

## AGENDA

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

Village Hall

8:00 p.m.

May 24, 2010

Roll Call

1. A Resolution Authorizing the Execution of a Letter of Understanding by, and Between, the Village of Park Forest Board of Trustees and the Park Forest Library Board of Trustees Related to a Remodeling Project for the Park Forest Library Facility

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

## VILLAGE OF PARK FOREST

### MEMORANDUM

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

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

**DATE:** May 12, 2010

**RE:** A RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF UNDERSTANDING BY, AND BETWEEN, THE VILLAGE OF PARK FOREST BOARD OF TRUSTEES AND THE PARK FOREST LIBRARY BOARD OF TRUSTEES RELATED TO A REMODELING PROJECT FOR THE PARK FOREST LIBRARY FACILITY

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

The collective work between the Village and the Park Forest Library has led to the determination that the Park Forest Library should undertake a full-scale remodeling of the main floor at the Park Forest Library. In February 2009, the Village Board approved a letter of understanding (see attached) related to a proposed plan which would allow the library to fully fund the project using existing funds while the library's fund balance could dip under the desired 3 months reserve benchmark, perhaps even down to zero or a negative fund balance over the course of paying construction costs.

In February of this year, Library Officials shared with the Village Board that additional funding may be needed for project completion due to unforeseen project costs. Discussion of these issues took place in a workshop between both governing bodies on the evening of February 8, 2010 subsequent to a tour of the Library so as to review progress of the construction project. Additional discussion of the funding needs for the renovation project took place with the Village Board as part of the 6-month financial update on February 20<sup>th</sup>.

As a means of the Village Board taking action to continue its funding support of the remodeling project, the attached letter of understanding and an enabling resolution were crafted. Pending the Village Board's consideration and approval of this letter of understanding, Library Director Barbara Osuch will bring it before the Library Board for their consideration and approval.

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

This item will appear on the agenda of the Rules and Regular Meetings of May 24, 2010 for Board discussion and approval.

Resolution No. \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER OF UNDERSTANDING BY, AND BETWEEN, THE VILLAGE OF PARK FOREST BOARD OF TRUSTEES AND THE PARK FOREST LIBRARY BOARD OF TRUSTEES RELATED TO A REMODELING PROJECT FOR THE PARK FOREST LIBRARY FACILITY**

**BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Park Forest, in the exercise of their home rule powers, as follows:

**Section 1. Agreement Approved.** The Letter of Understanding attached hereto and incorporated herein by reference, is hereby approved. The Village Manager is hereby authorized and directed to sign the Agreement, in substantially the attached form, on behalf of the Village.

**Section 2. Effective Date.** This resolution shall be in full force and effect forthwith upon its passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor

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

May 13, 2010

Barbara Byrne-Osuch, Director  
Park Forest Library  
400 Lakewood Boulevard  
Park Forest, IL 60466

Ms. Osuch:

In January 2009, the Village Board of Trustees for the Village of Park Forest and Board of Trustees for the Park Forest Library approved a letter of understanding (see attached) related to the funding for a full-scale renovation/remodeling project at the Park Forest Library facility.

In February 2010, an intergovernmental workshop took place so as to update the Village Board of Trustees regarding construction timelines and finances related to the renovation project. Also in February 2010, at the Village's annual six month update of operations and expenses, the Village Manager and Deputy Village Manager/Finance Director shared details of the joint workshop and the additional financial support which the project may need from the Village. As a result of the financial update, the Village's additional support to the Library renovation project is as follows:

- The Village will cover up to \$400,000 of Library facility renovations costs which exceed the current Library Fund Balance.
- The Library will increase its tax levy in 2010 by \$50,000 to support reimbursement of the Village loan.
- The Library will budget \$75,000 per year to reimburse the Village until the loan is paid in full.
- As part of its oversight, the Village will evaluate Library funds available to reimburse the Village on a monthly basis in conjunction with the bank reconciliation process and transfer cash balances when available.
- The Village will identify annually, as part of the audit process, the outstanding library liability to the Village.
- The Library will agree to reimburse the Village any amounts loaned as expeditiously as possible.

The Village of Park Forest Board of Trustees is pleased to extend this additional support to the Library Board of Trustees in this remodeling endeavor. The Park Forest Library has long been a wonderful amenity serving the residents of Park Forest and the region. The facility upgrades to be embarked upon will only further the appeal and attractiveness of the Park Forest Library.

