

MOTIONS

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

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Park Forest Board of Trustees and the Park Forest Library Board Joint Meeting on January 28, 2009
2. MOVED, that the Mayor and Board of Trustees adopt a Resolution authorizing the sale of personal property owned by the Village of Park Forest
3. MOVED, that the Mayor and Board of Trustees approve the 2009-2010 Cook County CDBG application for \$300,000 for the demolition of the former Field's building

2/9/09

PARK FOREST PUBLIC LIBRARY
and VILLAGE OF PARK FOREST
BOARDS OF TRUSTEES MEETING

January 28, 2009

The Joint meeting of the Park Forest Public Library Board of Trustees and the Village of Park Forest Board of Trustees opened at 7:41 p.m. Those present were:

Park Forest Public Library Board Members: Penny Shnay, Peg Donohue, Gail Graham, Joan Larsen, Sevena Merchant and Linda Marron. Trustee Wildermuth arrived at 8:15 p.m.

Village of Park Forest Board Members: John Ostenburg, Gary Kopycinski, Kenneth Kramer, Bonita Dillard, Georgia O'Neill and Mae Brandon. Trustee McCray arrived at 7:46 p.m.

Park Forest Public Library Staff: Barbara Byrne Osuch, Golam Kibreah, Sharon O'Leary, George Manno and Nancy Kupec.

Visitors: Chris Bakutis and Craig Berry

WELCOME

President Shnay welcomed the Trustees from the respective Boards. The purpose of the meeting was to consider renovation of the Library building to continue to better serve the changing needs of the community.

STRATEGIC PLAN UPDATE

Library Director Barbara Osuch noted:

- The process is a collaboration between the Library and Village.
- Since the Village funded the roof repair, it has allowed the Library to move forward with other improvements including:
 - New meeting room audiovisual system.
 - Updated telephone system.
 - Landscape update.
 - Upgrade to totally fiberoptic computer service.
 - Purchase of additional laptop computers allowing more flexibility in scheduling public instruction classes.
 - New public entrance doors.
 - Surveillance cameras.
- Space Planner, Chris Bakutis, was recommended to the Library by Village Finance Director Mary Dankowski.
- Since 2001, the Library has been working with a variety of consultants including architects, library planners and civil engineers.
- Chris Bakutis came to the project with new views and prepared a very workable and affordable renovation plan.
- Plan submitted only uses existing space and does not require any building additions.
- Key improvements include:

- Users will immediately distinguish between Adult and Youth Services areas.
- Additional children's craft and program space.
- Staff office space centralized.
- Improved public restrooms and assured ADA compliance.
- Improved sight lines throughout building.
- Merging Adult and Patron Services public service desks.
- Family Technology Centers increased to three and moved to provide better transition between service points.
- Improved public computer access with ability to expand service points when needed.

Chris Bakutis of Innovative Design Concepts, Inc. noted:

- As built and renovation drawings were distributed.
- Entire building and contents were measured, reorganized and are placed in proposed renovation drawing.
- Space reorganized.
- Several interior walls removed, but exterior untouched.
- Additional washroom space was imperative.
- Partitions will be used to segregate space.
- Furniture will be reused rather than replaced to keep costs moderate.
- Scattered staff offices eliminated and replaced with centralized work area.
- Conference Rooms relocated.
- Space allocated for Adult reading lounge.
- Addressed library's need for increased technology service points and expanded children's service areas.
- Circular desk design for Adult and Patron Services provides better visibility and service area.
- Improved sight lines in Youth Services.
- Craft room added for use by Youth Services for programs and staff for graphic arts projects.
- Half-walls in Youth Services and Top Shelf book sale area for improved sight lines.
- Ringering Room remains in current place but entrance doors relocated.
- Staff areas redesigned for improved efficiency.
- Elevator eliminated in current design, but space designated for later installation if funds become available.
- Adult and Youth Services collections are separated.
- Library would stay open during construction.
- Outdoor courtyard access for children's story times and programs.
- Obsolete lighting will be replaced.
- Building was inspected by structural engineer.
- Building will be inspected by mechanical engineer for HVAC evaluation.
- Fire Department reviewed the preliminary plans for code compliance.

