

## AGENDA

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

Village Hall

8:00 p.m.

December 1, 2008

Roll Call

Public Hearing for the Purpose of Hearing Public Comments on the Proposed Tax Levy.

1. An Ordinance Levying Taxes for all Corporate Purposes for the Village of Park Forest, Cook and Will Counties, Illinois, for the Fiscal Year Beginning on the First Day of July, 2008 and Ending on the Thirtieth of June, 2009
2. An Ordinance to Abate a Portion of the 2008 Tax Levy for the Village of Park Forest, Cook and Will Counties, Illinois (Tax Abatement Ordinance)
3. Resolution Establishing the 2009 Village of Park Forest Legislative Agenda.
4. Engineering Services Agreement Related to Storm Water Detention Facility
5. Resolution Establishing the 2009 Board Meeting and Holiday Calendar

Mayor's Comments

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:** November 25, 2008

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

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

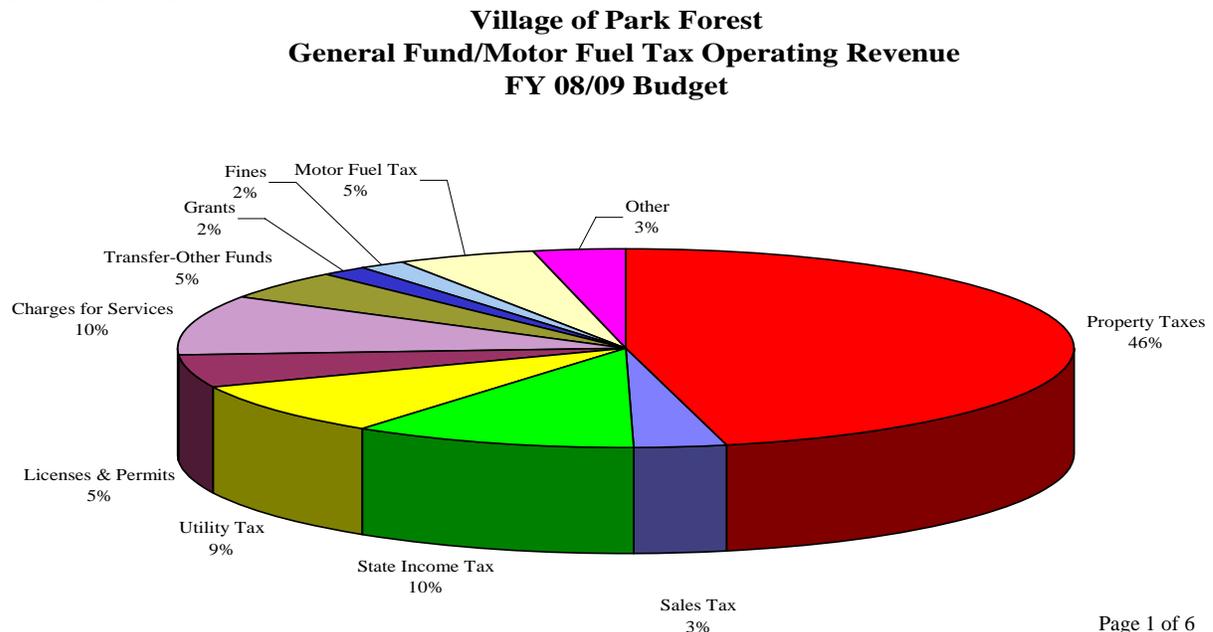
**RE:** An Ordinance Levying Taxes for all Corporate Purposes for the Village of Park Forest, Cook and Will Counties, Illinois, for the Fiscal Year Beginning on the First Day of July, 2008 and Ending on the Thirtieth of June, 2009

**BACKGROUND/DISCUSSION:** First reading of the 2008 Tax Levy is scheduled for November 24. A public hearing is required for the first Monday in December with the final levy scheduled for adoption at the first regular meeting on December 8. The Board began discussion of the tax levy at the Financial Update on October 4. Two options were considered. In addition to the operating levy needs, an additional \$100,000 of levy was proposed to fund components of the Strategic Plan for Land Use and Economic Development and infrastructure issues as needed. Because of the current economic climate those initiatives will proceed with existing funds. The additional levy consideration is not included in this proposal.

The 2009/2010 Budget will be funded by the 2008 levy. The tax levy consists of six separate categories. Each category is evaluated separately to determine levy needs. The categories are as follows:

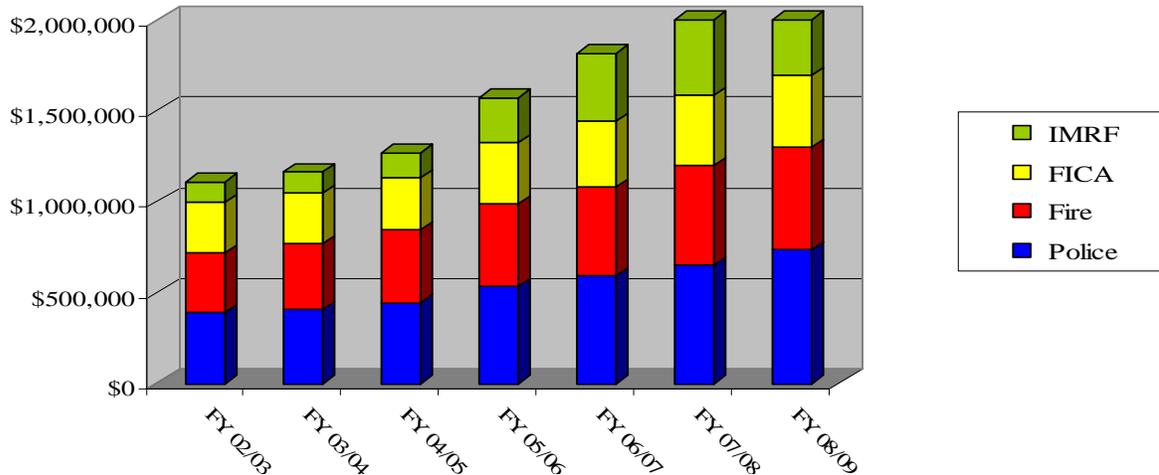
## **GENERAL CORPORATE**

The property tax levy for general corporate purposes funds the general operations of the Village – Police, Fire, Administration, Public Works, Recreation and Parks, Health, Community Development and Economic Development – which are not funded by other sources. As can be seen in the pie chart below, the 2007 levy supported 46% of the total operating budget.



In recent years, a higher share of the levy funds police and fire pensions, as well as IMRF and Social Security.

### Property Tax Levy History - Pensions



As was indicated in the memo in the agenda package entitled “Preliminary Year-end Results for 2007/2008 and in the memo on “Current Year Trends,” revenues have not always kept pace with expenditures. Expenditure increases are factored in the property tax levy needs. When developing the levy, other revenue sources are also evaluated. Use of fund balance has allowed the Village to maintain a low property tax increase for seven of the last nine years.

The levy increases in 2004 and 2005 allowed the Village to undertake several new initiatives including:

- Participation in SouthCom
- Establishment of an Economic Development Department
- Addition of two new police officers
- Added funding for storm sewer maintenance (annual allocation \$50,000)
- Added funding for roadway maintenance (annual allocation \$150,000)
- Added marketing dollars – \$50,000

In evaluating levy needs, increases in operating costs are assessed. Salaries are the largest expense for the Village. In the General Fund salaries represent \$9,333,061 or 49% of the total \$19,211,381 operating budget. Police and Fire personnel represent 62% of total salaries. The current union contract allowed for a 4% salary increase July 1, 2008. The dollar increase presented assumes a 4% annual salary increase for all Village personnel and a 3% increase in other operating expenditures. Last year the overall allowable 3% increase in other operating



## IMRF

The Village pays a designated percentage of salary for retirement benefits. The Illinois Municipal Retirement Fund determines this percentage. Because of prior favorable investment results, the Village contribution decreased from a high of 8.99% of affected salaries in 1999 to 3.22% of salaries in 2003. In 2004, rates began to increase. Rates jumped from 3.22% of eligible salaries to 6.79%. This doubled costs. In 2005 rates increased to 8.06%. In 2006 rates increased to 9.21%. For 2007 rates began to decrease slightly to 8.79% and then to 8.54% in 2008. The Village was given preliminary notice that rates for 2009 will be 8.69%. The Village currently maintains an IMRF fund balance of \$146,992. Utilizing the fund balance allows the Village to maintain the same levy as 2007. **Worth noting is the possibility of an increase in 2009 related to declining funding values associated with investment losses.**

2007 IMRF levy	\$470,583
2008 IMRF levy needs	<u>470,583</u>
Increase in Levy	- 0 -

## FICA

The fund balance associated with the FICA levy as of 6/30/08 was \$82,544. Utilizing the fund balance allows the Village to maintain the same levy as 2007.

2007 FICA levy	\$410,887
2008 FICA levy needs	<u>410,887</u>
Increase in Levy	- 0 -

## POLICE PENSION

The levy amount for the police and fire pensions are actuarially determined. (See attached correspondence.) New Police and Fire Pension benefit legislation adopted by the State legislature adds to municipal pension costs. Three police disability pensions added to pension costs. **These funds will also be impacted by investment losses.**

2007 Police Pension levy	\$759,455
Increase	<u>68,297</u>
2008 Police Pension levy	\$827,752

## **FIRE PENSION**

The Fire Pension levy is also affected by recent legislative changes. **These funds will also be impacted by investment losses.** The actuarial funding recommendation is as follows:

2007 Fire Pension levy	\$585,135
Increase	<u>13,751</u>
2008 Fire Pension levy	\$598,886

Below is summary information for the pension funds as follows:

	<b><u>Police</u></b>	<b><u>Fire</u></b>
Total Assets	\$16,642,011	\$ 8,876,451
Levy Requirement	827,752	598,886
Percent Funded	63.3%	58.8%
Annual Rate of Return	2.61%	.77%

Both pension funds are adequately funded provided the Village levies accordingly.

## **Levy Summary**

	<b>2007 Levy</b>	<b>Proposed 2008 Levy</b>	<b>Increase</b>
<b>General Corporate</b>	<b>\$6,799,626</b>	<b>\$7,034,568</b>	
<b>Bonds &amp; Interest</b>	<b>905,968</b>	<b>886,928</b>	
<b>IMRF</b>	<b>470,583</b>	<b>470,583</b>	
<b>FICA</b>	<b>410,887</b>	<b>410,887</b>	
<b>Police Pension</b>	<b>759,455</b>	<b>827,752</b>	
<b>Fire Pension</b>	<b><u>585,135</u></b>	<b><u>598,886</u></b>	
<b>Village Levy</b>	<b>\$9,931,654</b>	<b>\$10,229,604</b>	<b>3%</b>
<b>Library</b>	<b><u>\$1,580,189</u></b>	<b><u>\$1,627,594</u></b>	<b>3%</b>
<b>Total Combined Levy</b>	<b>\$11,511,843</b>	<b>\$11,857,198</b>	<b>3%</b>

The increases in the property tax levy over the last fifteen years have been as follows:

**Tax Levy Increase**

1993	15.1%
1994	11.4%
1995	11.7%
1996	9.8%
1997	6.7%
1998	4.8%
1999	2.9%
2000*	2.9%
2001	2.9%
2002	2.9%
2003**	2.9%
2004	8.1%
2005	9.3%
2006*	2.6%
2007	3.3%
Proposed 2008	3.0%

\* Included a 0% increase in the General Corporate portion of the levy.

\* \* An additional 3% loss factor was added to the 2003 levy.