Sincerely,

Thomas K. Mick  
Village Manager Village of Park Forest

Resolution No. R-09-07

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LETTER  
OF UNDERSTANDING BY, AND BETWEEN, THE VILLAGE OF PARK  
FOREST BOARD OF TRUSTEES AND THE PARK FOREST LIBRARY BOARD  
OF TRUSTEES RELATED TO A REMODELING PROJECT FOR THE  
PARK FOREST LIBRARY FACILITY**

**BE IT RESOLVED** by the Mayor and the Board of Trustees of the Village of Park Forest, in the exercise of their home rule powers, as follows:

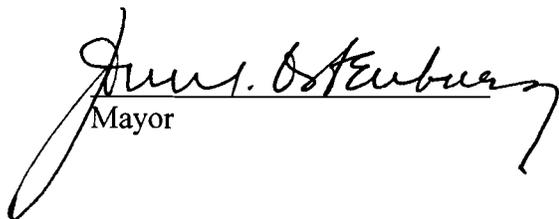
**Section 1. Agreement Approved.** The Letter of Understanding attached hereto and incorporated herein by reference, is hereby approved. The Mayor is hereby authorized and directed to sign the Agreement, in substantially the attached form, on behalf of the Village.

**Section 2. Effective Date.** This resolution shall be in full force and effect forthwith upon its passage, approval and publication as provided by law.

Passed and approved this 23rd day of February, 2009.

**APPROVED:**

**ATTEST:**

  
Mayor

  
Village Clerk  
Deputy



www.villageofparkforest.com

**Mayor**  
John A. Ostenburg

**Village Trustees**  
Mae Brandon  
Bonita Dillard  
Gary Kopycinski  
Kenneth W. Kramer  
Robert McCray  
Georgia O'Neill

**Village Clerk**  
Sheila McGann

**Village Manager**  
Thomas Mick

**Village Hall**  
350 Victory Drive  
Park Forest, IL 60466  
(708) 748-1112

**DownTown  
Management Office**  
226 Forest Blvd.  
(708) 503-8153

**Fire Department**  
156 Indianwood Blvd.  
(708) 748-5605

**Freedom Hall**  
410 Lakewood Blvd.  
(708) 747-0580

**Health Department**  
350 Victory Drive  
(708) 748-1118

**Police Department**  
200 Lakewood Blvd.  
(708) 748-4700

**Recreation and  
Parks Department**  
350 Victory Drive  
(708) 748-2005



February 24, 2009

Penny Shnay, Library Board President  
Park Forest Library  
400 Lakewood Boulevard  
Park Forest, IL 60466

President Shnay:

This correspondence will serve as a letter of understanding between the Village Board of Trustees for the Village of Park Forest and Board of Trustees for the Park Forest Library as regards the funding for a full-scale renovation project. The project, in short, encompasses a remodeling of the entire main floor of the library facility (exhibit A).

The funding need for this remodeling project is estimated between \$1,300,000 - \$1,520,000 and includes costs for construction, architectural/engineering design and review, furniture, equipment, moving and a contingency fund. At the current time, the Park Forest Library's funding availability is \$1,336,112 with another \$225,000 being sought in grants and/or contributions.

This letter of understanding represents the funding support of the Board of Trustees of the Village of Park Forest which will cover Library operations cash flow needs throughout the duration of the remodeling project and in the ensuing months thereafter. These operational funding needs are estimated to be anywhere from \$138,888 to \$358,888 pending the Park Forest Library's success in acquiring grants or contributions (see Exhibit B). The Village's support is contingent on the following:

- The Park Forest Library Board of Trustees will ensure that construction costs for the remodeling project are held to \$1,000,000.
- The Park Forest Library Board of Trustees will adopt a fiscal policy indicating an intent to maintain a minimum 3-month fund balance reserve.
- The Park Forest Library Board of Trustees will levy an additional 1% with the December 2009 tax levy (approximately \$16,276) so as to begin restoring the Library's fund balance reserve.

The Village of Park Forest Board of Trustees is pleased to support the Library Board of Trustees in this remodeling endeavor. The Park Forest Library has long been a wonderful amenity serving the residents of Park Forest and the region. The facility upgrades to be embarked upon will only further the appeal and attractiveness of the Park Forest Library.