Proposed timetable for project:

- Three months for detailed drawings to be completed. Estimated delivery, April 2009.
- Bid process begins in April.

- Bids awarded and construction begins in May.
- Project estimate completion time of four to six months. Projected completion, November 2009.

NEXT STEPS

The Library Renovation Analysis prepared by Mary Dankowski was distributed for discussion. Projected costs used were estimates by Chris Bakutis in consultation with a construction company and structural engineer. Ms. Dankowski presented an overview of the report including a fund balance analysis and history. Recommendations for financing include holding construction costs to the low end of the estimate (below \$1,000,000), allocating the fund balance for construction with an assurance from the Village to cover Library cash flow reserve needs until the fund balance is restored, and the Library levying an additional 1% in 2009 to rebuild reserves.

Village President Ostenburg noted that this was similar to the funding concepts used when remodeling both the Health and Police Departments. Village Manager Tom Mick noted that in a past resident survey the Library has been rated as the number one used facility in the community and receives a high approval rating for service.

It was noted that this plan is fiscally responsible as the Library has the funds for the renovation, will neither be borrowing money nor asking taxpayers for additional funding for the project. The Levy would be used for the building fund only and increasing the fund balance. It was suggested that the Library Board of Trustees adopt a fiscal policy resolution to guide future financial considerations. It was noted income and renovation costs are based on realistic figures and are mindful of the current economic climate.

The Village Trustees felt the plan provided numerous improvements to the interior of the building and would allow the Library to better serve the patrons. It was felt the funding for the project was conservative and responsible. It was noted that the plan could be revised to meet budget restrictions, if necessary.

It was recommended that a letter of understanding and resolution be drafted for consideration at the Village Board of Trustees meeting on February 23, 2009.

ADJOURNMENT

Trustee Donohue moved to adjourn the joint meeting of the Park Forest Public Library Board of Trustees and the Village of Park Forest Board of Trustees at 8:44 p.m.

Trustee Marron seconded.

Motion carried.

AGENDA BRIEFING

TO: Thomas K. Mick
Village Manager

FROM: Deputy Chief Bruce Ziegler
Fire Department

DATE: January 29, 2009

RE: A Resolution Authorizing the Sale of Personal Property Owned by the Village of Park Forest

BACKGROUND/DISCUSSION:

The attached resolution provides authority for the Village of Park Forest to declare the 1987 Spartan/Darley Fire Engine as surplus property and sell the vehicle for the sum of \$14,500.

With the arrival and activation of Engine 50, Engine 52 was slated for retirement. This vehicle has served the Village well for more than twenty-one years, but given space limitations must be considered surplus at this time.

The fire department researched the viability of selling this vehicle and what the potential proceeds from this sale might return to the department. This information indicated, though the vehicle is in fine shape for its age, the size of the onboard water tank (500 gallons) is considered small and less desirable in the used apparatus market. This could and did limit the interest in this vehicle on the used fire apparatus market.

The fire department first tried to market this vehicle locally and regionally to fire departments and other potentially interested parties in our area. Some interest was demonstrated by the University Park Fire Department, but in the end they opted to purchase a refurbished used fire engine.

At that time, the fire department reached out to the state-wide Mutual Aid Box Alarm System organization to market the vehicle to the more than 60 MABAS divisions and hundreds of fire departments on this organization's contact list. Unfortunately, this effort brought no interest from fire departments or other contacts.

Finally, the fire department contacted a number of marketing services who specialize in the sale of used fire apparatus throughout the United States. These contacts indicated the marketing of this vehicle would be difficult given the relatively small internal tank size and the tough economic times facing the country.