The actual increases experienced by taxpayers are a function of assessed value and new construction. Attached to the "Current Year Trends" memorandum is a ten-year history of equalized assessed value for the Village.

The levy recommendation does not include any increase in staff or increase in programs or services offered by the Village. In general, a 1% tax levy increase equates to \$99,319.

**SCHEDULE FOR CONSIDERATION:** This matter will appear on the Agenda of the Rules meeting of Monday, December 1, for discussion.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE LEVYING TAXES FOR ALL CORPORATE PURPOSES FOR THE  
VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, FOR THE  
FISCAL YEAR BEGINNING ON THE FIRST DAY OF JULY, 2008  
AND ENDING ON THE THIRTIETH DAY OF JUNE, 2009  
(TAX LEVY ORDINANCE)**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois:

**Section I.** That the sum **ten million nine hundred seventy thousand two hundred seventy dollars and no cents (\$10,970,270)**, being the total of budgeted amounts heretofore legally adopted and appropriated by Ordinance No. 1895, which are to be collected from the tax levy for the Fiscal Year of the Village of Park Forest, Cook and Will Counties, Illinois beginning July 1, 2008 and ending June 30, 2009, for all corporate purposes of said Village, including General Purposes, Illinois Municipal Retirement Fund Purposes, Police Pension Fund Purposes, Firefighters Pension Fund Purposes, FICA Fund Purposes, Public Library Fund Purposes, Library IMRF Purposes, Library FICA Fund Purposes, Library Audit Fund Purposes, Library IRMA Liability Fund Purposes, Library Workers Compensation Fund Purposes and Library Building and Maintenance Fund Purposes as appropriated and budgeted for said Fiscal Year beginning July 1, 2008 and ending June 30, 2009, passed by the President and Board of Trustees of said Village at its Regular Meeting held on the 23<sup>rd</sup> day of June, 2008, be and the same is hereby levied on all taxable property within the said Village of Park Forest, subject to taxation for said current fiscal year. The specific amounts as levied for the various objects heretofore named appear in the column designated "Raised by Taxation," the said tax so levied for budgets and appropriations heretofore adopted and made for said current fiscal year which are to be collected from said tax levy the total amount of which has been ascertained as aforesaid for the objects and purposes as follows:

	<u>Amount Budgeted</u>	<u>Amount to be Received from Other Sources</u>	<u>Raised by Taxation</u>
<b><u>I. GENERAL CORPORATE</u></b>			
Administrative	3,119,375		
Police Department	6,172,697		
Fire Department	3,269,521		
Health Department	827,415		
Parks and Recreation	2,294,733		
Public Works Department	1,464,220		
Economic Development & Planning	484,138		
Community Development	545,855		
<b>FICA (Levied Separately)</b>	(410,887)		
<b>IMRF (Levied Separately)</b>	(470,583)		
<b>Police Pension (Levied Separately)</b>	(827,752)		
<b>Fire Pension (Levied Separately)</b>	(598,886)		
<b>Total General Corporate</b>	<b>\$15,869,846</b>	<b>\$8,835,278</b>	<b>\$7,034,568</b>

	<u>Amount Budgeted</u>	<u>Amount to be Received from Other Sources</u>	<u>Raised by Taxation</u>
<b>II. IMRF</b>			
<b><u>(Illinois Municipal Retirement Fund)</u></b>			
<b>Administrative</b>	211,620		
Public Works	33,100		
Recreation and Parks	81,941		
Police Department	46,205		
Fire Department	4,427		
Health Department	41,052		
Community Development	30,579		
Economic Development & Planning	<u>21,659</u>		
Total IMRF	\$470,583		\$470,583
<b>III. POLICE PENSION</b>	\$827,752		\$827,752
<b>IV. FIREFIGHTERS PENSION</b>	\$598,886		\$598,886
<b>V. FICA (Social Security)</b>			
<b>Administrative</b>	105,108		
Public Works	29,650		
Recreation and Parks	80,397		
Police (Medicare)	82,998		
Fire (Medicare)	29,166		
Health Department	36,772		
Community Development	27,394		
Economic Development & Planning	<u>19,402</u>		
Total FICA	\$410,887		\$410,887
<b>VI. LIBRARY</b>			
<b>Operating Fund</b>	1,399,493		1,399,493
<b>IMRF Fund</b>	50,000		50,000
<b>FICA Fund</b>	60,000		60,000
<b>Audit Fund</b>	4,776		4,776
<b>Liability/Workers Comp.</b>	74,981		74,981
<b>Building and Maintenance</b>	<u>38,344</u>		<u>38,344</u>
Total Library	\$1,627,594		\$1,627,594

**VII. SUMMARY OF AMOUNTS TO BE RAISED BY TAX LEVY:**

General Corporate Fund	7,034,568
IMRF Fund	470,583
Police Pension Fund	827,752
Fire Pension Fund	598,886
FICA Fund	410,887
Library Operations Fund	1,399,493
Library IMRF Fund	50,000
Library FICA Fund	60,000
Library Audit Fund	4,776
Library Liability/Workers Comp.	74,981
Library Building and Maintenance Fund	<u>38,344</u>
TOTAL	\$10,970,270

**Section II.** That there is certified to the County Clerks of Cook and Will Counties, Illinois that several sums aforesaid, constituting the total amount of **ten million nine hundred seventy thousand two hundred seventy dollars and no cents (\$10,970,270)**, which said total amount the Village of Park Forest requires to be raised by taxation for the current fiscal year of said Village, and the Clerk of said Village is hereby ordered and directed to file with the County Clerks of said counties on or before the time required by law, a certified copy of this Ordinance.

**Section III.** This Ordinance shall be in full force and effect from and after its passage and approval, according to law.

Adopted this 8th day of December, 2008.

Ayes \_\_\_\_  
Nays \_\_\_\_  
Absent \_\_\_\_

APPROVED:

ATTESTS:

\_\_\_\_\_  
Mayor

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

**NOTICE OF PROPOSED PROPERTY TAX LEVY FOR  
THE VILLAGE OF PARK FOREST**

- I. A public hearing to approve a proposed property tax levy for the Village of Park Forest shall be held on Monday, December 1, 2008 at 8:00 p.m. at the Village Hall, Board Room, 350 Victory Drive, Park Forest, Illinois.**

**Any person desiring to appear at the public hearing and present testimony to the taxing Village may contact Mary Dankowski, Finance Director, (telephone 708/748-1112).**

- II. The corporate and special purpose property taxes extended or abated for the year 2007 were \$10,605,875.**

**The proposed corporate and special purpose property taxes to be levied for 2008 are \$10,970,270. This represents a 3.4% increase over the previous year.**

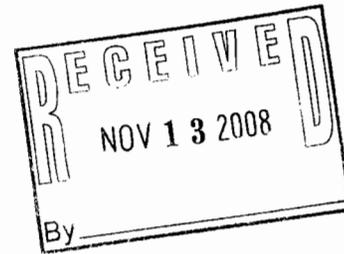
- III. The property taxes extended for debt service and public building commission leases for 2007 were \$905,968.**

**The estimated property taxes to be levied for debt service for 2008 are \$886,928. This represents a 2.1% decrease over the previous year.**

- IV. The total property taxes extended or unabated for 2007 were \$11,511,843.**

**The estimated total property taxes to be levied for 2008 are \$11,857,198. This represents a 3.0% increase over the previous year.**

**PLEASE PUBLISH SUNDAY, NOVEMBER 23,  
2008 IN PARK FOREST AREA  
SOUTHTOWN/STAR NEWSPAPERS**



November 10, 2008

TO: Mary Dankowski  
FROM: Barbara Byrne Osuch *Barbara*  
Library Director  
SUBJECT: 2008 Tax Levy

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The adjusted requested levies are:

GENERAL PROPERTY	<b>\$1,399,493</b>
IMRF	<b>50,000</b>
FICA	<b>60,000</b>
Audit	<b>4,776</b>
IRMA Liability/Workman's Compensation	<b>74,981</b>
Unemployment Benefits	
Building/Maintenance	<b><u>38,344</u></b>
 TOTAL LEVY	 <b>\$1,627,594 *</b>

\* This number reflects a 3% increase from the **2007 Gross Tax Levy Extension**.



October 17, 2008

John Ostenburg, Village President  
Village of Park Forest  
350 Victory Dr.  
Park Forest, IL 60466

Subject: Library 0.02% Building and Maintenance Levy  
2008 Levy

Dear President Ostenburg:

The purpose of this letter is to request the Village Board of Trustees to adopt the 0.02% Library Building and Maintenance Levy, in addition to the other library levies which will be requested in connection with the Park Forest Public Library's budget for the 2009/2010 cycle.

At the October 16, 2008 meeting of the Park Forest Public Library Board, the Library Trustees adopted a motion which passed by unanimous vote, to request adoption of the 0.02% Building and Maintenance Levy for the 2008 tax year.

The purpose of this levy is for necessary repairs, replacements, and maintenance in various parts of the Library, necessitated by the fact that this is an aging structure. This includes, but is not limited to the following areas:

- Repairs and maintenance to the building not provided by the Village. This includes repair of walls and window replacement as necessary.
- Repairs to the ceilings and walls because of previous roof leak damage.
- Repairs and maintenance of the HVAC systems including annual filter replacement.
- Bimonthly carpet cleaning.
- Purchase and maintenance of mats in high traffic areas, such as the entrance and copier areas.
- General maintenance and cleaning of the high ceiling areas.
- Interior painting of public and staff areas.

- Interior and exterior window cleaning.
- Updating electrical wiring to accommodate the computer facilities and Internet access for the public.

It is our understanding that the Village Board will consider action on this matter at one of its April meetings and that the Village staff will handle the subsequent preparation and publication of the required legal notice as they have done annually since 1993 when we first requested this levy.

If you have any questions or wish further information, please do not hesitate to contact Ms. Barbara Byrne Osuch or me. Thank you for your cooperation.

