hall 8:00 p.m.

MINUTES

IN ATTENDANCE: Mayor John Ostenburg, Trustee Mae Brandon, Trustee Bonita Dillard, Trustee Gary Kopycinski, Trustee Kenneth Kramer, Trustee Robert McCray, Trustee Georgia O'Neill

STAFF IN ATTENDANCE: Village Manager Tom Mick, Deputy Village Manager/Finance Director Mary Dankowski; Village Attorney Paul Stephanides, Deputy Police Chief Cliff Butz, Deputy Fire Chief Bruce Ziegle, Director of Recreation and Parks John Joyce, Director of Public Health Christine Blue, Director of Public Relations Jason Miller, Director of Economic Development and Planning Hildy Kingma, Assistant to the Village Manager Denyse Carreras, Information Technology Administrator Craig Kaufman, Director of Public Works Kenneth Eyer, Jerry Martin, Building Department Housing Inspector.

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: none

Meeting was called to order at 8:00 p.m. by Mayor Ostenburg. Roll was called by Clerk McGann.

Mayor Ostenburg read a proclamation in observance of the month of March as Women's History Month. He congratulated and acknowledged appreciation of the women serving on the Board and all women who serve the Village for their contributions that contribute to the betterment of village government and operations of this community.

Mayor Ostenburg wanted to comment on telephone calls he has received regarding claims that people were being watched and targeted based on their political affiliation in municipal and primary elections. He wanted to directly address these rumors openly and reassure the public that this behavior does not exist in the Village. Though political discussions have been a tradition in Park Forest, neither he nor Manager Mick would tolerate ill or unfair treatment by village officials if it did occur.

1. An Ordinance Amending Chapter 118 (Zoning), Article VII (“Signs”), Section 118-302 (“General Provisions”) and Section 118-303 (“Exempt Signs”) of the Code of Ordinances

Manager Mick stated that this revision of sign codes on public and private property comes from three departments: Community Development, Economic Development and Planning, and the Plan Commission. Manager Mick noted that Attorney Stephanides helped craft the language of the ordinance.

Director Kingma gave a summary as to the current status of the ordinance including the changes from the Plan Commission. She explained that a text amendment of the ordinance required a public meeting which took place Tuesday, February 19, 2008. Director Kingma summarized the definitions in the ordinance that included commercial and noncommercial signs, exempt signs, and other general sign provisions.

Mayor Ostenburg asked Attorney Stephanides if he was comfortable with wording of the ordinance being constitutional who answered affirmatively. He added that it was important to codify both commercial and noncommercial signs so as both are exempt and treated equally. Freedom of expression is not an issue because the avenue is open for expression.

Trustee Brandon wanted the \$25 fee per sign in the ordinance itself to be as clear as it was in the memo.

Trustee Kramer asked if a corner property was limited to one sign and Attorney Stephanides answered yes, one per property. He also asked about the wording: who was being petitioned? Attorney Stephanides said this was a requirement of the code; the applicant/petitioner is the Village staff that allows it to go before the Plan Commission. Since this is a text amendment, the wording is a little different than other ordinances.

Trustee Kopycinski asked if there was a time frame in the removal of signs in a parkway as in a political campaign. Director Kingma answered that political signs may be removed and disposed of immediately without a seventy-two hour notice to the sign owner.

Trustee Kramer asked how many people attended the hearing and if there were any comments. Director Kingma said two residents attended the hearing but did not make any comments.

Mayor Ostenburg said that he felt more comfortable with two signs being allowed on a corner lot. He also asked about window signs restrictions. Attorney Stephanides said that window signs are not subject to these restrictions, only those physically in the yard. Mayor Ostenburg suggested that wording in the ordinance should consider extreme weather conditions, i.e. removal of signs without penalty during extremely cold weather. Mayor Ostenburg said that there is sunset provision for removal of signs but there is not language that states how early a sign can go up. This can be problematic because the

political season can extend long before the actual primary. Although this is currently not in the ordinance, Attorney Stephanides said that language can be crafted that would accommodate this.

Mayor Ostenburg questioned promotion of Village-sponsored events being advertised on village parkways. Attorney Stephanides noted that events sponsored or co-sponsored can be advertised on village parkways. This cannot be available to private individuals because it is considered a “limited public forum” even if they are a not-for-profit organization. Mayor Ostenburg said that needs to be addressed and looked at again.

Manager Mick said that in the past after a written request, the manager may authorize a thirty day permit for temporary signs. Director Kingma said that Section 118.306 of the ordinance does allow for special events of a community nature. Since this is codified, Attorney Stephanides said that those signs would be permissible because it is considered a public interest, not a private interest.

Mayor Ostenburg expressed the need to explore options as to when signs can go up. Manager Mick asked if the attorney wanted some time-frame direction from the Board. Attorney Stephanides answered that he would like to know what the Board wants. Trustee McCray said that there should be sunrise and sunset time frames codified on all signs. Attorney Stephanides said that it would be difficult to craft language that would cover all those areas. It would need time for research in case law as this wasn't part of the initial phase of this ordinance.

While the discussion continued about sign definition and election cycles, Trustees Kopycinski and Brandon both felt that there should be a beginning and an end. Trustee Kramer and Trustee McCray suggested that a time frame could include official announcement of candidacy. Mayor Ostenburg asked Attorney Stephanides to research all these areas in other municipalities and their legalities.