The fire department elected to list the sale of the fire engine with Firetec based on their reputation, variety of marketing avenues, commission rates and their recent success in selling a fire engine for the Crete Fire Department. The fire engine was listed with this service at a price of \$ 28,500, which included a 10% commission fee for the marketing company.

After some time, the department has only received one contact and offer related to the sale of this fire engine from a private individual who reports to be working with a small fire department in Wisconsin. The initial offer from this individual was in the range of \$10,000, citing the age of the vehicle and the small tank size. Though we realized our desire to obtain \$25,000 from the sale of this fire engine was quite optimistic, we were a little disappointed with this offer to say the least. Research with the marketing agency indicated over the last three years, of the dozen or more fire engines of this age and tank size listed with their service, only one had actually been sold. This vehicle was sold for approximately \$12,000, with the remaining fire engines being pulled from the market by the listing fire departments.

Given this information the fire department entered into negotiations with the individual in question, finally arriving at a sale price of \$14,500. In addition, the fire department was able to include in the agreement, a clause making the purchaser responsible for any commission, saving the department the \$1,450 fee. It is our feeling, given the current market conditions, this is the best deal we can realize at this time.

Based on the history of our local marketing experience and that of our national marketing experience, the fire department recommends the Village Manager, Mayor and the members of the Village Board approve the sale of the surplus fire engine at the price and under the terms negotiated.

The funding realized from this sale, with the boards approval would be used to help purchase hose, nozzles and other equipment to assist in completely outfitting the new rescue/pumper and other fire apparatus. A number of these purchases have been delayed or reduced in the capital program over the past few years due to insufficient funding. Additionally, some of this funding could be directed towards necessary equipment/vehicle repairs to maintain or improve our fleet.

SCHEDULE FOR CONSIDERATION:

We would like this item to appear on the agenda of the Regular Meeting of February 9, 2009 for Board discussion.

A RESOLUTION AUTHORIZING THE SALE OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF PARK FOREST

Whereas, Article VII, Section of the Constitution of the State of Illinois, and Chapter 17/27, paragraph 741-748 of the Illinois Revised Statutes, authorize and encourage intergovernmental cooperation; and

Whereas, after marketing the former fire engine locally, regionally and nationally an interested party has stepped forward to make an offer; and

Whereas, in the opinion of the corporate authorities of the Village of Park Forest, it is no longer necessary, useful, or in the best interest of said jurisdiction to retain ownership of the personal property hereinafter described.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees:

SECTION ONE: Pursuant to Chapter 65, Section 5/11-76-4 of the Illinois Compiled Statutes the Mayor and Board of Trustees of the Village of Park Forest find the personal property described in Attachment A now owned by said jurisdiction would be best served by the property's sale.

SECTION TWO: The Village Manager for the Village of Park Forest is hereby authorized to direct the sale of the aforementioned personal property to the party identified below:

Thomas Van Lieshout
4650 West Spencer Street
Suite # 30
Appleton WI 54914

SECTION THREE: The Village Manager is hereby authorized to direct the department to proceed with the sale of the aforementioned personal property at the agreed upon price of \$14,500.00.

SECTION FOUR: The Village has been released of all responsibility related to any commission by the marketing agency and said commission, if any, is the responsibility of the purchaser.

SECTION FIVE: Upon full payment of the agreed upon price for the aforesaid item of personal property, the Village Manager is authorized to direct the fire department to convey and transfer the title and ownership of said personal property to the bidder.

SECTION SIX: This resolution shall be in full force and effect from and after its passage by a vote of a majority of the corporate authorities, and approval in the manner provided by law.

PASSED this _____ day of _____, 2009.