Sincerely,



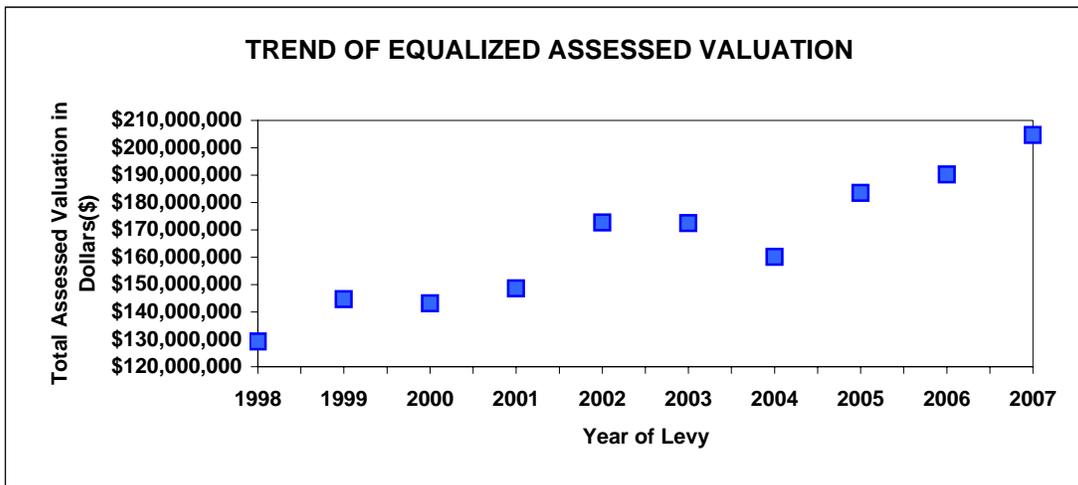
Penny Shnay  
Library Board President

nk

cc: Park Forest Village Trustees  
Park Forest Public Library Board of Trustees  
Tom Mick, Village Manager  
Mary Dankowski, Village Finance Director  
Barbara Byrne Osuch, Library Director

**VILLAGE OF PARK FOREST  
EQUALIZED ASSESSED VALUE  
10-YEAR INFORMATION**

<u>Levy Year</u>	<u>Equalized Assessed Value</u>	<u>Percentage Increase(Decrease)</u>	<u>Estimated Actual Value</u>	<u>Ratio of Equalized Assessed Value to Estimated Actual Value</u>
1998	129,132,392	1.96%	387,397,176	33.33%
1999	144,655,446	12.02%	433,966,338	33.33%
2000	143,192,056	-1.01%	429,576,168	33.33%
2001	148,598,080	3.78%	445,794,240	33.33%
2002	172,636,509	16.18%	517,909,527	33.33%
2003	172,466,140	-0.10%	517,398,420	33.33%
2004	160,167,360	-7.13%	480,502,080	33.33%
2005	183,464,965	14.55%	550,394,895	33.33%
2006	190,262,287	3.70%	570,786,861	33.33%
2007	204,687,009	7.58%	614,061,027	33.33%





Actuary

FACSIMILE #: ( 708 ) 503-8560

Number of pages (including this page): 7

To: Ms. Stephanie Rodas

Comments:

Re: Police & Firefighter Pension Funds

Steph:

Attached are the 7/1/08 preliminary actuarial results, investment performance summary, and the salary history for the Police and Firefighter Pension Funds. Recall, last year the maximum retirement age was reduced from 69 to 65. This year, the investment returns were much less than expected and salaries increased as expected. Police had 3 new incidents of disability, however 2 were eligible for retirement and thus the impact was slight. Consequently, the Tax Levy has increased and the Percent Funded has decreased for both.

Highlights:

1. Investment returns: Police 2.61%, Fire 0.77%.
2. Annual payroll increases: Police 4.4%, average increase 7.3%;  
Fire 2.9%, average increase 6.1%.
3. New members: Police 2, Fire 2; Terminations: Police 2, Fire 0;  
Retirements: Police 1, Fire 1 Incidents of Disability: Police 3, Fire 0.
4. Percent Funded: Police decreased from 66.9% to 63.3%;  
Fire decreased from 60.0% to 58.8%.
5. Tax Levy: Police increased from \$732,752 to \$827,752 (13.0%);  
Fire increased from \$564,092 to \$598,886 (6.2%).

As Always,

T. Sharpe

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*

September 24, 2008

**VILLAGE OF PARK FOREST  
Police Pension Fund**

**Investment Performance 1999-2008**

	FYE 99	FYE 00	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08
BOY Assets	12,067,444	12,337,808	12,758,219	13,371,061	13,517,593	14,375,984	14,391,171	15,298,086	15,361,167	16,498,790
Village Contribution	289,002	316,742	377,996	403,906	401,896	422,037	462,024	551,737	593,482	663,828
Officer Contribution	160,629	166,980	157,632	176,553	259,719	226,194	308,527	249,621	262,014	274,924
Pension Payments	576,507	735,414	804,912	813,825	860,731	846,127	827,910	886,202	999,775	1,162,500
Expenses	37,777	40,293	33,147	14,123	22,257	19,037	27,637	30,320	41,597	59,420
Income	525,755	730,154	915,273	481,061	1,079,771	230,224	995,224	180,315	1,305,983	426,390
EOY Assets	12,428,546	12,775,977	13,371,061	13,604,632	14,375,991	14,389,274	15,301,399	15,363,237	16,481,273	16,642,011
Annual Yield	4.39%	5.99%	7.26%	3.63%	8.05%	1.61%	6.94%	1.18%	8.55%	2.61%
5-Year Yield (2004-08)	4.18%									
10-Year Yield (1999-08)	5.02%									

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*

September 24, 2008

**VILLAGE OF PARK FOREST  
Firefighters Pension Fund**

**Investment Performance 1999-2008**

	FYE 99	FYE 00	FYE 01	FYE 02	FYE 03	FYE 04	FYE 05	FYE 06	FYE 07	FYE 08
BOY Assets	6,623,880	6,549,881	6,969,729	6,969,380	6,999,801	7,329,435	7,650,062	7,911,561	8,107,811	8,809,592
Village Contribution	261,477	300,693	328,492	337,287	337,861	368,731	408,536	465,832	470,489	567,059
Firefighter Contribution	83,863	94,924	91,759	95,790	111,154	104,729	118,277	129,706	186,461	163,434
Pension Payments	469,780	501,741	497,101	520,623	500,896	508,048	630,889	660,723	697,272	679,231
Expenses	31,488	30,588	36,014	33,686	33,077	37,451	54,956	40,071	64,212	51,859
Income	235,634	674,851	110,927	24,655	414,597	391,079	423,529	304,640	778,899	67,456
EOY Assets	6,703,585	7,088,021	6,967,792	6,872,803	7,329,441	7,648,475	7,914,560	8,110,944	8,782,175	8,876,451
Annual Yield	3.60%	10.41%	1.60%	0.36%	5.96%	5.36%	5.59%	3.88%	9.67%	0.77%
5-Year Yield (2004-08)	5.05%									
10-Year Yield (1999-08)	4.72%									

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*Timothy W. Sharpe, Actuary, Geneva, IL (630) 262-0600*

## AGENDA BRIEFING

**DATE:** November 25, 2008

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

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

**RE:** An Ordinance to Abate a Portion of the 2008 Tax Levy for the Village of Park Forest, Cook and Will Counties, Illinois (Tax Levy Abatement Ordinance)

**BACKGROUND/DISCUSSION:** The Village has certain General Obligation Debt of which a portion can be paid through the operations of the fund which generated the debt. During 2008 the Village refinanced two debt issuances to realize cost savings and accelerate debt service payments. For 2008, Debt Service for the following funds is:

	<u>Total Debt Service</u>	<u>Principal</u>	<u>Interest</u>
General Fund*	\$ 320,274		
Aqua Center Fund	35,760		
TIF Fund	1,046,167		
Water Fund	78,126		
Sewer Fund	<u>50,945</u>		
	\$1,531,272	\$807,001	\$724,271

\* Now includes remaining Golf related debt.

Of this debt service amount, the following amounts can be abated:

<u>Proposed Abatement</u>	
General Fund	\$ 7,140
Aqua Center Fund	2,288
TIF Fund	505,845
Water Fund	78,126
Sewer Fund	<u>50,945</u>
	\$644,344

Total Debt Service minus the proposed abatement equals a levy amount of \$886,928. This amount does not include the \$999,926 in debt service associated with the IEPA 2.5% loan funded through water rates.

By receiving tax increment the Village is able to abate a portion of the TIF debt. **(By abating these total taxes, the Village Board saves residents a 6.1% additional levy.)**

**SCHEDULE FOR CONSIDERATION:** This matter will appear on the Agenda of the Rules meeting of Monday, December 1, 2008, for discussion.

**ORDINANCE NO. \_\_\_\_\_**

**“AN ORDINANCE TO ABATE A PORTION OF THE 2008 TAX LEVY FOR THE  
VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS”  
(TAX LEVY ABATEMENT ORDINANCE)**

WHEREAS, on the 12/8/08, being a Tax Levy Ordinance for the calendar year 2008 for the Village of Park Forest, Cook and Will Counties, Illinois, was passed and approved; and

WHEREAS, the corporate authorities of the Village of Park Forest find that they have received during the Fiscal Year 2008 sufficient funds and revenues in the amount of **\$644,344**; and

WHEREAS, this Ordinance is adopted pursuant to the authority vested in the Village of Park Forest under law and pursuant to the home rule powers conferred on the Village of Park Forest by the Constitution of the State of Illinois:

WHEREAS, among other things, the Ordinance provided for the levying of the following amounts for the purposes specified as follows:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Village Board of Trustees of the Village of Park Forest, Cook and Will Counties, that Ordinance Number \_\_\_\_\_ be adopted as attached, for submission to Cook and Will Counties.

SECTION 1: That the County Clerk of Cook and Will Counties are hereby authorized and directed to abate the 2008 Tax Levy as follows:

<b><u>PURPOSE</u></b>	<b><u>AMOUNT LEVIED</u></b>	<b><u>AMOUNT ABATED</u></b>	<b><u>BALANCE UNABATED</u></b>
<b>General Corporate</b>	<b>7,034,568</b>	<b>-</b>	<b>7,034,568</b>
<b>Ill. Munic. Retirement Fund</b>	<b>470,583</b>	<b>-</b>	<b>470,583</b>
<b>Police Pension</b>	<b>827,752</b>	<b>-</b>	<b>827,752</b>
<b>Firefighters Pension</b>	<b>598,886</b>	<b>-</b>	<b>598,886</b>
<b>FICA (Social Security)</b>	<b>410,887</b>	<b>-</b>	<b>410,887</b>
<b>1993 GO Bonds</b>	<b>144,239</b>	<b>58,085</b>	<b>86,154</b>
<b>1999 GO Bonds</b>	<b>171,400</b>	<b>171,400</b>	<b>-</b>
<b>2001 GO Bonds</b>	<b>413,683</b>	<b>186,703</b>	<b>226,980</b>
<b>2008A GO Bonds</b>	<b>688,064</b>	<b>147,742</b>	<b>540,322</b>
<b>2008B GO Bonds</b>	<b>113,886</b>	<b>80,414</b>	<b>33,472</b>
<b>Library Operations Fund</b>	<b>1,399,493</b>	<b>-</b>	<b>1,399,493</b>
<b>Library IMRF Fund</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>

<u>PURPOSE</u>	<u>AMOUNT LEVIED</u>	<u>AMOUNT ABATED</u>	<u>BALANCE UNABATED</u>
Library FICA Fund	60,000	-	60,000
Library Audit Fund	4,776	-	4,776
Library Liability/Workers Co	74,981	-	74,981
Library Bldg and Maint. Fun	38,344	-	38,344
<b>TOTAL</b>	<b>12,501,542</b>	<b>644,344</b>	<b>11,857,198</b>

SECTION 2: That the Village Clerk is hereby directed to file with the County Clerks of Cook and Will Counties, Illinois a certified copy of this Ordinance on or before the time required by law.

SECTION 3: This Ordinance shall be in force from and after its passage, approval, signing and recording as provided by law.

Adopted this 8th day of December, 2008.

APPROVED:

ATTEST:

\_\_\_\_\_  
Village Mayor

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

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

## VILLAGE OF PARK FOREST

### MEMORANDUM

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

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

**DATE:** November 24, 2008

**RE:** A Resolution Establishing the 2009 Village of Park Forest Legislative Agenda

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

The Village Board's Legislative Committee recently convened to craft the Village's Legislative Agenda for 2009 (attached). The Committee consisted of Mayor Ostenburg and Trustees Dillard, Kramer and McCray. The agenda includes issues of concern for Park Forest on the local, regional and state levels.

As part of their discussion, the Committee discussed the possibility of crafting 'shell' language related to several agenda items that could then be forwarded to a Park Forest-area legislator for attachment to other items of legislation that may arise over the course of 2009.

Additionally, the Legislative Committee reviewed the proposed 2009 Legislative Agenda for the South Suburban Mayors and Managers Association (attached). As a member of the SSMMA Legislative Committee, Mayor Ostenburg's comments and review of the proposed agenda were shared with rest of the group when they convened at the Midlothian Village Hall on Tuesday, November 25.

