

AGENDA

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

Village Hall

7:00 p.m.

April 4, 2011

Roll Call

1. Amendment to Engineering Services Agreement for the Demolition of the Marshall Field's Building
2. Water Distribution System Valve Assessment
3. Consideration of a Resolution Ceding the Aggregate Remaining Unused Allocation of 2011 Private Activity Bond Volume Cap to the Illinois Finance Authority for use by Projects in the Chicago Southland Area
4. An Ordinance Amending Ordinance No. 1939 Adopting the Annual Budget for the Year Commencing July 1, 2010 and ending June 20, 2011
5. A Resolution Adopting Fiscal Policies for the 2011/2012 Fiscal Year Budget

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: March 28, 2011

TO: Mayor John Ostenburg
Board of Trustees

FROM: Kenneth Eyer, Director of Public Works

RE: Amendment to Engineering Services Agreement for the Demolition of the Marshall Field's Building

BACKGROUND/DISCUSSION:

At the Regular Board Meeting of September 27, 2010 the Board authorized the Village Manager to enter into an agreement with Baxter & Woodman to provide the necessary construction oversight services for the demolition of the Marshall Field's Building in the amount not to exceed \$75,000. Baxter & Woodman is requesting that an amendment be added to this agreement in the amount not-to-exceed fee of \$9,500, for a total not-to-exceed total of \$84,500.

One of the reasons for this amendment increase is due to the redesign of the new west wall construction that was proposed in the bid documents and to redo specifications for this wall to structurally accommodate the future storage/public restroom facility proposed by the Parks Department.

The existing west wall of Village Hall was actually the east wall of the Field's building. This wall was not connected to Village Hall. Before Fields could be taken down the wall had to be stabilized to Village Hall. This design work and additional construction oversight is required to complete the Field's demolition.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of April 4, 2011 for discussion.



Kenneth Eyer, P.E.,
Director of Public Works
Village of Park Forest
350 Victory Drive
Park Forest, Illinois 60466

February 4, 2011

Subject: Village of Park Forest – Marshall Field’s Building Demolition

Dear Ken:

The Park District plans to construct a Toilet/Storage Building Addition on the west side of the Village Hall Building upon completion of the subject project. Design, specification and drawing revisions for use of the common wall between the Village Hall Building and Toilet/Storage Building Addition were coordinated with the Park District’s Architect. Below is a summary of significant changes.

- Replace specified non-load bearing steel stud backup with load bearing reinforced concrete masonry block for backup of brick veneer
- Add lintels over door and window wall penetrations
- Revise location of masonry control joints and add control joint gaskets
- Revise specified brick veneer anchors and joint reinforcement
- Replace the specified insulation sheathing with cavity wall insulation
- Specify 3 hour fire door, frame and hardware
- Relocate exterior face of wall 2-1/2” to the west*
- Revise reinforcing steel bar lengths*

*Revised to relocate demolition saw cut and facilitate construction at the General Contractor’s request

Evaluation of alternate expansion anchors installed without Engineer’s approval for connections between the west wall and structural steel framing has required additional effort. The design details specified “Carbon Steel Kwik Bolt TZ Expansion Anchors Manufactured by Hilti, Inc.” with 5-inch minimum embedment. Hilti Kwik Bolt 3 Expansion Anchors were installed with embedment depths less than the minimum specified depth.

8810 West 192nd Street

Mokena, IL 60448

708.178.2090

Fax 708.178.8710

info@baxterwoodman.com



Mr. Kenneth Eyer, P.E.
Village of Park Forest

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Our estimate of total cost to complete the final details and drawings, evaluate the change order from the contractor, and perform all construction services relative to this change will be approximately \$9,500.

We request that you consider an amendment to our Engineering Services Agreement for the subject project to increase our not-to-exceed fee by \$9,500 for the above described change in scope.

Attached is an Amendment to our Engineering Services Agreement for execution if you are in agreement with making this change.

Please let us know your decision on this matter and advise if you have any questions.

Very truly yours

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

A handwritten signature in black ink, appearing to read "Steve A. Larson". The signature is fluid and cursive, with a large initial "S" and "L".

Steve A. Larson, P.E.
President/CEO

C: Raymond N. Koenig, Baxter & Woodman, Inc.
Charles A. Brunner, PE, SE, Baxter & Woodman, Inc.