As Board Liaison, Trustee Dillard noted that the Plan Commission was asked to discuss the number of signs and that is what they did. This discussion switched to political signs and their time frame. Trustees McCray and O'Neill said that the reason for establishing signage ordinances has to do with the overall appearance of the Village. Mayor Ostenburg and Trustee Kopycinski agreed that is difficult to legislate aesthetics; there is a difference between appearance and safety.

Mayor Ostenburg said that sections of this ordinance are controversial; they can be separated and voted on separately as amendments by the Board. Revisions can be made in the following areas: window signs, corner houses, time frame, and weather conditions.

Mayor Ostenburg said that this ordinance will not be on the agenda for action at the next meeting. After it is reworked, it will be at the next rules meeting or a subsequent meeting.

Manager's Comments

Manager Mick announced upcoming events.

Trustee's Comments

Trustee Kramer announced that the Senior Commission will be meeting at 1:00 p.m. Thursday, March 6 in the lower level of Village Hall.

Trustee Kopycinski announced that the Environment Commission will be meeting Thursday, March 6 at 7:00 p.m. in Village Hall.

Trustee Dillard announced that the Plan Commission's scheduled meeting for Tuesday, March 4 has been postponed and not rescheduled as yet.

Trustee Brandon stated that today she and Trustee Dillard attended a seminar hosted by State Representative Al Riley about the impact of chemicals in our food sources, product recalls, and unsafe chemicals in toys. The seminar also was in support of The Child Safe Chemicals Act (House Bill 5705 and Senate Bill 2868).

Trustee O'Neill announced that the Economic Development Advisory Group will meet Wednesday, March 5 in the Board Room.

Attorney's Comments

Attorney Stephanides thanked the Mayor and the Board for their feedback on the sign ordinance and will look into it further.

Audience to Visitors

None

There being no further business, Mayor Ostenburg called for a motion to adjourn. Motion was made by Trustee Kramer, seconded by Trustee Dillard and passed unanimously.

Mayor Ostenburg adjourned the rules committee meeting at 9:19 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

VILLAGE OF PARK FOREST

**Village Board Regular Committee Meeting
Monday, March 10, 2008
Village Hall 8:00 p.m.**

MINUTES

IN ATTENDANCE: Trustee Kenneth Kramer, Trustee Mae Brandon, Trustee Bonita Dillard, Trustee Gary Kopycinski, Trustee Robert McCray, Trustee Georgia O'Neill

Absent: Mayor John Ostenburg

STAFF IN ATTENDANCE: Deputy Village Manager/Finance Director Mary Dankowski, Police Chief Tom Fleming, Fire Chief Robert Wilcox, Deputy Fire Chief Bruce Ziegler, Director of Public Works Kenneth Eyer, Director of Recreation and Parks John Joyce, Director of Public Health Christine Blue, Director of Public Relations Jason Miller, Director of Community Development Lawrence Kerestes, Director of Economic Development and Planning Hildy Kingma, Assistant to the Village Manager Denyse Carreras, Information Technology Coordinator Craig Kaufman, Cultural Arts Supervisor Denise Adducci

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: South Suburban Special Recreation Association Executive Director Janet Porter, one resident, Gina Kenny, *SouthtownStar Newspaper*, Wheeler Family and firefighters

Roll was called at 8:00 p.m. by Clerk McGann. Due to Mayor Ostenburg's absence, Trustee Kenneth Kramer was named Mayor Pro tem who led the Board and audience in the pledge of allegiance.

Reports of Village Officers

Mayor

President Pro-tem Kramer read a proclamation prepared by Mayor Ostenburg declaring March 9-15, 2008 Girl Scout Week.

Village Manager

Deputy Village Manager Dankowski introduced Fire Chief Wilcox who explained that fire fighters have two families, a fire service family and a traditional family. Chief Wilcox asked Captain Wheeler and his wife, Mary, to step forward and he was sworn in as fire captain by the Village Clerk. Chief Wilcox noted Captain Wheeler's many accomplishments throughout his career in Park Forest. Deputy Chief Ziegler presented to Captain Wheeler an Award of Merit of the Village of Park Forest and announced that he was to be inducted to the Village of Park Forest's Hall of Fame. He was commended for

his dedication and over thirty years of service to the residents of Park Forest. Captain Wheeler was congratulated by each of the Trustees.

President Pro-tem Kramer congratulated and thanked Captain Wheeler for himself and on behalf of the Board.

Deputy Village Manager Dankowski asked Director of Recreation and Parks Joyce to introduce South Suburban Special Recreation Association (SSSRA) Executive Director Porter who chronicled how the south suburbs came together to help those with disabilities thirty-five years ago. Director Porter thanked the Village and Park Forest's Recreation and Parks Department for their commitment including a cooperative sharing of financials resources, facilities, and trained staff. Director Porter had given the Board a budget outlining tax contributions based on EAV (Equalized Assessed Value). Director Porter outlined the many opportunities and events for all ages and ability levels. She thanked Cultural Arts Supervisor Denise Adducci and the Freedom Hall staff for their hosting the SSSRA Club since 1993. South Suburban Special Recreation Association also assists Park Forest residents, Elizabeth Ludeman Developmental Center, and three community independent arrangements in the Village. They also meet with special education directors, teachers, and case managers at Rich East High School working with the Alpha Program.

Trustee O'Neill wished to thank SSSRA for the important role they have played in her family's life.

Director Joyce wished to thank Denise Adducci for being a long representative on the Board of SSSRA.

Deputy Village Manager Dankowski gave an update on the Ten Ton Challenge and other upcoming events.