A finalized 2009 Legislative Agenda for Park Forest will be shared with Park Forest-area legislators at the annual Legislative Breakfast, which is scheduled for 9 AM on Saturday, December 6 at Village Hall.

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

This item will be on the agenda of the December 1, 2008 Rules Meeting for Board discussion.

\

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

**A RESOLUTION ESTABLISHING THE 2009  
VILLAGE OF PARK FOREST LEGISLATIVE AGENDA**

**WHEREAS** The Village of Park Forest deems it to be in its best interests to establish an agenda of legislative issues important to the residents of its community; and

**WHEREAS** the Village Board's Legislative Committee established a Legislative Agenda for 2009 which was reviewed and revised by the entire Village Board; and

**WHEREAS** the finalized 2009 Legislative Agenda is set in substantially the same form as attached.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, that the 2009 Legislative Agenda be established and communicated to all Park Forest-area Legislators.

**ADOPTED AND APPROVED** this \_\_\_\_\_ day of December, 2008.

**APPROVED:**

**ATTEST:**

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

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

**VILLAGE OF PARK FOREST  
2009 LEGISLATIVE AGENDA**

**Correction of Property Tax Distribution Dilemma** – The change in property tax distribution in the Village of Park Forest resulting from legislation enacted in 2002, that has resulted in multi-family residences paying proportionately less in property taxes than do the single-family residences, must be corrected.

**School Funding Reform** – The Village of Park Forest continues to support the need for legislation to change the way schools are funded in Illinois by placing more burden on the state income tax and reducing reliance on the local property tax.

**Sales Tax Revenue Sharing** – With a changing opportunity for sales tax revenue among a number of communities that are not as well situated geographically as are others, and thus have less opportunity for commercial development, the Village of Park Forest favors legislation to provide for some form of sales tax revenue sharing; the Village's position is that the larger portion of the local sales tax revenue should go to the community where the generating business is located, in order to accommodate infrastructure costs, *etc.*, but that a significant portion likewise should be distributed to all municipalities based on population, such as is done with the motor fuel tax.

**Sales Tax Increase for Municipalities** – The Village of Park Forest favors a program to increase the state sales tax by one cent, with all new revenue distributed exclusively to municipalities based on population (perhaps with a portion statutorily designated for property tax reduction). **Draft legislation will be crafted for presentation to a Park Forest-area legislator for sponsorship in Springfield.**

**Less Intrusion on Local Revenues** – The Village of Park Forest urges legislative controls over the amount of local municipal revenue that can be withheld by the State of Illinois (*e.g.* photo tax, utility tax collection fee, *etc.*).

**Local Health Programs** – The Village of Park Forest urges legislation to foster an annual stipend for communities that operate health departments, thus easing health-related burdens for the state and neighboring communities. **Draft legislation will be crafted for presentation to a Park Forest-area legislator for sponsorship in Springfield.**

**Public Employee Pension Plans** – The Village of Park Forest urges that any legislation relating to municipal employee benefits, including pension benefits, allow for some levels of control by the employing local government (*e.g.*, to be included in collective bargaining).

**Home Rule** – The Village of Park Forest supports legislation that any referendum to reverse home rule status, in order to pass, must be approved by no less than 60 percent of those persons casting votes in said referendum. **Draft legislation will be crafted for presentation to a Park Forest-area legislator for sponsorship in Springfield.**

**Public Utilities** – The Village of Park Forest urges legislation that would require public utility companies to enhance reliability in all areas that they service, and not only in areas where new development occurs.

**Public Transportation** – The Village of Park Forest supports legislation to provide financial incentives to collaborative efforts among local units of government that create public transportation systems to serve local residents.

**Abraham Lincoln National Airport** – The Village of Park Forest supports the development of the Abraham Lincoln National Airport, and further supports efforts to increase local ground transportation routes to ease congestion in the region.

**SSMMA Legislative Agenda** – Upon approval by the Village Board, Park Forest supports the legislative agenda of the South Suburban Mayors & Managers Association.

*South Suburban  
Mayors and Managers  
Association*

*2009*

**LEGISLATIVE  
POLICY  
STATEMENT**

**Officers**

Alvin McCowan, President; University Park  
Terry Wells, Vice President; Phoenix  
JoAnn Kelly, Secretary; Oak Forest  
Gene Williams, Treasurer; Lynwood  
Robert Donaldson, Cook County At Large  
Mike Einhorn, Will County At Large

**Legislative Committee**

Thomas Murawski, Chairman; Midlothian  
Thomas Brown; East Hazel Crest  
Jeanne Maggio; Glenwood  
Rich Hofeld; Homewood  
Eugene "Gene" Williams, Lynwood  
Lafayette Linear, Matteson  
Kyle Hastings; Orland Hills  
John Daly; Orland Hills  
John Ostenburg; Park Forest  
Rick Reinbold; Richton Park  
J. Wynsma; South Holland  
Lou Sherman, Steger  
Ed Zabrocki, Tinley Park  
Edward W. Paesel, Executive Director

**BLUE ISLAND, BURNHAM, CALUMET CITY, CALUMET PARK,  
CHICAGO HEIGHTS, COUNTRY CLUB HILLS, CRETE, DIXMOOR,  
DOLTON, EAST HAZEL CREST, FLOSSMOOR, FORD HEIGHTS,  
GLENWOOD, HARVEY, HAZEL CREST, HOMER GLEN, HOMEWOOD,  
LANSING, LYNWOOD, MARKHAM, MATTESON, MIDLOTHIAN,  
MOKENA, MONEE, NEW LENOX, OAK FOREST, OLYMPIA FIELDS,  
ORLAND HILLS, ORLAND PARK, PALOS HEIGHTS, PARK FOREST,  
PHOENIX, POSEN, RICHTON PARK, RIVERDALE, ROBBINS,  
SAUK VILLAGE, SOUTH CHICAGO HEIGHTS, SOUTH HOLLAND,  
STEGER, THORNTON, TINLEY PARK, UNIVERSITY PARK**

## INTRODUCTION

The Legislative Policy Statement of the South Suburban Mayors and Managers Association (Association) considers the legislative needs of the individual municipalities and the specific needs of the Southern Suburbs. The Policy Statement identifies those items that the Association believes are its top State, Federal and County priorities for 2009. In addition, other items of interest to municipalities are briefly outlined.

### State of Illinois

- Education Reform and Property Tax Reform
- Municipal Funding/Labor & Pension Funding
- Capital Bill – Transportation Funding/South Suburban Airport
- Economic Development

### Federal

- Surface Transportation Bill Reauthorization
- Aid to Municipalities – Economic & Financial Assistance
- Foreclosures/Housing/Community Stabilization

### Cook County

- Foreclosure/Housing/Community Stabilization
- Economic Development
- Revenue Distribution to COGs
- Support for Suburban Cook County Economic Development Commission

### Will County

The Association is composed of **forty-three (43)** municipal governments located in southern Cook and Will Counties representing a population of **675,000**. The Mayors and Managers of the member communities form the Board of Directors for the SSMMA organization.

This Policy Statement reflects the collective consideration and position of member municipalities. In many instances the policies are coordinated with other municipal organizations.

The Association will use this Statement in response to specific legislation as it is introduced in the General Assembly. This document also serves to notify our state and federal legislative delegations of the legislative concerns and policies of their municipalities. In this way the Association hopes to promote a mutual partnership among the local, state, and national governments which serve the southern suburbs.

The Association looks forward to working with Governor Blagojevich, the Obama Administration and with state, federal and county legislators this year, both on items contained in this Legislative Policy Statement, as well as other issues that may arise. The Chairman of the Association's Legislative and Intergovernmental Committee is Mayor Thomas J. Murawski of the Village of Midlothian. Both he and Executive Director Edward Paesel are always available to discuss issues of mutual concern.

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[www.smma.org](http://www.smma.org)

# STATE OF ILLINOIS PRIORITIES

## **EDUCATION REFORM/PROPERTY TAX REFORM**

### Education Reform

The Association, in cooperation with the Metropolitan Mayors Caucus, developed a comprehensive education reform proposal including funding and accountability measures in 2007. We were extremely disappointed that the Governor and the State Legislature failed to act on those proposals in 2008.

For 2009, the Association reiterates its call for action as developed in cooperation with the Metropolitan Mayors Caucus as follows:



- Establishing a revenue enhancement goal of \$7 billion. For example, increasing the income tax from 3 to 5 percent for individuals and from 4.8 to 8 percent for corporations will generate this amount. However, the Association is open to other funding mechanisms, such as combining a lower income tax increase with either a sales tax increase or an expansion of the sales tax base.
- Supporting a number of initiatives including:
  - A guaranteed 25 percent property tax abatement on operating levies for K-12 districts;
  - fully funding the foundation level suggested by the Education Funding Advisory Board;
  - increasing special education personnel costs from the current \$8,000 to \$19,000 per teacher;
  - funding early childhood programs;
  - increasing poverty grants given to school districts with low assessed valuations;
  - providing a modest increase in grants given to rapidly growing districts;
  - addressing almost \$30 billion in unfunded pension liability for the State teachers and Chicago teachers pension funds;
  - establishing a bond program for school construction; and
  - providing \$25 million to school districts to assist them with implementing the accountability measures called for in *Strengthening the Financial Accountability of Illinois School Districts*.



These recommendations reflect the Association's education principles, which are based on the twin pillars of funding reform and school accountability and have guided our work for over four years. While increasing the funding available to schools, and ensuring a stable source of such funds, is important, schools must also be held to standards which demonstrate that they are being held fiscally accountable and are working to improve management practices and controls costs.

Specifically, the principles call for having the State of Illinois fund at least 51 percent of the cost of funding education in a way that guarantees an increase in education funding from year to year; reducing the reliance on local property taxes as a source of funding; and directing a significant portion of new State education dollars to provide greater State funding to under-funded school districts by raising the per pupil foundation level. Our suggestions will benefit the districts with the most need in Illinois, while allowing for property tax relief and increased dollars for education across the State.

Finally, it should be noted that the Association, in cooperation with the Metropolitan Mayors Caucus, is strongly committed to the idea that all revenues proposed be subject to a continuing appropriation, in order to provide some guarantee that the funds will continue to be allocated to education. Any effort to redirect the moneys that are subject to such an appropriation would require a three-fifth majority vote of the General Assembly. The Association supports Senate Bill 2288 introduced in 2008 by Senator Meeks with modification to include fiscal and student accountability measures.

### Property Tax Reform



**The Chicago Southland region, especially the Cook County portion, faces a critical problem of extremely high property tax rates, which have affected its ability to retain and attract business and industry. At the same time, residential property tax rates continue to rise as the overall tax base declines. The over-reliance on local property taxes to fund public schools intensifies the property tax problem and has led to inequitable and inadequate funding in our**

region and in many parts of this State.

The Association believes that the Legislature must provide a comprehensive reform of how this State funds public education and in the process reduce the reliance on funding public education using local property taxes. Reducing the over-reliance on property taxes will better enable Cook County and other counties to reform their property tax system and thus improve the economic competitiveness of our State.

We call upon the Governor and the Legislature to work with municipalities and other units of government to reform our system of property taxes. Non-home rule municipalities must be given the flexibility to provide property tax incentives and other incentives to allow them to retain existing businesses.

The Association supported the efforts of Cook County Assessor Jim Houlihan to renew the 7% expanded homeowner's exemption. We supported this measure only with the understanding that this would be a one-time only endorsement to allow a transition period of three years while all parties involved work to fix a broken system, both at the state and Cook County level.