APPROVED:

ATTEST:

Mayor

Village Clerk

ATTACHMENT A

<u>Department</u>	<u>Vehicle Make/Model</u>	<u>Year</u>	<u>Vehicle ID Number</u>
Fire	Spartan / Darley Fire Engine	1987	1S9BT0C03HC185044

VILLAGE OF PARK FOREST

MEMORANDUM

TO: John A. Ostenburg, Mayor
Board of Trustees

FROM: Lawrence G. Kerestes, Director of Community Development

DATE: February 3, 2009

**SUBJECT: 2009-2010 COOK COUNTY CDBG APPLICATION FOR \$300,000 FOR
THE DEMOLITION OF THE FORMER FIELD'S BUILDING**

BACKGROUND/DISCUSSION:

The Village received an application packet for a 2009 Cook County Community Development Block Grant. The 2009 program year begins October 1, 2009 and ends September 30, 2010. The Village will satisfy the Department of Housing and Urban Development's (HUD) requirement to have two public hearings January 26 and February 2, 2009.

The staff recommends the demolition of the former field's Building. The Village is requesting \$300,000 in the current 2009-2010 application. However, after approval of the 2009-2010 application, the amount awarded maybe less. After submission of the application and evaluation of the application by Cook County, notices of awards are mailed to the municipalities in late July.

SCHEDULE FOR CONSIDERATION:

This issue will appear on the agenda for the Regular Board Meeting of Monday, February 9, 2009 for Board consideration.

RESOLUTION

A RESOLUTION FOR 2009-2010 COOK COUNTY CDBG APPLICATION FOR \$300,000 FOR THE DEMOLITION OF THE FORMER FIELD'S BUILDING

NOW, THEREFORE BE IT RESOLVED by the Village Mayor and Board of Trustees of the Village of Park Forest, Illinois, Cook and Will Counties, as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant (CDBG) funds for program year 2009 in the amount of \$300,000.00 for the following project:

Project: The demolition of the former Field's Building in the Amount of \$300,000 as identified in the Village's 2009 CDBG Program Year application.

Section 2. That the Village Mayor and Clerk are hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to make application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Clerk.

Section 3. That the Village Mayor is hereby authorized to certify that matching funds which have been identified as supporting its project as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof,

Dated this 9th day of February, 2009.

By: _____
Mayor

Attest: _____
Clerk

(seal)

AGENDA BRIEFING

DATE: February 4, 2009

TO: Mayor Ostenburg
Board of Trustees

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

RE: Ordinance amending Chapter 78 (“Planning”), Article III (“Official Plan”), Section 78-62 (“Created and Adopted”) of the Code of Ordinances

BACKGROUND/DISCUSSION:

On November 24, 2008, the Board of Trustees approved the Strategic Plan for Land Use and Economic Development (“the Strategic Plan”). The Strategic Plan explicitly incorporates the Village’s DownTown Master Plan (adopted in 1997 and updated in 2002) and the 211th Street Metra Station Transit Oriented Development Plan (adopted in January 2008). The Strategic Plan is intended to be an update to the land use and economic development elements of the “Park Forest Policies Plan” dated December 1982. The 1982 Plan contains policies concerning land use and environment, economic development, housing, transportation, and public services and facilities.

Section 78-62 of the Municipal Code of Ordinances identifies the 1970 Park Forest Comprehensive Plan as the “official comprehensive plan.” Therefore, it is appropriate to update this section of the Code of Ordinances to recognize the 1980 Policies Plan and the much more recent Strategic Plan as the “official comprehensive plan” of the Village. This is important because land use decisions should always be consistent with the Village’s comprehensive plan. Over time, it would be appropriate to update the remaining elements of the 1980 Policies Plan, including housing, transportation, and public services and facilities.