Village Attorney

Not present

Village Clerk

Clerk McGann had no report.

Reports of Commission Liaisons and Committee Chairpersons

Trustee Kramer congratulated Captain Wheeler on his well-deserved recognition. The Economic Development Advisory meeting took place last Wednesday with the owner of Skinology. They discussed their plans for the future. Sam Montella reported on the Park Forest Strategic Plan. They also discussed a closer networking with businesses and the Park Forest Business network.

Trustee Brandon reported that the Youth Commission will meet Tuesday, March 11 at 7:00 p.m.

Trustee Dillard enjoyed seeing the illustrations and the books at the exhibit at Tall Grass Arts Association.

Trustee Kopycinski reported that the Commission on Human Relations will meet Tuesday, March 11. The Environment Conservation Commission met last week and discussed plans for rain garden workshops for April 5 and 12. Commissioner Rosemary Piser is contacting schools regarding the recycling of printer cartridges. The Park Forest Home Show is discussing an environmental focus, i.e. rain barrels and their benefits. They discussed assistance in installation and a subsidy by the Village for those in need. Rob Gunther gave a report and the Emerald Ash Bore was discussed.

President Pro-tem Kramer noted that the Senior Commission met Thursday, March 6 and discussed their goals for the year. They are finalizing their senior prom plans and a senior fair.

Citizens Comments, Observations, Petitions

There were no citizens' comments.

Consent Agenda

President Pro-tem Kramer called for a motion to approve the consent agenda. The consent agenda included the following items:

1. Approve the Minutes of the Rules Meeting of January 16, 2007; the minutes of the Rules Meeting of February 4, 2008 and the minutes of the Regular meeting of February 11, 2008
2. A Revised Resolution to Support a Cook County Class 8 Tax Incentive for Norwood Square Shopping Centers, 100-800 Norwood Square Drive
3. A Motion to authorize the Manager to enter into a contract with Sheridan Plumbing and Sewer for sanitary sewer cleaning and televising in an amount of \$38,467.75 with a 16.9% contingency for a total cost not to exceed \$45,000.
4. A Motion to authorize the Manager to enter into a contract with Insituform Technologies for sanitary sewer reconstruction (lining) and post televising in the amount of \$217,884.80 with a 30% contingency for a total amount not to exceed \$283,250.24.
5. A Motion to authorize the Manager to enter into a contract with Western Utility Contractors for emergency sanitary sewer repairs in the amount of \$25,189.80.

6. A Motion to authorize the Manager to purchase a GMC Van and Spartan Service Body from LaBeau Bros, Inc. in the amount of \$32,066.

Approval of the consent agenda was moved by Trustee Brandon and seconded by Trustee Dillard. President Pro-tem Kramer asked if there are any items that anyone wished removed from the consent agenda for further discussion.

Trustee Dillard had noted some corrections on the minutes to the February 4 meeting and was noted to Clerk McGann earlier.

On a roll call vote called by Clerk McGann, the consent agenda was approved with the following results:

Ayes: 6
Nays: 0
Absent: 1

The consent agenda was approved with six (6) ayes, no (0) nays and one (1) absent.

Adjournment

There being no further business, President Pro-tem Kramer called for a motion to adjourn. Motion was made by Trustee Kopycinski, seconded by Trustee Brandon, and passed unanimously.

President Pro-Tem Kramer adjourned the meeting at 8:34 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

VILLAGE OF PARK FOREST

**Village Board Regular Committee Meeting
Tuesday, March 25, 2008
Village Hall 8:00 p.m.**

MINUTES

IN ATTENDANCE: Mayor John Ostenburg, Trustee Mae Brandon, Trustee Gary Kopycinski, Trustee Kenneth Kramer, Trustee Robert McCray, Trustee Georgia O'Neill

ABSENT: Trustee Bonita Dillard was excused.

STAFF IN ATTENDANCE: Village Manager Tom Mick, Assistant to the Village Manager Denyse Carreras, Village Attorney Paul Stephanides, Deputy Police Chief Michael McNamara, Deputy Fire Chief Bruce Ziegler, Director of Recreation and Parks John Joyce, Director of Public Health Christine Blue, Director of Public Relations Jason Miller, Director of Community Development Lawrence Kerestes, Director of Economic Development and Planning Hildy Kingma, Information Technology Coordinator Craig Kaufman, Assistant Director of Finance Stephanie Rodas

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Casey Toner, SouthtownStar Newspaper

Meeting was called to order at 8:43 p.m. by Mayor Ostenburg. Roll was called by Clerk McGann. Mayor Ostenburg led the Board and the audience in the pledge of allegiance.

Reports of Village Officers

Mayor

Mayor Ostenburg had no report.

Village Manager

Manager Mick had no report.

Village Attorney

Attorney Stephanides had no report.

Village Clerk

Clerk McGann had no report.

Reports of Commission Liaisons and Committee Chairpersons

Trustee Kopycinski reported that the Environment Committee will be meeting Thursday, April 3 at 7:00 p.m.

Trustee Brandon noted that the Youth Commission recently met and has been working on their goals and objectives. Tonight Trustees Brandon and McCray attended the public hearing on the state budget at South Suburban College for the south region that afforded an opportunity for those on the agenda to voice their needs to their legislature.

Trustee Kramer is meeting with the Senior Commission at 1:30 p.m. on Wednesday, March 26 to discuss their senior prom plans. Thursday, April 3 they will be meeting at Victory Center at 101 Main Street.