## MUNICIPAL FUNDING/LABOR & PENSION ISSUES



Municipalities, like the State of Illinois, have experienced dramatic declines in State income tax payments and sales tax receipts due to the lagging economy. These revenues pay for police, fire, public works and other critical services our residents rely on every day. Any further reduction in these revenues will have dire consequences on already strained municipal budgets and on our residents. Therefore we propose the following:

### **Protection of Municipal Share of State Income Tax**

Municipalities currently receive 1/10 of the state income tax receipts which is distributed by population through the distributive formula. As the State's income tax revenues have declined, municipal revenues distributed through the formula have already declined. **We oppose any reduction in the percentage of state income tax receipts distributed to municipalities.**

**In view of the state and local pension funding crisis, the Association supports a moratorium on any additional state or municipal pension funding obligations until the pension funding issue is comprehensively addressed. The increasing burden of State imposed pension benefits on municipalities threatens many municipalities with financial disaster. The Association position on this critical issue is that unless the enhanced benefits imposed by the State come with state revenues to municipalities to pay those costs, don't adopt them. Additionally, the Association urges the General Assembly to exempt pension contributions from tax caps. Due to this limitation, many communities are financially unable to raise sufficient revenues to meet pension obligations already imposed by the General Assembly. Pension reform legislation adopted in 2008 is a good first step in addressing pension issues.**



### **DROP Legislation**

The Association opposes DROP legislation introduced the last legislative session which would have greatly increased pension benefits to municipal employees at significant cost to municipalities with no revenue from the State to pay these additional benefits. We continue to oppose this legislation.

### **"Agreed Bill" Process** (for pension and other collective bargaining issues)



The Association requests legislative leaders to include representatives of the Metropolitan Mayors Caucus, as well as the Illinois Municipal League, in any agreed bill process or other negotiating process they may establish.

Illinois Municipal League  
*Serving Municipalities Since 1913*

**We support the use of the Pension Laws Commission for all legislation affecting public employee benefits, and ensure adequate participation by all affected parties.**

Labor and management representatives should negotiate changes in these laws before the General Assembly votes on them. This gives all parties the greatest input on these important and complex issues. Policy makers should stay mindful of the revenue limitations imposed by tax caps. Benefit increases should only follow a demonstration of pension inadequacy. When pension law reform are addressed, the Association supports applying Chicago police pension rules to downstate police

pensions.

## **Local Collective Bargaining**

### **Allow local collective bargaining to resolve local labor issues**

Since 1984, state law has required local governments with over 35 employees to negotiate labor contracts with unions. Since labor negotiations are now mandated at the local level, we urge the General Assembly to let the local collective bargaining process work and to refrain from establishing statewide standards.



## **Fire and Police Promotional Issues**

The Association opposes any effort to undermine the authority and ability of municipal officials to assure that the most qualified individuals receive promotions. The Illinois General Assembly has established Boards of Fire and Police Commissioners for the express purpose of objectively overseeing hiring, disciplinary matters and promotions. That established procedure must not be undermined.

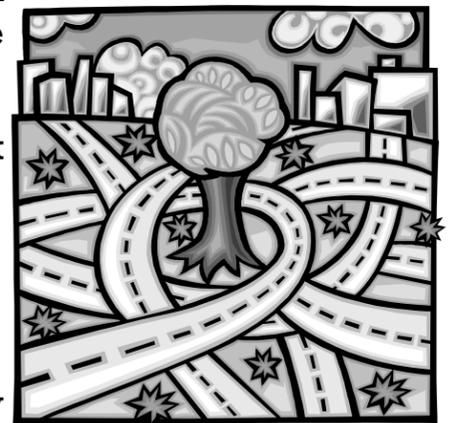
## **CAPITAL BILL—TRANSPORTATION FUNDING/SOUTH SUBURBAN AIRPORT**

**The Association strongly supports efforts to provide critical funding for various highway, transit, rail freight, airports, school construction and open space projects throughout this state. Efforts must be made this year to pass a major, comprehensive capital bill with new funding sources to adequately fund our infrastructure needs. We pledge to work with the Governor and the legislature to identify both funding mechanisms, as well as projects in the Southland, that must be funded. Any funding package must also include additional motor fuel tax dollars for local governments.**

## **Major Highway Projects**

The following are major highway projects that the Association supports:

- New interchange at I-57/I-294
- Upgrade and add lanes to I-394 from I-80 south to Goodenow Road
- Develop the Illiana Expressway from I-57 east to I-65 in Indiana with potential further extensions east to I-94 in Indiana and west to I-55 in the Joliet area
- Add lanes to U.S. Route 30 from Harlem Avenue west through New Lenox to I-80
- New interchange at I-57/Stuenkel Road
- Add lanes on I-80 from IL Rt. 45 westward to Joliet



In addition, IDOT must establish a higher priority to fund necessary improvements on state highway routes in municipalities. A comprehensive capital bill for highways would assist in funding these priorities.

## **Transit Projects**

The Association has partnered with the RTA and the three service boards in their “Moving Beyond Congestion Vision and Strategy” effort.



The Association highly values the service provided by Metra, Pace and the CTA and the important coordination and oversight provided by the RTA. Each entity provides services that are critical to our communities and residents and are essential to the economy of our region.

Since the Legislature reorganized the region’s mass transit system in the 1983 RTA Act, the fundamental principle of cooperative action and collaboration between the RTA, the service boards and the region’s elected officials has been essential and must be continued.



The Association supported HB 656 which provides adequate resources to the RTA and the three

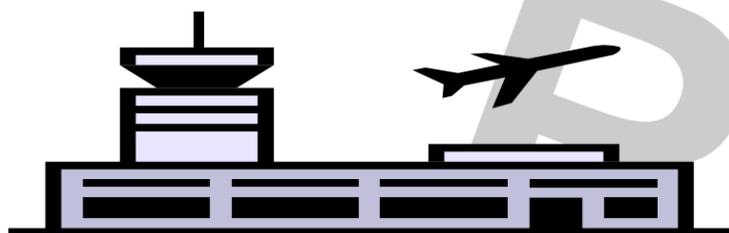
service boards and imposes a reasonable mix of taxes in northeastern Illinois so that the remainder of the state is not asked to pay to solve transit problems in northeastern Illinois. The Association applauds the Legislature and the Governor for passing this legislation in January, 2008

The following are major transit projects that the Association supports:

- Build the Metra Southeast Commuter Rail Line from Crete north to Chicago's downtown;
- Continue planning for the STAR Line from Joliet east to the state line;
- Extension of the Metra Electric from University Park to the South Suburban Airport and ultimately to Kankakee;
- Capital funds to Metra to complete acquisition of new passenger cars with washrooms for the Metra Electric Line and a new maintenance yard in the Peotone area;
- Capital funding for Pace to fully implement its South Cook/Will Restructuring Plan.

## **Airport Projects**

The Association continues to support state capital funds for land acquisition for the south Suburban Airport, as well as additional state and federal funds for general aviation airports located in the Southland.



## **South Suburban Airport Needs (Abraham Lincoln National Airport)**

Planning for the South Suburban Airport has been ongoing since 1986. The Association and its members have been actively involved in issues surrounding the airport since that time. From those early days, significant progress has been made to the point that the FAA has issued the Tier I Record of Decision, the State of Illinois has submitted to the FAA the Tier II E.I.S. and Airport Layout Plan and the State of Illinois has acquired nearly half of the 4000 acres necessary for development of the Inaugural Airport.

**The Governor and the Illinois Department of Transportation submitted the final airport layout plan to the FAA in 2008, but other documentation must be submitted to the FAA so that a final federal E.I.S. review and approval can take place. These documents must immediately be submitted. Any further delay is unacceptable.**

In addition, the following actions are necessary:

- 1) The Legislature must provide sufficient resources and the Governor and the Illinois Department of Transportation must complete land acquisition necessary for the Phase I inaugural airport, including condemnation proceedings where necessary.
- 2) The Governor and the legislative leaders from the area must actively work to bring together the Abraham Lincoln National Airport Commission leadership and Will County and Eastern Will County leadership to finalize an appropriate governance structure and utilize an appropriate public-private partnership to assure fact-track construction of the airport.

Additionally, the Association supports the creation of the Eastern Will County Development District in the six townships that surround the airport.

The Association pledges to continue working together with all parties involved at the federal, state, county and municipal levels to resolve our outstanding issues in a cooperative spirit, focusing on achieving our mutual goal of having the airport open within the next five years. We have come too far to fail now, when success is within our reach.

## **CREATE**



The Association applauds and supports the efforts of the Illinois Congressional delegation to include the CREATE Program to address the rail freight congestion problem in the Chicago area and across the country. We pledge to continue to work with Congress, the State of Illinois, the Metropolitan Mayors Caucus, the freight railroads and Metra to further fund and implement the CREATE Program in the Chicago region.

With the proposed Canadian National Railroad purchase of the EJ&E Railroad pending, the Association calls upon the CREATE partners to assess the impact of the resulting shifting of traffic in the region and then determine if additional projects are needed in the southern suburbs to accommodate these traffic shifts.

The Association will provide additional infrastructure projects of sub-regional and local importance

## **ECONOMIC DEVELOPMENT**

In these times of high unemployment, high foreclosures and an economy in recession, all levels of government must undertake efforts to support municipal initiatives for economic development and job creation.

### **Home Rule Powers For all Municipalities**

The Illinois Constitution currently provides that communities of 25,000 or greater automatically qualify for home rule powers. The Association believes that the State Legislature should take the necessary actions to amend the Illinois Constitution to provide home rule powers to all communities irrespective of their population. Home rule powers are needed by all communities to better allow elected officials to efficiently manage their communities and compete for economic development opportunities.

### **Economic Development**

It is essential that non-home rule municipalities in the south suburbs have the ability to compete for development. Non-home rule municipalities are already at a competitive disadvantage with municipalities in other counties and Indiana. Those which are not home rule are at a competitive disadvantage against municipalities which are home rule. Home rule units have the unlimited ability to offer a wide range of incentives and engage in bargaining which is not specifically authorized by statute in the case of non-home rule units. All south suburban municipalities need to be on the same footing in terms of the ability to compete for economic development and redevelopment.



### **Development Agreements**

Non-home rule units of government must be given the authority to enter into development agreements.

### **Real Estate Tax Abatements**

A wide differential exists between the scope of real estate tax abatements which can be offered as an incentive for development by home rule and non-home rule units of government. To encourage a commercial or industrial development, non-home rule units are restricted to a real estate tax abatement of \$4,000,000 (in the aggregate), spread over 10 years. Home rule units have unrestricted ability to abate real estate taxes. This places non-home rule units at a competitive disadvantage. This inequity should be resolved by giving non-home rule units unfettered authority to abate real estate taxes to encourage commercial or industrial development.

### **Sales Taxes**

Non-home rule units are also placed at a competitive disadvantage in regard to collection and rebates of sales taxes. Home rule municipalities are authorized to impose a home rule sales tax in addition to the portion of sales taxes they receive from the Department of Revenue. Non-home rule units do not have this power. This provides home rule units with more revenue to provide sales tax rebates and other incentives to encourage development. Again, this inequity should be resolved by giving non-home rule units the same sales taxing authority as is provided to home rule units.

### **Tax Increment Financing**

Tax increment financing is an essential economic development tool for Illinois municipalities. Significant State legislative reforms have occurred in the past several years to make the process more transparent to the public and other taxing bodies.

The Association supports the current TIF laws and opposes any further legislative action to restrict the municipal use of TIF's. Individual community misuse or abuse of TIF's should be addressed on a case by case basis, not by imposing new restrictions on TIF's in the vast majority of communities

who abide by the intent of the law.