Sincerely,

John A. Ostenburg  
Mayor, Village of Park Forest



## **MOTIONS**

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

MOVED, that the Mayor and Board of Trustees approve the minutes of the Saturday Rules Meeting of May 1, 2010

MOVED, that the Mayor and Board of Trustees adopt a Resolution Authorizing the Execution of a Letter of Understanding by, and between, the Village of Park Forest Board of Trustees and the Park Forest Library Board of Trustees Related to a Remodeling Project for the Park Forest Library Facility

MOVED, that the Manager is authorized to contract with John Zarlengo Asphalt Paving Company, Inc. to restore Asphalt for Water Main Breaks and Storm Sewer Repairs in the amount of \$36,303.47.

5/24/10

**VILLAGE OF PARK FOREST  
BOARD OF TRUSTEES  
SATURDAY RULES MEETING  
May 1, 2010**

**PRESENT:** Village Mayor John Ostenburg; Village Trustees Mae Brandon, Bonita Dillard, Gary Kopycinski, Ken Kramer, Robert McCray and Georgia O'Neill; Village Manager Tom Mick; Director of Recreation and Parks John Joyce

**ALSO**

**PRESENT:** Residents Cheryl Ferguson and Pat Tieder

Senior Trustee Kramer called the meeting to order at 10:06 a.m. Mayor Ostenburg arrived at 10:15 a.m. and assumed control of the meeting.

Manager Mick stated that he was approached by the School Board President of School District 162 requesting support from area communities regarding the charter school application that is going to be presented to the State School Board in Springfield on May 20. He stated that the District 162 School Board is looking for a big town presence to accompany the presentation and support the application. He added that he would provide more information to the Trustees as it is received.

Resident Pat Tieder expressed concern that it is very difficult to see the white traffic divider line on Orchard Drive north of North Street. She stated that she has raised this concern in the past, and this is a very dangerous situation that should be corrected as soon as possible. Manager Mick stated that a work order has been submitted to the Public Works Department for this issue.

Trustee Brandon stated that a resident has complained to her about the plywood by the new Village sign on Route 30. Manager Mick stated that the plywood is temporarily there to protect the grass around the sign during construction. Mayor Ostenburg commented that the graphics on the sign are difficult to read. Trustee Dillard stated that signs on the light pole block the Route 30 sign, and there is also a tree that blocks the sign. Manager Mick stated that the Village will be asking to remove the tree along with other vegetation that will be removed in conjunction with the fence work that is going to be done.

Manager Mick informed the Board that there will be a full slate of budget review meetings in May.

The group discussed the possible Village affiliation with Diversity Inc.

The Board discussed the relationship between the Village and School District 163. Mayor Ostenburg stated that he would like the district to be more open with the Village. He suggested establishing a "blue ribbon" committee to deal with this issue. He explained that we could recruit citizens to join with the Village, with the goal of dealing with the issue in an objective way and serve all of the citizens in the process. He explained that this "ad hoc" task force would be an advisory body that could benefit both entities. Manager Mick informed the Board that the Village attorney has submitted a letter to School District 163 regarding the legal rights of the Village in reference to the new building that the District is proposing to construct. He stated that the Village would like to work with and collaborate with the School District for a mutually beneficial outcome. He added that one of the Village concerns is safety issues regarding ingress and egress to the Village facility once the new building is constructed.

**VILLAGE OF PARK FOREST  
BOARD OF TRUSTEES  
SATURDAY RULES MEETING  
May 1, 2010  
Page 2**

Manager Mick stated that there has been some discussion regarding renaming the 211<sup>th</sup> Street Metra station. He stated that Park Forest would like the name of the station to be "Park Forest" since Park Forest does not have a name presence at any other station. Mayor Ostenburg commented that this is a multi-jurisdictional stop, and a compromise may be needed to include all of the communities in the name of the station (Park Forest, Olympia Fields and Matteson).

Resident Cheryl Ferguson stated that she is a student at Prairie State, and she is in attendance to observe today's meeting as part of a school project.

Mayor Ostenburg explained to Ms. Ferguson that the Saturday morning Board Rules Meeting is held once a month, and is designed to deal with citizen questions and concerns. He stated that the Village also sponsors quarterly Neighborhood Meetings in various areas of the Village. He commented that much resident feedback is obtained from these meetings, and there is much citizen participation. Mayor Ostenburg explained the Board meeting process and the budget review process. He encouraged Ms. Ferguson to attend a Regular Board meeting and stated that she is also invited to attend a budget review session. Ms. Ferguson presented the Board with a list of questions that she needed answered to complete her assignment. She thanked the Board for their assistance with her project.