Citizens Comments, Observations, Petitions

There were no citizens' comments.

Consent Agenda

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

1. A Motion to Approve the Minutes of the Minutes of the Rules Meeting of March 5, 2007; the Minutes of the Regular Meeting of March 12, 2007; the Minutes of the Strategic Planning Meeting of February 23, 2008; the Minutes of the Saturday Rules Meeting of March 8, 2008;
2. A Resolution Authorizing Representation and Filing of Intervention in Property Tax Assessment Appeal Filed by Commonwealth Edison Company for the "Subject Property" Identified as Parcel Numbers: 32-30-300-016-0000 and 32-30-300-017-0000
3. A Motion authorizing the emergency purchase of a mid-size pick-up truck with crew cab through the current Suburban Purchasing Cooperative contract held by Currie Motors at a cost of \$31,178.00.
4. A Motion authorizing the purchase of equipment for the Aqua Center from Team REIL, Inc. at a total cost of \$25,000.
5. A Motion to authorize the execution of a Second Addendum for the IDOT Western Avenue Agreement
6. A Motion to authorize the contract with M&J Underground, Hillside, IL for Monee Road water main replacement contract in the amount of \$88,625 with a 15% contingency for a total cost not to exceed \$101,918.75.

Approval of the consent agenda was moved by Trustee Kramer and seconded by Trustee Brandon. Mayor Ostenburg asked if there were any items that anyone wished removed from the consent agenda for further discussion. On a roll call vote called by Clerk McGann, the consent agenda was approved with the following results:

Ayes: 6

Nays: 0

Absent: 1

The consent agenda was approved with six (6) ayes, no (0) nays and one (1) absent.

DEBATABLE

Mayor Ostenburg called for the items on the debatable agenda. The debatable agenda included the following items:

7. An Ordinance Amending Ordinance No. 1869 Adopting the Annual Budget for the Year Commencing July 1, 2007 and Ending June 30, 2008 (First Reading)

Mayor Ostenburg announced that this item has had first reading.

8. An Ordinance Amending Sections 118-302 and 118-303 of the Village Code Regarding Signs (Final Reading)

Mayor Ostenburg called for a motion to adopt the ordinance on final reading. Motion to adopt was made by Trustee Kramer and seconded by Trustee Brandon. Mayor Ostenburg asked if there was any discussion. Hearing none, he asked for a roll call vote. Called by Clerk McGann, the ordinance was approved with the following results:

Ayes: 6

Nays: 0

Absent: 1

The ordinance was approved with six (6) ayes, no (0) nays and one (1) absent.

Mayor Ostenburg called for a motion to adjourn. Motion was made by Trustee Kramer, seconded by Trustee Brandon. The motion passed by a unanimous voice vote.

Adjournment

Mayor Ostenburg adjourned the regular meeting at 8:48 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

VILLAGE OF PARK FOREST

Village Board Rules Committee Meeting

Tuesday, March 25, 2008

Village Hall 8:00 p.m.

MINUTES

IN ATTENDANCE: Mayor John Ostenburg, Trustee Mae Brandon, Trustee Gary Kopycinski, Trustee Kenneth Kramer, Trustee Robert McCray, Trustee Georgia O'Neill

ABSENT: Trustee Bonita Dillard was excused.

STAFF IN ATTENDANCE: Village Manager Tom Mick, Assistant to the Village Manager Denyse Carreras, Village Attorney Paul Stephanides, Deputy Police Chief Michael McNamara, Deputy Fire Chief Bruce Ziegler, Director of Recreation and Parks John Joyce, Director of Public Health Christine Blue, Director of Public Relations Jason Miller, Director of Community Development Lawrence Kerestes, Director of Economic Development and Planning Hildy Kingma, Director of Public Works Ken Eyer, Information Technology Coordinator Craig Kaufman, and Assistant Director of Finance Stephanie Rodas

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Senior Commission Chairperson Helen Peele, Commissioner Linda Marron; Casey Toner, SouthtownStar Newspaper

Meeting was called to order at 8:00 p.m. by Mayor Ostenburg. Roll was called by Clerk McGann.

A proclamation was read by Mayor Ostenburg proclaiming April 2008 as Fair Housing Month in the Village of Park Forest.

Senior Commissioner Chairperson Peele and Commissioner Marron gave a report of their 2007 activities including goals and objectives. They thanked their staff liaison Chris Blue, former board liaison Mae Brandon, and current board liaison Ken Kramer for providing information between the Village and Park Forest seniors. They have set the following goals for the fiscal year 2007-2008: to increase accessibility to municipal buildings for seniors, to increase awareness of mobility and accessibility issues with local businesses, investigate and obtain information about a pilot program "Money Follows the Person," and to improve the health of Park Forest seniors. Chairperson Peele noted the accomplishments of the commission included entertainment, the Senior Fair, the Senior Prom, and attending Youth Day. The Senior Fair is set for Friday, April 9 at the Rich Township Senior Center in DownTwn Park Forest. Anyone who is interested in senior issues is always welcome at the meetings. They thanked the Board for their support and the opportunity to help other senior residents.

Mayor Ostenburg thanked the Commission for setting their goals and objectives, their hard work, and continued dedication. Mayor Ostenburg explained that when commission and board members are selected, the purpose is to reflect the community that they serve and should be balanced by race and gender. To reach this objective, sometimes the search for members is outside the pool of volunteer applications. There is always a need for more volunteers.