## **FEDERAL PRIORITIES**

### **SURFACE TRANSPORTATION BILL REAUTHORIZATION**

During 2009 the U.S. Congress is scheduled to address the reauthorization of the Surface Transportation Legislation which expires late in 2009. The Association looks forward to working with the Congress and newly appointed officials in the Obama administration to assure that:

- The Highway Trust Fund receives adequate new revenues to fully fund a comprehensive and large transportation bill to meet the enormous needs across this country;
- The needs of transit are met in a substantial way as transit becomes an even more important component of our overall transportation system. Rules governing the funding criterion for new start commuter rail projects in suburban and urban areas must be realistic to allow for federal funding for these important new projects;
- South suburban highway, transit, freight and airport projects outlined elsewhere in this statement must be supported in the new transportation bill.
- Programs such as the current STP Program and CMAQ Program, which allow for local elected officials to make funding decisions with allocated federal transportation funds, must continue.

The Association calls upon the Obama administration and the Congress to undertake an emergency public works/transportation initiative to fund state and local infrastructure projects and to create jobs for our region.

### **AID TO MUNICIPALITIES—ECONOMIC AND FINANCIAL ASSISTANCE**

As we enter 2009, the United States is facing a severe economic downturn and increasing loss of jobs. The southern suburbs of Chicago have been especially hard hit and have never recovered from the loss of jobs from steel and heavy manufacturing.

Municipalities in the southern suburbs are facing a decline in various revenues such as sales tax, motor fuel tax and building permits. They also face higher borrowing costs due to the overall financial markets. All of these declines are part of the overall severe economic downturn and places municipal budgets in dire circumstances at a time when requests for services to our residents increase.



During the election campaign, as well as through the Presidential transition process, President Obama indicated the need for addressing these municipal financial challenges. We call upon the President and the Congress to provide an emergency community economic and financial assistance program, which would bring financial resources to communities to address the budget shortfalls created by the poor economy, as well as incentives to assist communities in economic development and job development projects.

### **FORECLOSURES/HOUSING/COMMUNITY STABILIZATION**

The southern suburbs have been dramatically impacted by a high rate of foreclosures which have already occurred, as well as thousands of additional foreclosures which are expected to occur over the coming months. These foreclosures are not only a tragedy for the families losing their homes, but for the neighborhoods blighted by vacant homes and for the communities who must, in many cases, provide maintenance for the properties while losing tax revenue and tax paying residents.

While the President and Congress have taken initial steps to provide some funding to acquire and rehabilitate homes, the amount falls far short of fully addressing this serious problem. We call upon the President and Congress to redouble efforts to find ways to keep residents in their homes, to take actions to ensure credit is available to viable homeowners to purchase the foreclosed homes and to provide assistance to communities to assist them in the upkeep of the properties.



## **COOK COUNTY PRIORITIES**

### **FORECLOSURES/HOUSING/COMMUNITY STABILIZATION**

As outlined in the Federal portion of this document, the southern suburbs have been devastated by large numbers of foreclosures that have already occurred, as well as those that will occur over the coming months.

Cook County is designated to receive \$28 million of Neighborhood Stabilization Program (NSP) funds from the United States Department of Housing and Urban Development. It is clear that the most impacted communities in Cook County under the federal guidelines are those in the southern suburbs.

The Association calls upon Cook County elected officials and the administrators of this program to provide substantial NSP funds, leveraged with other appropriate funds available to Cook County, to south suburban communities.

In addition, since the Act requires collaboration and partnerships, we urge Cook County to partner with the South Suburban Mayors and Managers Association in fulfilling the mandates and intent of the Program in our portion of Cook County.

### **ECONOMIC DEVELOPMENT/SUPPORT FOR THE COOK COUNTY ECONOMIC DEVELOPMENT CORPORATION**

Cook County communities, businesses and our residents are burdened by a system of property taxation that produces very high taxes, which has systematically forced business and industry to leave the County and make it extremely difficult to attract new businesses. In southern Cook County this problem is the most extreme, as it is now leading to an enormous negative impact on our communities. The Cook County Board must take immediate measures to phase out the classification system now in place.

In 2008 the suburban Cook County Councils of Government, including SSMMA, came together to form the Cook County Suburban Economic Development Corporation. This important partnership, supported by suburban Cook County communities, is intended to provide a mechanism to support ongoing economic development activities in each of the sub areas of Cook County. It also seeks to provide a method to coordinate the efforts of local municipalities with Cook County and its various departments that can have a positive impact on economic development throughout suburban Cook County.

The Association calls upon President Stroger and the County Board to fully support this Commission and the efforts of the Councils of Government to make it successful.

## **WILL COUNTY PRIORITIES**

# **SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION**

## **OTHER ASSOCIATION ISSUES/INITIATIVES**

### **Local Share of Service/Use Taxes**

Should the General Assembly enact new taxes on services, the Association proposes that a municipal share be included similar to that currently imposed under the Municipal Retailers Occupation Act. We propose though, that these new service taxes to municipalities should be distributed by population, not by location of the businesses. This mechanism of distribution would be similar to the method in which the State Income Tax is currently distributed.

### **Gaming**



The Association calls upon the Illinois Gaming Board and the General Assembly, should gaming legislation be introduced, to support the original intent of gaming legislation to locate the facilities to benefit disadvantaged communities. The southern suburbs meet all the criteria set forth in the original legislation and therefore must receive a gaming license, whether that be the currently available license or should the General Assembly create additional licenses. Funds must be set aside to support regional economic development activities and administered through an appropriate regional economic development corporation. Further, any local gaming proposal must

include a comprehensive, equitable revenue sharing component to assist communities and schools in the area.

### **2016 Summer Olympics**



The Association supports the efforts of the city of Chicago to host the 2016 Summer Olympics. The Association will actively advocate for the City's bid throughout the site selection process.

Further, the Association encourages Mayor Daley and the Olympic Committee to consider sites in the Southland for Olympic games and training activities and to fully utilize hotels, restaurants and other venues in the Southland.

## **HOUSING AND DIVERSITY ISSUES AND PROGRAMS**

The Chicago Southland is racially, ethnically and economically diverse providing a broad range of housing for families. Where one lives affects access to opportunities, including good schools and employment. Studies reveal an imbalance of jobs and housing in the Metropolitan Region of Chicago. Chicago Southland communities have provided affordable housing for working families and those participating in the Section 8 Program. The Southland has met its obligation to assist those in need, while being unable to provide economic opportunity. Therefore, it is clear that policies related to housing must also address related issues of economic development, educational funding and property tax reform, state and federal programs related to the inducements for housing of low-income households and incentives for economic development and job creations.



Thus the Association calls upon the Governor and the Legislature of the State of Illinois to undertake initiatives to create appropriate legislation and reforms of existing programs to provide fair and equitable opportunity in housing and housing related programs.

**Further, the Association calls upon the State of Illinois to assure local government's ability to inspect residential dwelling units for compliance with local property maintenance and building code requirements in the interest of the public's health, safety and welfare.**

### **Licensing of Income Producing Residential Property**

Non-Home Rule Authority to License Multi-Family Residential Rental Property Managers



**Currently, home rule units have effectively used landlord/tenant-property manager licensing ordinances to improve the quality of multi-family housing maintenance within their communities; this solution is not available to non-home rule municipalities.**

**The Association call upon the legislature to permit non-home rule municipalities to license multi-family residential property managers on an annual basis. Licensing of property managers would require the**

**manager to keep the properties he/she/it controls up to code standards or risk losing their license, thereby losing the ability to do business within the municipality.**

**Additionally** the Association calls upon the state to authorize the licensing of multiple single family detached property owners who lease single family detached dwelling units for income.

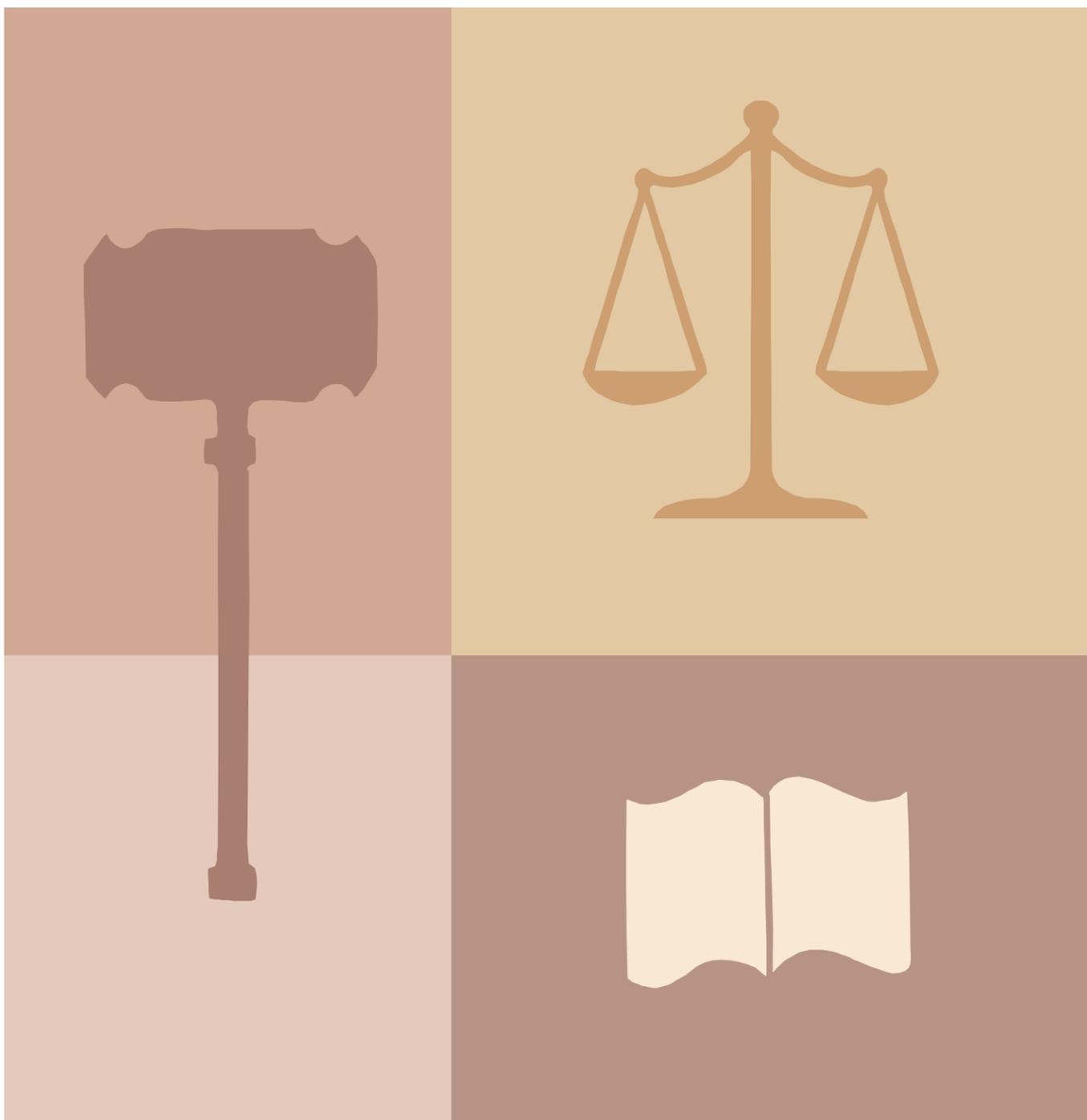
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**SOUTH SUBURBAN MAYORS & MANAGERS ASSOCIATION**



1904 West 174th  
Street  
East Hazel Crest,  
IL 60429  
(708) 206-1155  
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[www.ssmma.org](http://www.ssmma.org)  
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## **AGENDA BRIEFING**

**DATE:** November 25, 2008

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

**FROM:** Kenneth Eyer,  
Director of Public Works

**RE:** Request to Enter into an Engineering Services Agreement with Baxter & Woodman Regarding Excess Flow Facility at the Public Works Yard

**BACKGROUND/DISCUSSION:** The existing Excess Flow Treatment Facility is currently out of service. Baxter & Woodman evaluated the current facility, finding that if it were rebuilt this would assist the Village in complying with the inflow and infiltration limits (I&I) set by Thorn Creek Basin Sanitary District in 2005. The rejuvenated facility would account for reducing approximately 13% of Village's excess I&I during peak flows and, hopefully, help mitigate potential for flooding issues in residences across the community.