Director of Recreation and Parks John Joyce informed the Board that the public walk-through and open house for the Aqua Center is scheduled for Saturday, May 29. He added that the Aqua Center opening day is Saturday, June 5. Mr. Joyce stated that there will be a ribbon-cutting ceremony for the Aqua Center on Wednesday, June 9. He explained that the Aqua Center will be open free to the public from 5:00 p.m. to 9:00 p.m. on that evening, and there will be a live concert along with games, contests and food.

There being no further business, Mayor Ostenburg requested a motion to adjourn. Trustee Kramer made a motion, seconded by Trustee Kopycinski, to adjourn the meeting at 11:20 a.m. All in favor.

Respectfully submitted,

Phyllis Dyrda, Recorder

## **AGENDA BRIEFING**

**DATE:** May 20, 2010

**TO:** President Ostenburg  
Board of Trustees

**FROM:** Kenneth Eyer

**RE:** Award of Contract to Restore Asphalt for Water Main Breaks and Storm Sewer Repairs

### **BACKGROUND/DISCUSSION:**

On May 19, four (4) bids were opened for Asphalt Restoration caused by water main breaks and storm sewer collapses. The project was advertised in a local newspaper as required by law.

The low bidder is John Zarlengo Asphalt Paving Company Inc., located at 1201 Piacenti Lane, Chicago Heights, IL 60411 at a total contract price of \$36,303.47.

John Zarlengo Asphalt Paving Company Inc. has won previous bids for work in the Village. The Company's performance has been excellent for these type of projects.

The Public Works Department requests that the Board authorize award of this contract with a 15% contingency for a total amount of \$41,748.99.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular meeting of May 24 for your consideration.

2010 Spring Asphalt bid tab

2010 SPRING ASPHALT RESTORATION

ITEM	QUAN-TITY/	UNIT	Pavement Systems, Inc. Blue Island, IL		John Zarlengo Asphalt Chicago Heights, IL		All Pro Paving, Inc. Frankfort, IL		Abbey Paving & Sealcoat Aurora, IL		
			UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	
1	Class D Patch Special 14 1/2" (108 Monee Road)	4	S.Y.	\$ 300.00	\$ 1,200.00	\$ 125.00	\$ 500.00	\$ 600.00	\$ 2,400.00	\$ 275.00	\$ 1,100.00
2	Class D Patch Special 5 1/2" (Street)	382	S.Y.	\$ 65.00	\$ 24,830.00	\$ 47.50	\$ 18,145.00	\$ 62.50	\$ 23,875.00	\$ 67.50	\$ 25,785.00
3	Class D Patch Special 4" (Driveway)	99	S.Y.	\$ 45.00	\$ 4,455.00	\$ 52.53	\$ 5,200.47	\$ 81.80	\$ 8,098.20	\$ 55.00	\$ 5,445.00
4	Traffic Control	1	L.S.		\$ 100.00		\$ 210.00		\$ 1,900.00		\$ 1,000.00
	Addendum No. 1	326	S.Y.	\$ 65.00	\$ 21,190.00	L.S.	\$ 12,248.00	\$ 62.50	\$ 20,375.00	\$ 67.50	\$ 22,005.00
	<b>BASE BID TOTAL</b>				<b>\$ 51,775.00</b>		<b>\$ 36,303.47</b>		<b>\$ 56,648.20</b>		<b>\$ 55,335.00</b>

Engineers Estimate  
Village of Park Forest

ITEM	QUAN-TITY/	UNIT	UNIT PRICE	TOTAL
1	Class D Patch Special 14 1/2" (108 Monee Road)	4	S.Y.	\$ 130.50 \$ 522.00
2	Class D Patch Special 5 1/2" (Street)	382	S.Y.	\$ 49.50 \$ 18,909.00
3	Class D Patch Special 4" (Driveway)	99	S.Y.	\$ 36.00 \$ 3,564.00
4	Traffic Control	1	L.S.	\$ 1,200.00
	Addendum No. 1	326	S.Y.	\$ 49.50 \$ 16,137.00
	<b>BASE BID TOTAL</b>			<b>\$ 40,332.00</b>