1. A Resolution Authorizing Representation and Filing of Intervention in Property Tax Assessment Appeal Filed by Commonwealth Edison Company for the “Subject Property” Identified as Parcel Numbers: 32-30-300-016-0000 and 32-30-300-017-0000

Manager Mick noted that ComEd is protesting their taxes through the Illinois Property Tax Appeal Board (IPTAB) and expecting to get a refund on previous taxes paid. This is brought before the Board to authorize representation to act in the best interest of the Village. Attorney Stephanides added that this will be at minimal cost to the Village as they are currently involved the protest filed by ComEd. Mayor Ostenburg explained that this action refers to parcels of land that ComEd has within the Village where they have facilities of which they are protesting the taxes they have paid. The Village is challenging that appeal. Manager Mick stated that tonight’s resolution refers to property in Bloom Township; it is expected that there will be another ComEd appeal regarding the property in Rich Township at a later date.

No discussion by Board members. This item will be on the regular meeting agenda for action tonight.

2. IDOT Western Ave Agreement- Second Addendum

Director Eyer explained that when there is a conflict of rights-of-way during construction, it is best to allow the state contractors to resolve the conflict. This second addendum allows for that resolution.

No discussion by Board members.

3. Awarding of the Monee Road Water Main Replacement Contract.

Director Eyer explained that Will County will be replacing the bridge on Monee Road. The Village was directed to move the water main out of the right-of-way line. Will County was not willing to include this in their contract. The job was sent out to bid and it is recommended to the Board to award the job to M & J Underground.

No discussion by Board members.

4. An Ordinance Amending Sections 118-302 and 118-303 of the Village Code Regarding Signs

Mayor Ostenburg noted that the sign ordinance changes have been discussed previously at a rules meeting and sent to the Village Attorney for adjustments. Manager Mick stated that Attorney Stephanides has incorporated the changes and revised the ordinance to cover those changes. If any one area is to be left as is, the ordinance can still be adopted and strike that language. Attorney Stephanides and staff addressed all the major points that were previously discussed. All were legally permissible. The five amendments are: to allow for one exempt sign for each street frontage; to assess a \$25 fee for each sign removed by the Village and returned to owner; to provide an exemption for residential window signs in the code; to delete the seven day provision of removal of signs after the activity and to keep the six month provision; to avoid codifying a set time a sign may be erected prior to an election due to enforceability concerns.

Mayor Ostenburg asked for comments from the Board. Trustee Brandon asked for clarification that the first change meant that one sign per street side was allowed. Attorney Stephanides agreed. Trustee McCray wanted to know if the fourth change in take down time covers political elections. Attorney Stephanides answered yes, this refers to all signs for all activities because it is the current code.

Trustee Kramer asked about the non-compliance signs change went from seven days to forty-eight hours. Attorney Stephanides explained that this compromise referred to non-complaint signs placed in public right-of-way. Manager Mick added that this would also allow for an expeditious removal of a sign that does not meet sign requirements. Mayor Ostenburg asked if more than one citation could be issued if, for safety reasons, the sign violated size restrictions. Director Kerestes noted that health and safety comes first and will be addressed right away.

Trustee Kopycinski asked about other signs that advocate a church etc. Attorney Stephanides and Director Kerestes noted that those are considered exempt, are allowed without permit year round, but still must meet the size and placement requirements.

Mayor Ostenburg thanked Attorney Stephanides and staff for working together to put together a consensus on this ordinance.

This item will be on the agenda tonight for final reading.

Manager's Comments

Manager Mick congratulated Director Kingma on her appointment to the Board of the Matteson Area Chamber of Commerce. The Ten Ton Challenge has over two hundred people registered. Saturday's topic will be "Buddy Systems." Call Village Hall for more information.

Manager Mick sent an email to the Board regarding the budget meetings. They include the following times: the public presentation on Monday, May 5 at 8:00 p.m. at the

scheduled Board meeting; Thursday, May 8 at 6:30 p.m.; Monday, May 12 at 6:30 p.m.; Tuesday, May 13 at 6:30 p.m.; Thursday, May 22 at 6:30 p.m.; and Saturday, May 31 at 8:00 a.m. as a catch all for any other outstanding issues. Manager Mick asked the Board for feedback on these scheduled days as it is difficult to accommodate everyone's schedule.

Manager Mick noted that construction on Western Avenue has begun and will continue from Steger Road to Illinois Street. The EJ & E Railroad crossing shut down is scheduled for Saturday, April 19 to Saturday, April 26. Follow the signs for any detours as work continues.

The Park Forest Historical Society has announced its 2008 inductees for the Hall of Fame. The induction and reception are scheduled for Sunday, April 6 at Freedom Hall at 3:00 p.m.

Manager Mick announced that there will be a Saturday rules meeting on April 5.

Trustee McCray asked Manager Mick if some residents will lose their yards with the expansion of Western Avenue. Manager Mick asked Director Eyer who explained that the expansion will be from four lanes to five lanes which will add six feet on each side.

Mayor Ostenburg and Director Eyer both noted that IDOT has secured the right of way agreements with the owners. Director Eyer said that the utilities are looking for additional easements near Monee Road area. The road will be resurfaced in that area and retain the curbs.

Trustee's Comments

The Trustees had no comments.

Attorney's Comments

Village Attorney Stephanides had no comments.

Audience to Visitors

No comments

Adjournment

There being no further business, Mayor Ostenburg called for a motion to adjourn. Motion was made by Trustee Kramer, seconded by Trustee Brandon and passed unanimously.