Baxter & Woodman's opinion of probable cost to rehabilitate the existing facility is \$657,000. Baxter and Woodman believes "rehabilitating the existing sewer system to eliminate 2.8 mgd of excess flow will be significantly greater than the \$657,000 to rehabilitate this facility."

The Department of Public Works requests the Board authorize the Village Manager to enter into an Engineering Services agreement with Baxter & Woodman to prepare bidding plans and specifications to rehabilitate the Excess Flow Treatment Facility for a lump sum amount of \$60,000. Village Staff's preference is to have this project engineered as soon as possible so as to begin seeking any economic stimulus grants which might emanate of Washington in 2009.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the December 1, 2008 Rules Meeting for Board discussion.

VILLAGE OF PARK FOREST, ILLINOIS  
EXCESS FLOW TREATMENT FACILITY REHABILITATION

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***ENGINEERING SERVICES AGREEMENT***

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***THIS AGREEMENT*** is made this \_\_\_\_\_ day of \_\_\_\_\_ 2008, by and between the Village of Park Forest, Illinois, hereinafter referred to as the VILLAGE, and Baxter & Woodman, Inc., Consulting Engineers, hereinafter referred to as the ENGINEERS, for engineering services required by the VILLAGE for the Excess Flow Treatment Facility Rehabilitation Design, hereinafter referred to as the PROJECT.

***WITNESSETH*** that in consideration of the covenants herein, these parties agree as follows:

***SECTION 1.*** The PROJECT consists of the design and construction of the excess flow treatment facility rehabilitation, as more completely described in Exhibit A, attached hereto. After written authorization by the VILLAGE, the ENGINEERS shall provide professional services for the PROJECT. These services will include serving as the VILLAGE's representative in all phases of the PROJECT, providing consultation and advice, and furnishing customary engineering and construction-related services, as enumerated in Exhibit B, attached hereto.

***SECTION 2.*** The VILLAGE shall compensate the ENGINEERS for the professional services enumerated in Exhibit B hereof as follows:

2.1 The ENGINEERS' fee for the final design services described in Exhibit B, Sections 1 through 17 shall be a lump sum amount of \$60,000; ENGINEERS' Project No. 070410.40.

2.2 The ENGINEERS' fee for the construction-related services described in Exhibit B, Sections 18 through 24 shall be negotiated between these parties and this Agreement amended accordingly prior to the commencement of said services.

2.3 The ENGINEERS' fee for the additional services described in Exhibit B, Section 25 is not included in this Agreement and shall be computed on the basis of their hourly billing rates plus reimbursement of out-of-pocket expenses including automobile travel.

**SECTION 3.** The parties hereto further mutually agree:

3.1 The ENGINEERS may submit requests for periodic progress payments for services rendered. Payments shall be due and owing by the VILLAGE in accordance with the terms and provisions of the Local Government Prompt Payment Act, Illinois Compiled Statutes, Ch. 50, Sec. 505, et. seq.; and the ENGINEERS may, after giving seven (7) days written notice to the VILLAGE, suspend services under this Agreement until the ENGINEERS have been paid in full all amounts due for services, expenses, and late payment charges as provided in such Act.

3.2 This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party; or the VILLAGE may terminate this Agreement, in whole or in part, for its convenience. However, no such termination may be effected unless the terminating party gives the other party (1) not less than ten (10) calendar days written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party before termination. If this Agreement is terminated by either party, the ENGINEERS shall be paid for services performed to the effective date of termination, including reimbursable expenses. In the event of contract termination, the VILLAGE shall receive reproducible copies of Drawings, Specifications and other documents completed by the ENGINEERS.

3.3 The ENGINEERS agree to hold harmless and indemnify the VILLAGE and each of its officers, agents and employees from any and all liability claims, losses, or damages including reasonable attorney's fees to the extent that such claims, losses, damages or expenses are caused by the ENGINEERS' negligent errors, acts or omissions, but not including liability, claims, losses or damages due to the negligence of the VILLAGE or other consultants, contractors or subcontractors working for the VILLAGE, or their officers, agents and employees.

In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of the ENGINEERS and the VILLAGE they shall be borne by each party in proportion to its negligence.

The VILLAGE acknowledges that the ENGINEERS is a Business Corporation and not a Professional Service Corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees.

The VILLAGE and ENGINEERS agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

3.4 For the duration of the PROJECT, the ENGINEERS shall procure and maintain insurance for protection from claims under worker's compensation acts, claims for damages

because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting therefrom, alleged to arise from the ENGINEERS' negligence in the performance of services under this Agreement. The VILLAGE shall be named as an additional insured on the ENGINEERS' general liability insurance policy. The limits of liability for the insurance required by this Subsection are as follows:

(1)	Worker's Compensation:	Statutory Limits
(2)	General Liability	
	Per Claim:	\$1,000,000
	Aggregate:	\$2,000,000
(3)	Automobile Liability	
	Combined Single Limit:	\$1,000,000
(4)	Excess Umbrella Liability	
	Per Claim and Aggregate:	\$5,000,000
(5)	Professional Liability	
	Per Claim and Aggregate:	\$5,000,000/\$5,000,000

3.5 Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, the total liability, in the aggregate, of the ENGINEERS and their officers, directors, employees, agents, and any of them, to the VILLAGE and anyone claiming by, through or under the VILLAGE, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the PROJECT or the Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty express or implied of ENGINEERS or their officers, directors, employees, agents or any of them, hereafter referred to as the "VILLAGE's Claims", shall not exceed the total insurance proceeds available to pay on behalf of or to the ENGINEERS by their insurers in settlement or satisfaction of VILLAGE's Claims under the terms and conditions of ENGINEERS' insurance policies applicable thereto, including all covered payments made by those insurers for fees, costs and expenses of investigation, claims adjustment, defense and appeal.

The VILLAGE and ENGINEERS agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the PROJECT.

3.6 The ENGINEERS are responsible for the quality, technical accuracy, timely completion, and coordination of all Designs, Drawings, Specifications, Reports, and other professional services furnished or required under this Agreement, and shall endeavor to

perform such services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

3.7 The VILLAGE may, at any time, by written order, make changes within the general scope of this Agreement in the services to be performed by the ENGINEERS. If such changes cause an increase or decrease in the ENGINEERS' fee or time required for performance of any services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which an additional compensation will be charged by the ENGINEERS shall be furnished without the written authorization of the VILLAGE.

3.8 All Reports, Drawings, Specifications, other documents, and electronic media prepared or furnished by the ENGINEERS pursuant to this Agreement are instruments of service in respect to the PROJECT, and the ENGINEERS shall retain the right of reuse of said documents and electronic media by and at the discretion of the ENGINEERS whether or not the PROJECT is completed. Reproducible copies of the ENGINEERS' documents and electronic media for information and reference in connection with the use and occupancy of the PROJECT by the VILLAGE and others shall be delivered to and become the property of the VILLAGE upon request; however, the ENGINEERS' documents and electronic media are not intended or represented to be suitable for reuse by the VILLAGE or others on additions or extensions of the PROJECT, or on any other project. Any such reuse without verification or adaptation by the ENGINEERS for the specific purpose intended will be at the VILLAGE's sole risk and without liability or legal exposure to the ENGINEERS, and the VILLAGE shall indemnify and hold harmless the ENGINEERS from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any furnishing of additional copies and verification or adaptation of the ENGINEERS' documents and electronic media will entitle the ENGINEERS to claim and receive additional compensation from the VILLAGE. Electronic media are furnished without guarantee of compatibility with the VILLAGE's software or hardware, and the ENGINEERS' sole responsibility for such media is to furnish replacements of defective disks within 30 days after initial delivery.

3.9 The compensation for engineering services set forth in Section 2 hereof shall include supervision of any geotechnical subconsultant, subsurface utility exploration subconsultant and/or laboratory services required by the ENGINEERS for the PROJECT. The ENGINEERS shall make all necessary arrangements, subject to the prior approval by the VILLAGE, and employ qualified subconsultants for all geotechnical subconsultant, subsurface exploration and/or laboratory services. The cost of such subconsultant services shall be a separate expense to the VILLAGE and the VILLAGE shall reimburse the ENGINEERS for the actual costs of the geotechnical subconsultant, subsurface exploration and/or laboratory services plus five percent (5%) service charge upon submission of proper invoices.

3.10 The VILLAGE will provide the site for the PROJECT, and it warrants that all known hazardous materials on or beneath the site have been identified to the ENGINEERS. The ENGINEERS shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials.

3.11 During the progress of the construction work under this Agreement, the ENGINEERS shall continuously monitor their costs and anticipated future costs, and if such monitoring indicates possible costs in excess of the amounts stated in Section 2 above, the ENGINEERS shall notify the VILLAGE of such anticipated increase, and the scope of services and/or the compensation for construction-related engineering services shall be adjusted by amendment to this Agreement. If the VILLAGE and the ENGINEERS cannot agree on the amount of extra compensation for said anticipated increase of engineering costs, this Agreement shall then be considered to be terminated to the mutual benefit of these parties, without penalty to either party.

3.12 The not-to-exceed amount for construction-related engineering services set forth in Section 2 above does not include any overtime hours for Resident Project Representatives. In the event the Contractor works more than eight (8) hours on any weekday, or works any time on Saturdays, Sundays or holidays, during which time Resident Project Representatives are required to be present, the VILLAGE shall pay the ENGINEERS extra compensation at the ENGINEERS' hourly rates on a time-and-a-half basis for all time of more than eight (8) hours on any weekday and all time on Saturdays, and on a double time basis for all time on Sundays and holidays.

3.13 The VILLAGE shall obtain from others and furnish to the ENGINEERS complete legal descriptions and plats of property surveys for the PROJECT which shall include, but not be limited to, location and staking of all necessary property lines and corners, public rights-of-way and secured easements, and zoning and deed restrictions.

3.14 The ENGINEERS are an equal opportunity employer and hereby incorporate the requirements of 44 Ill. Adm. Code 750 APPENDIX A, if applicable.

3.15 Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

3.16 This Agreement contains and embodies the entire and integrated agreement between parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral.

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Agreement by their duly authorized officers as of the day and year first above written.