The Village Attorney has reviewed and approved the attached Ordinance.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Regular Board meeting of February 9, 2009, for First Reading.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 78 (“PLANNING”), ARTICLE III
 (“OFFICIAL PLAN”), SECTION 78-62 (“CREATED AND ADOPTED”)
 OF THE CODE OF ORDINANCES OF THE VILLAGE OF PARK FOREST,
 COOK AND WILL COUNTIES, ILLINOIS**

WHEREAS, on March 28, 1983, the Mayor and Board of Trustees of the Village of Park Forest (“Mayor and Board of Trustees”) adopted Resolution No. 83-32 to adopt the Park Forest Policies Plan, dated December 1982, concerning Land Use and Environment, Economic Development, Housing, Transportation, and Public Services and Facilities, as policy of the Village of Park Forest; and

WHEREAS, on June 8, 1992, the Mayor and Board of Trustees adopted Resolution No. 92-25 to approve Park Forest’s Strategic Plan, entitled “Pride in the Past, Promise for the Future: Park Forest’s Strategic Plan,” to provide updated direction for housing policy, human needs and services policy, and economic development policy; and

WHEREAS, on March 16, 1998, the Mayor and Board of Trustees adopted Resolution No. 98-10 establishing priorities for redevelopment of DownTown Park Forest based on the Master Plan for DownTown Park Forest (1997) prepared by the Lakota Group, and on January 13, 2003, the Mayor and Board of Trustees adopted Resolution No. 03-04 to accept the updated (2002) Master Plan for DownTown Park Forest; and

WHEREAS, on January 14, 2008, the Mayor and Board of Trustees passed a motion approving the 211th Street Metra Station Transit Oriented Development Study final report; and

WHEREAS, the Plan Commission of the Village of Park Forest (“Plan Commission”) and Mayor and Board of Trustees recognized the need to prepare an updated plan to prepare for the future development and redevelopment of land within the Village of Park Forest; and

WHEREAS, the Mayor and Board of Trustees authorized the Plan Commission and the Economic Development Advisory Group to act as the Strategic Planning Study Steering Committee to develop a Strategic Plan for Land Use and Economic Development (“Strategic Plan”); and

WHEREAS, this Strategic Plan was funded in part by a grant from the Illinois Department of Commerce and Economic Opportunity; and

WHEREAS, the Steering Committee worked for the past two years with Village Staff, HNTB Corporation and Economic Research Associates to develop the Strategic Plan; and

WHEREAS, the Steering Committee conducted two public workshops to gather public input on the Strategic Plan as it was being developed, in June 2007 and again in July 2008; and

WHEREAS, the Plan Commission conducted a Public Hearing on October 7, 2008, to gather public input on the final draft Strategic Plan; and

WHEREAS, the Plan Commission has reviewed the Village of Park Forest's ("Village") Strategic Plan, dated November 2008, and recommended its adoption by a unanimous vote of its members; and

WHEREAS, the Mayor and Board of Trustees conducted a public hearing to gather public input on the Strategic Plan on November 24, 2008; and

WHEREAS, the Mayor and Board of Trustees have reviewed the Strategic Plan and determined that it is in the best interests of the Village to adopt the Strategic Plan.

WHEREAS, on November 24, 2008, the Mayor and Board of Trustees adopted Resolution No. 08-43 adopting the Strategic Plan.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of the Village's home rule powers, as follows:

Section 1. **Recitals Incorporated.** The recitals set forth above constitute a material part of this Ordinance as if set forth in their entirety in this Section 1.

Section 2. **Village Code Amended.** Chapter 78 ("Planning"), Article III ("Official Plan"), Section 78-62 ("Created and Adopted") of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is amended by adding the underlined language and deleting the stricken language to read as follows:

Sec. 78-62. Created and Adopted.

There is adopted the official comprehensive plan of the village; such official comprehensive plan having been adopted by the ~~plan commission on February 2, 1971 and delineated on a map, entitled, "Park Forest, Illinois Comprehensive Plan," dated December 1, 1970~~ village on March 28, 1983, entitled "the Park Forest Policies Plan." The land use and economic development elements of the official comprehensive plan have been updated by the village pursuant to the adoption of the "Strategic Plan for Land Use and Economic Development," on November 24, 2008.

Section 3. **Severability and Repeal of Inconsistent Ordinances.** If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance. All ordinances, resolutions or orders, or

parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 4. **Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

PASSED this _____ day of _____, 2009.

APPROVED:

MAYOR

ATTEST:

VILLAGE CLERK