Mayor Ostenburg adjourned the rules committee meeting at 8:42 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

**VILLAGE OF PARK FOREST
BOARD OF TRUSTEES
SATURDAY RULES MEETING
April 5, 2008**

PRESENT: Village Trustees Mae Brandon, Bonita Dillard, Gary Kopycinski and Ken Kramer;
Police Chief Tom Fleming

ALSO

PRESENT: Residents Kim Elmore-Perkins and Judy Lohr

Senior Trustee Kramer called the meeting to order at 10:15 a.m.

Police Chief Tom Fleming distributed information on the Crime Free Rental Housing Program. He reviewed the information on the program. Chief Fleming stated that there have been two landlord trainings so far, and the meetings had a strong turnout and were well received by the landlords. He added that additional landlord meetings are being planned. The group discussed the program. Chief Fleming commented that the Crime Free Rental Housing Program is a good program for the Village. He added that other surrounding communities are starting to adopt the program, and this will enable communities to share information with each other.

Chief Fleming updated the Board on the progress of the Western Avenue construction. He stated that due to the construction, the Police Department is hoping to lower the speed limit on Western Avenue to 30 miles per hour. He added that during the course of the construction, special patrols will be targeted to specific areas in the Village.

Ms. Lohr suggested that the Village provide envelopes in the Village Hall lobby for residents to use to deposit items in the Village Hall drop box on Saturday and other days when the lobby is open but Village Hall offices are not open.

Ms. Lohr reminded the Board that the 25th Annual House Tour will be on Sunday, October 5. She added that the League of Women Voters is looking for houses for the House Tour. She added that the Home Fair will be the same day at Rich East High School. Ms. Lohr expressed appreciation to the Village for their help in publicizing these events and for all the support given over the years.

There being no further business, Trustee Brandon made a motion, seconded by Trustee Dillard, to adjourn the meeting at 11:12 a.m. to enable the Trustees to tour the Police Station to see the progress of the building renovation. All in favor.

Respectfully submitted,
Phyllis Dyrda, Recorder

AGENDA BRIEFING

DATE: April 25, 2008

TO: Mayor Ostenburg
Board of Trustees

FROM: Roderick Ysaguirre

RE: Approval of MFT Supplemental Resolution to appropriate an additional \$50,000 dollars for the Westwood Drive Culvert Project.

BACKGROUND/DISCUSSION:

In the Motor Fuel Tax portion of the budget, under Capital Outlays, \$50,000 dollars were budgeted for the Westwood Drive, 60 inch Twin Culvert Project. When the Maintenance Resolution appropriating MFT dollars to be spend on annual maintenance costs was submitted last July, this \$50,000 dollar amount was not included for IDOT expenditure approval. On Wednesday, April 23, 2008 at 10:00 a.m., the Department of Public Works opened 3 bids for the Westwood Drive Culvert Project and now the Village must submit a Supplemental Resolution to request approval to spend this additional \$50,000 dollars out of the Village's MFT unobligated balance.

THE DEPARTMENT OF PUBLIC WORKS RECOMMENDATION: Approve the Supplemental Resolution to request the appropriation of an additional \$50,000 dollars out of the Village's unobligated fund balance to fund the Westwood Drive Culvert Project.

SCHEDULE FOR DISCUSSION: This item will appear on the Agenda of the Rules meeting of April 28, 2008 for your consideration.



BE IT RESOLVED, by the Mayor and Board of Trustees of the
(Council or President and Board of Trustees)
Village Park Forest of Park Forest, Illinois, that there is hereby
(City, Town or Village) (Name)
appropriated the sum of \$50,000.00 of Motor Fuel Tax funds for the purpose of maintaining
streets and highways under the applicable provisions of the Illinois Highway Code from July 1, 2007
(Date)
to June 30, 2008.
(Date)

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

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

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

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

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

the Mayor and Board of Trustees at a meeting on April 28, 2008
(Council or President and Board of Trustees) Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 28 day of April, 2008.

(SEAL) _____ Village _____ Clerk
(City, Town or Village)

Approved

Date
Department of Transportation

Regional Engineer

AGENDA BRIEFING

DATE: April 25, 2008

TO: Mayor Ostenburg
Board of Trustees

FROM: Kenneth Eyer

RE: Contract award for the replacement of the Westwood Drive Culvert.

BACKGROUND/DISCUSSION: The existing Westwood Drive Culvert was constructed out of 60 inch corrugated metal pipe. Over the years this pipe sustained corrosion damage to a point that the bottom has rusted out. Baxter & Woodman was hired to develop plans and specifications for the replacement of this culvert.

On April 23, 2008, three bids were received and opened to replace this culvert. The bids were analyzed by Baxter & Woodman. They found Steve Spiess Construction Inc. to be lowest responsible bidder. Steve Spiess Construction Inc low bid was in the amount of \$152,262.00. This amount is 22.52% below the Engineer's estimate and 38.85% below the next lowest qualified bid.

The Department of Public Works requests the Board award this contract to Steve Spiess Construction Inc in the amount of 152,262 with a 15% contingency for a total award of \$175,101.30. The Department of Public Works had budgeted \$200,000 for this project. With \$150,000 projected out of the general fund and \$50,000 from the MFT fund.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of April 28, 2008 for consideration.