**BAXTER & WOODMAN, INC.**

**VILLAGE OF PARK FOREST, ILLINOIS**

By *Steu A. Lamm* By \_\_\_\_\_  
Vice President President

NOV. 4, 2008 \_\_\_\_\_  
Date of Signature Date of Signature

(SEAL)

(SEAL)

ATTEST:  
*Barbara Toben*  
Deputy Secretary

ATTEST:  
\_\_\_\_\_  
Clerk

Attachment

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VILLAGE OF PARK FOREST, ILLINOIS  
EXCESS FLOW TREATMENT FACILITY REHABILITATION

EXHIBIT A

**PROJECT DESCRIPTION**

The PROJECT includes rehabilitating the VILLAGE's Excess Flow Treatment Facility, as described in the preliminary design report dated June 2008. The PROJECT includes:

- Replacing the existing steel chlorine shed with a prefabricated brick veneer building.
- Replacing the existing electrical panel controls with a new pad mounted panel and new three phase controls.
- Replacing the existing pumps with new submersible pumps including a new concrete top slab.
- Repairing and replacing the clarifier equipment.
- Verifying the elevation of the diversion weir and modifying as necessary.
- Installing hand railing around the tanks.

VILLAGE OF PARK FOREST, ILLINOIS  
EXCESS FLOW TREATMENT FACILITY REHABILITATION

EXHIBIT B

**SCOPE OF SERVICES**

**DESIGN DELIVERABLES/SUBDELIVERABLES**

**PRELIMINARY DESIGN**

1. PROJECT MANAGEMENT
  - Plan, schedule and control the activities that must be performed to complete the PROJECT. These activities include but are not limited to budget, schedule, and scope.
2. CONDUCT PROJECT KICK-OFF MEETING
  - A PROJECT kick-off meeting with VILLAGE staff and the PROJECT team will be held for the PROJECT. The purposes of the meeting are to establish clear lines of communication, introduce the VILLAGE staff to the team members, and establish the VILLAGE's detailed needs, objectives, and goals for the PROJECT. The meeting will also be utilized to obtain information, plans, atlases, and other data to be supplied by the VILLAGE, and set schedules and guidelines for future design meetings.
3. TOPOGRAPHIC SURVEY
  - Perform topographic survey of the project limits of all natural and man made features at the treatment facility site and the diversion structure in order to develop base sheets for project plan drawings. In addition, obtain data or records indicating locations of underground utilities.
4. SITE VISITS FOR DESIGNERS
  - Conduct site visits by designer(s) of excess flow treatment facility during the design phase to clarify any discrepancies on the plans and inspect existing treatment unit structures and equipment as to their conditions and suitability for continued use or modification for reuse.
5. PRELIMINARY ENGINEERS' OPINION OF PROBABLE COST
  - Prepare a preliminary opinion of probable cost including costs for construction of the improvements, construction engineering, legal fees, and contingencies.

6. MEETINGS WITH VILLAGE STAFF
  - Conduct meetings with staff at times during the design of the PROJECT to clarify staff wishes, design questions, and/or construction methods.
  - Design meetings will normally consist of one preliminary “red” line meeting, where the preliminary design is approved prior to insertion into the plans, one meeting at approximately 75 percent completion, and one final meeting at 95 percent completion.

## **DETAILED DESIGN**

7. PROJECT MANAGEMENT
  - Plan, schedule and control the activities that must be performed to complete the PROJECT. These activities include but are not limited to budget, schedule, and scope.
8. CADD FOR DETAILED DESIGN
  - Provide detailed computer-aided drafting of the excess flow treatment facility rehabilitation and construction requirements.
  - Indicate location of all utilities that can be obtained from utility company atlases.
  - Create all legends, general notes, and designer instructions to contractors, to create a final set of construction drawings.
9. PLANS
  - Prepare Design Documents consisting of Drawings showing the general scope, extent and character of construction work to be furnished and performed by the Contractor(s) selected by the VILLAGE.
10. SPECIFICATIONS
  - Prepare for review and approval by the VILLAGE and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).
11. PEER AND CONSTRUCTABILITY REVIEWS
  - Conduct QA/QC peer reviews of drawings and specifications.
  - Utilize Construction Department personnel to provide a review of drawings and specifications.
  - Make corrections based upon comments from both engineering and construction department comments.

12. ENGINEERS' OPINION OF PROBABLE COST
- Prepare a final opinion of the probable total PROJECT cost including construction cost, construction engineering services, contingencies, and, on the basis of information furnished by the VILLAGE, allowances for legal services, financial consultants, and any administrative services or other costs necessary for completion of the PROJECT.

#### **AGENCY PERMIT SUBMITTALS**

13. IEPA/DWPC
- Submit the design documents to the agency for permit to construct, own, and operate the PROJECT.

#### **PROJECT BID**

14. ASSISTANCE TO BIDDERS
- Set bid dates with VILLAGE, create Advertisement for Bids (AFB), provide AFB to VILLAGE for publication, and mail advertisement to selected prospective bidders.
  - Answer bidders' questions during bid period.
15. ADDENDUMS
- Issue necessary addenda to all plan holders as necessary.
16. ATTEND BID OPENING
- Attend bid opening with VILLAGE personnel and assist in reviewing and checking of bid package submittals as required.
17. TABULATE BIDS & ISSUE LETTER OF RECOMMENDATION
- Tabulate all bids received and review all bid submittals to verify bid is responsive and responsible.
  - Issue a Letter of Recommendation to Award the construction contract to the VILLAGE for their action.

#### **CONSTRUCTION SERVICES DELIVERABLES**

18. Act as the VILLAGE's representative with duties, responsibilities and limitations of authority as assigned in the Construction Contract Documents.
19. PROJECT INITIATION
- Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
  - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed. Review Contractor insurance documents.

20. CONSTRUCTION ADMINISTRATION

- Attend periodic construction progress meetings.
- Check, Review, and Approve Shop Drawings, Manufacturer's Literature, Samples, and other submittals by the Contractor, but only for compliance with the Drawings and Specifications as to quality of materials and performance of equipment. Such review shall not be construed as relieving the Contractor of the responsibility to meet requirements of the Construction Contract Documents.
- Prepare for construction layout and staking.
- Review construction record drawings for completeness prior to submission to CADD.
- Prepare Construction Contract Change Orders and Work Directives when authorized by the VILLAGE.
- Review the Contractor's requests for payments as construction work progresses, and advise the VILLAGE of amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.
- Research and prepare written response by ENGINEERS to requests for information from the VILLAGE and Contractor.
- Visit site as needed by project manager or other office staff.

21. FIELD OBSERVATION

- Provide Resident Project Representatives at the construction site on either a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays, or on a periodic part-time basis from the ENGINEERS' office of not more than eight (8) hours per regular weekday, not including legal holidays as deemed necessary by the ENGINEERS, to stake-out construction lines and grades, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. The construction Contractor is a separate company from the ENGINEERS. The VILLAGE understands and acknowledges that the ENGINEERS are not responsible for the Contractor's construction means, methods, techniques, sequences or procedures, time of performance, compliance with Laws and Regulations, or safety precautions and programs in connection with the PROJECT, and the ENGINEERS do not guarantee the performance of the Contractor and are not responsible for the Contractor's failure to execute the work in accordance with the Construction Contract Documents.
- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the ENGINEERS are at the construction site including notations on the nature and

cost of any extra work, and provide weekly reports to the VILLAGE of the construction progress and working days charged against the Contractor's time for completion.

22. SUBSTANTIAL COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- Prepare Certificate of Substantial Completion.

23. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the PROJECT is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the PROJECT by the VILLAGE.
- Review the Contractor's requests for final payment, and advise the VILLAGE of the amounts due and payable to the Contractor in accordance with the terms of the Construction Contract Documents.
- Complete field survey work to be used in completing the construction record drawings.
- Prepare construction record drawings which show field measured dimensions of the completed work which the ENGINEERS consider significant and provide the VILLAGE with one set of reproducible record drawings within ninety (90) days of the PROJECT completion.

24. PROJECT CLOSEOUT

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.

25. WARRANTY AND ANNIVERSARY SERVICES

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services after the original construction contract final completion date for the PROJECT.
- Provide construction-related engineering services regarding warranty/anniversary work by the Contractor after the PROJECT, or parts thereof, has been accepted for operational use by the VILLAGE. Such services will include, but not be limited to assistance to the VILLAGE in enforcing the Contractor's guaranty to repair or replace defective work within the warranty time stated in the Construction Contract Documents for the PROJECT.

**VILLAGE OF PARK FOREST**

**MEMORANDUM**

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

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

**DATE: November 10, 2008**

**SUBJECT: A RESOLUTION ADOPTING THE HOLIDAY AND MEETING  
SCHEDULE FOR THE CALENDAR YEAR 2009**

**BACKGROUND/DISCUSSION:**

Attached is the proposed Village Board Meeting calendar for 2009. It includes dates for Board Rules Meetings, Regular Board Meetings and Saturday Morning Rules Meetings along with holidays in which Village Hall is closed. The Board's meeting schedule will generally follow the below schedule (except for relaxed meeting schedules in the months of July, August and December when the Board will meet on only two Mondays of each month)

1<sup>st</sup> Monday of Each Month: Rules Meeting

2<sup>nd</sup> Monday of Each Month: Regular Meeting

4<sup>th</sup> Monday of Each Month: Rules Meeting Followed by a Regular Meeting, if necessary,

1<sup>st</sup> Saturday of Each Month: Saturday Morning Rules Meeting

The attached meeting calendar also includes a number of regularly scheduled meetings that are postponed a day due to holidays (Memorial Day, 4<sup>th</sup> of July, Labor Day, etc.). In past years, the Village Board has expressed an interest in postponing Board Meeting dates which conflict with holidays of the Jewish faith. Upon review of the Jewish holiday calendar for 2009, the Board's meeting calendar has been adjusted accordingly for Yom Kippur.

**SCHEDULE FOR CONSIDERATION:**

This issue will be on the December 8, 2008 Rules Meeting agenda for Board discussion.

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

**A RESOLUTION ADOPTING THE HOLIDAY  
AND MEETING SCHEDULE FOR THE CALENDAR YEAR 2009**

**WHEREAS,** the Mayor and Board of Trustees of the Village of Park Forest establishes a meeting schedule of Rules meetings each year so as to alert the public of when it will be convening; and

**WHEREAS,** the Board of Trustees generally meets three Monday evenings per month and one Saturday morning per month; and

**WHEREAS,** the Board of Trustees has adopted a relaxed schedule in the months of July, August and December when they will meet on two Monday evenings and one Saturday morning in these months; and

**WHEREAS,** the Personnel Manual establishes a list of annual holidays for employees including New Years Day, Dr. Martin Luther King, Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas and Christmas; and

**WHEREAS,** if a holiday falls on a Monday, the regularly-scheduled meeting traditionally has been delayed until Tuesday of the same week.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that the holiday and meeting schedule attached hereto shall be officially adopted for the calendar year 2009.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2008

**APPROVED:**

**ATTEST:**

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

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

	<u>Rules</u>	<u>Regular</u>	<u>Rules/Regular</u>	<u>Saturday Rules</u>
January	5	12	26	3
February	2	9	23	7
March	2	9	23	7
April	6	13	27	4
May	4	11	26 (Tues.) (Memorial Day)	2
June	1	8	22	6
July	13	20	-	11 (Indep. Day)
August	10	17	-	1
September	8 (Tues.) (Labor Day)	14	29 (Tues.) (Yom Kippur)	12 (Labor Day)
October	5	12	26	3
November	2	9	23	7
December	7	14	-	5

**2009 Holidays When Village Hall Will Be Closed:**

Thursday, January 1            New Year's Day  
Monday, January 19            Martin Luther King's Birthday  
Monday, May 25                Memorial Day  
Friday, July 3                    Independence Day  
Monday, September 7            Labor Day  
Wednesday, November 11      Veteran's Day  
Thursday, November 26        Thanksgiving Day  
Friday, November 27          Day After Thanksgiving  
Thursday, December 24        Christmas Eve  
Friday, December 25          Christmas Day  
2 Floating Holidays of Employee's Choice