President and Board of Trustees
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466

April 24, 2008

Attention: Mr. Ken Eyer, P.E., Director of Public Works

RECOMMENDATION TO AWARD

Subject: Village of Park Forest – Westwood Drive Culvert Replacement

Dear President and Board of Trustees:

The following bids were received for the Project on April 23, 2008.

<u>Bidder</u>	<u>Amount of Bid</u>
Steve Spiess Construction Inc. Frankfort, Illinois	\$152,262.00
DFCC, Inc. Elgin, Illinois	\$249,005.20
DNB Construction Company, Inc. Villa Park, Illinois	\$261,150.00

Our pre-bid opinion of probable cost for this Project was \$196,528.

We have analyzed each of the bids and find Steve Spiess Construction, Inc. to be the lowest, responsible, and responsive Bidder.

Based upon our familiarity and past working relationships with this Bidder, we believe that Steve Spiess Construction, Inc. is qualified to complete the Project.

We recommend award of the Contract to Steve Spiess Construction, Inc. in the amount of \$152,262.

The original Bid Documents and bid tabulation is enclosed for Village records.

8840 West 192nd Street

Mokena, IL 60448

708.478.2090

Fax 708.478.8710

info@baxterwoodman.com



Ken Eyer, P.E.
Village of Park Forest

April 24, 2008
060782 • Page 2

Please advise us of your decision.

Very truly yours,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

A handwritten signature in blue ink that reads "Thomas M. Slattery, P.E." with a small "BT" initials at the end.

Thomas M. Slattery, P.E.

TMS/bjt

Enclosure

VILLAGE OF PARK FOREST, ILLINOIS
 WESTWOOD DRIVE CULVERT REPLACEMENT
 MFT Section No. 07-00092-00-DR Proj. No. 060782

DATE: 03-18-08 Bid Date: April 23, 2008 10:00 AM

NO.	ITEM	Engineer's Estimate			Steve Spless Construction, Inc.			DFCC, Inc.			DNB Construction Company, Inc.		
		UNIT	TOTAL QUANTITY	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST		
1	Class D Patches (Special), 8 1/2"	SQ YD	156.0	\$85.00	\$10,140.00	\$118.20	\$18,439.20	\$84.50	\$14,742.00	\$70.00	\$10,920.00		
2	Sidewalk Removal	SQ FT	350.0	\$4.00	\$1,400.00	\$4.15	\$1,452.50	\$5.00	\$1,750.00	\$2.00	\$700.00		
3	Combination Concrete Curb and Gutter Removal and Replacement	FOOT	70.0	\$35.00	\$2,450.00	\$29.30	\$2,051.00	\$78.75	\$5,512.50	\$40.00	\$2,800.00		
4	Portland Cement Concrete Sidewalk, 5-inch (Special)	SQ FT	350.0	\$6.00	\$2,100.00	\$7.60	\$2,660.00	\$15.75	\$5,512.50	\$8.00	\$2,800.00		
5	Parkway Restoration	SQ YD	500.0	\$15.00	\$7,500.00	\$6.25	\$3,125.00	\$12.50	\$6,250.00	\$12.00	\$6,000.00		
6	Storm Sewers, Class A, Type 1, 12"	FOOT	114.0	\$60.00	\$6,840.00	\$109.70	\$12,505.80	\$38.50	\$4,389.00	\$75.00	\$8,550.00		
7	Storm Sewers, Class A, Type 2, 60"	FOOT	260.0	\$350.00	\$91,000.00	\$157.00	\$40,820.00	\$442.00	\$114,920.00	\$455.00	\$118,300.00		
8	Trench Backfill	CU YD	383.0	\$40.00	\$15,320.00	\$40.35	\$15,454.05	\$60.00	\$22,980.00	\$40.00	\$15,320.00		
9	Concrete Removal	CU YD	7.6	\$400.00	\$3,040.00	\$87.00	\$661.20	\$412.00	\$3,131.20	\$250.00	\$1,900.00		
10	Concrete Structures	CU YD	7.1	\$2,000.00	\$14,200.00	\$1,305.00	\$9,265.50	\$3,675.00	\$26,092.50	\$1,500.00	\$10,650.00		
11	Reinforcement Bars	POUND	293.0	\$6.00	\$1,758.00	\$0.75	\$219.75	\$18.00	\$5,274.00	\$10.00	\$2,930.00		
12	Temporary Information Signing	SQ FT	42.5	\$20.00	\$850.00	\$66.00	\$2,805.00	\$17.00	\$722.50	\$20.00	\$850.00		
13	Catch Basin, Type A, 4' Diameter with Type 11 Frame and Grate	EACH	4.0	\$2,000.00	\$8,000.00	\$1,227.00	\$4,908.00	\$1,450.00	\$5,800.00	\$2,800.00	\$11,200.00		
14	Traffic Control and Protection	LSUM	1.0	\$5,000.00	\$5,000.00	\$3,529.80	\$3,529.80	\$4,500.00	\$4,500.00	\$13,000.00	\$13,000.00		
15	Thermoplastic Pavement Marking - Line 4"	FOOT	90.0	\$2.00	\$180.00	\$5.40	\$486.00	\$26.25	\$2,362.50	\$20.00	\$1,800.00		
16	Removal of Existing Structures	LSUM	1.0	\$2,000.00	\$2,000.00	\$14,427.00	\$14,427.00	\$1,950.00	\$1,950.00	\$14,000.00	\$14,000.00		
17	Manholes, Type A, 4' Diameter with Type 1 Frame, Closed Lid	EACH	1.0	\$2,000.00	\$2,000.00	\$1,085.20	\$1,085.20	\$1,675.00	\$1,675.00	\$3,500.00	\$3,500.00		
18	Precast Reinforced Concrete Flared End Sections 24 Inch	EACH	2.0	\$750.00	\$1,500.00	\$834.00	\$1,668.00	\$1,725.00	\$3,450.00	\$1,000.00	\$2,000.00		
19	Grating for Concrete Flared End Section 24 Inch	EACH	2.0	\$200.00	\$400.00	\$312.00	\$624.00	\$685.00	\$1,370.00	\$700.00	\$1,400.00		
20	Construction Layout	LSUM	1.0	\$2,500.00	\$2,500.00	\$2,170.00	\$2,170.00	\$2,625.00	\$2,625.00	\$6,000.00	\$6,000.00		
21	Manholes, Type A, 5' Diameter with Type 1 Frame, Closed Lid	EACH	2.0	\$2,500.00	\$5,000.00	\$2,086.00	\$4,172.00	\$1,875.00	\$3,750.00	\$5,500.00	\$11,000.00		
22	Storm Sewers, Class A, Type 1, 24"	FOOT	105.0	\$90.00	\$9,450.00	\$59.00	\$6,195.00	\$57.50	\$6,037.50	\$110.00	\$11,550.00		
23	Stone Riprap, Class A3	SQ YD	18.0	\$50.00	\$900.00	\$113.00	\$2,034.00	\$128.00	\$2,304.00	\$100.00	\$1,800.00		
24	Perimeter Erosion Barrier	FOOT	260.0	\$10.00	\$2,600.00	\$3.00	\$780.00	\$4.25	\$1,105.00	\$3.00	\$780.00		
25	Inlet Filters	EACH	4.0	\$100.00	\$400.00	\$181.00	\$724.00	\$200.00	\$800.00	\$350.00	\$1,400.00		
TOTAL PROJECT COST					\$196,528.00		\$152,262.00		\$249,005.20		\$261,150.00		

AGENDA BRIEFING

DATE: April 25, 2008

TO: President Ostenburg
Board of Trustees

FROM: John Joyce and Rob Gunther
Director of Recreation & Parks

RE: 2008-09 Mowing Bids

BACKGROUND/DISCUSSION:

We have solicited bids for the Landscape Maintenance Contract for the 2008/ 2009 seasons. This contract is for routine mowing at Village facilities, the Downtown and other designated areas. As in the past announcement was made in the paper and invitations were sent to 14 area contractors. Six contractors submitted bids for this work.

A chart comparing these bids is attached. This comparison assumes a 26 week mowing season which has been the average for the last several years. There are a total of 15 separate areas 10 of which are mowed weekly. The other five areas will average out to about three weeks between mowing. This chart does not itemize the Cul-de-sacs that are mowed under this contract as the total can change from year to year. There are a total of 36 turf Cul-de-sacs in the Village and for years residents residing on them shared the mowing of these areas. The pattern experienced during the last five years is residents refusing to cut these areas. When this happens we must add periodic mowing of these sites to the contract.

The low bidder for this contract is Suburban Landscaping. Some of the line items are exceptionally low and I discussed this with Mr. Propst who would be the account manager. He assures me that they are very comfortable with their bid. The Village has not worked with this contractor before but they have provided good references and a reasonable narrative describing how they will service this contract. I recommend the Village of Park Forest contract with Suburban Landscaping for the 2008 and 2009 seasons to perform the landscape maintenance operations of this contract.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of April 28, 2008 for your consideration.

Bid Comparison Chart – 2008/ 2009

	Suburban Landscaping	Greer Landscaping	Area Property Services	Friedlund Lawn & Landscape	H L Landscape	Utermark & Sons
Locations mowed weekly						
#1- Downtown	575.00	420.00	575.00	589.00	1,000.00	685.00
#2- Indianwood	250.00	120.00	220.00	220.00	325.00	195.00
#3- Library	70.00	140.00	65.00	70.00	70.00	155.00
#4- Freedom Hall	55.00	40.00	60.00	58.00	70.00	110.00
#5- Police Station	50.00	140.00	65.00	70.00	70.00	135.00
#6- Fire Station	40.00	80.00	35.00	50.00	70.00	50.00
#7- Tennis	30.00	50.00	50.00	52.00	70.00	110.00
#8- Water Plant	20.00	160.00	85.00	80.00	75.00	195.00
#9- Wells 2 & 7	20.00	30.00	60.00	64.00	85.00	80.00
#10- Commuter Lots	30.00	120.00	175.00	116.00	100.00	155.00
Cost for 26 mowings	29,640.00	33,800.00	36,140.00	35,594.00	50,310.00	48,620.00
Locations mowed every 3 weeks						
#11- Orchard Dr. Slopes	70.00	160.00	110.00	108.00	250.00	155.00
#12- Rt 30	65.00	140.00	95.00	81.00	100.00	95.00
#13- 26'th Street	75.00	200.00	100.00	98.00	100.00	150.00
#14- Tamarack St.	40.00	80.00	65.00	70.00	100.00	100.00
#15- Misc. Cul-de-sac's	10.00 ea.	20.00 ea.	30.00 ea.	22.00 ea.	75.00 ea.	25.00 ea.
Cost for 9 mowings	2,340.00	5,400.00	3,600.00	3,411.00	5,625.00	4,725.00
Season Total	31,980.00	39,200.00	39,740.00	39,005.00	55,935.00	53,345.00