VILLAGE OF PARK FOREST, ILLINOIS
MARSHALL FIELDS BUILDING DEMOLITION CONSTRUCTION ENGINEERING
SERVICES

***ENGINEERING SERVICES AGREEMENT
AMENDMENT NO. 1***

THIS AGREEMENT AMENDMENT is made this ___ day of _____, 2011, 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 the purpose of amending the Engineering Services Agreement between these parties dated September 28, 2010 hereinafter referred to as the AGREEMENT to revise the ENGINEERS' fee for construction services because of modifications to the common wall between Village Hall and a proposed Toilet/Storage Building Addition.

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

SECTION 2.1 of the AGREEMENT shall be deleted in its entirety and replaced with the following:

"The ENGINEERS' fee for the professional engineering services described in Exhibit B Sections 1 through 9 shall be computed on the basis of their hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which total amount will not exceed \$84,500 except as provided in paragraphs 3.10 and 3.11; ENGINEERS' Project No. 071282.60."

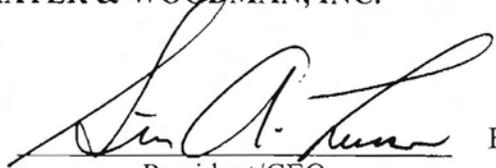
All other provisions of the AGREEMENT shall remain in full force and effect.

01/30/03

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 
President/CEO

By _____
Village Manager

2/8/11
Date of Signature

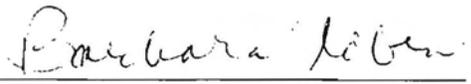
Date of Signature

(SEAL)

(SEAL)

ATTEST:

ATTEST:


Deputy Secretary

Clerk

Attachment

I:\Mokena\PRKFT\071282 Mrsh. Fields Bldg\60-Construction\word\ESA AMENDMENT 2011 2 8.doc



Deb Levesque

From: Ken Eyer
Sent: Tuesday, March 08, 2011 2:57 PM
To: Roderick Ysaguirre; Deb Levesque
Subject: FW: Park Forest Marshall Fields ESA Amendment
Attachments: 071282.60 ESA Amendment 1 as sent 2011 2 8.pdf

This needs to go to the April 4 board meeting

From: Raymond N. Koenig [<mailto:rkoenig@baxterwoodman.com>]
Sent: Monday, March 07, 2011 4:56 PM
To: Ken Eyer
Subject: Park Forest Marshall Fields ESA Amendment

Ken, as requested.

Raymond N. Koenig
Infrastructure Department Manager
Baxter & Woodman, Inc.
708/478-2090 phone
708/478-8710 fax
rkoenig@baxwood.com



AGENDA BRIEFING

DATE: March 28, 2011

TO: Mayor John Ostenburg
Board of Trustees

FROM: Kenneth Eyer, Director of Public Works

RE: Water Distribution System Valve Assessment

BACKGROUND/DISCUSSION: The Department of Public Works originally planned to do the water distribution system valve assessment in two phases, one in fiscal year 2011 and the second phase in fiscal 2012. The excess build-up of minerals in the old water main, leading to many complaints of discolored water, has created the necessity to move the scheduled project up. The reason for this is DPW proposes to use a unidirectional flushing approach this fall rather than the conventional method of flushing. The unidirectional method requires that all the valves be in working order.

M. E. Simpson Company was hired to perform phase 1 of the valve assessment program. This work consisted of locating all valves, exercising all valves, evaluating all valves and providing the GPS location of all valves. This work was accomplished in September and October of 2010 at a total cost of \$18,200.00. Phase 2 will complete the project at a estimated cost of \$13,780 for the remaining 265 valves.

The evaluation of the valves will provide a report of what needs to be repaired or replaced. The DPW crew will then fix or replace the troubled valves.

The total cost of this project for fiscal 2011 will be \$31,980.00 DPW requests the Board authorize the Village Manager to issue a sole source Purchase Order to M. E. Simpson Company in the amount of \$13,780.00 plus a 10% contingency for a total amount of \$15,185.00 to complete this project.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules Meeting of April 4, 2011 for discussion.



www.mesimpson.com

3406 Enterprise Avenue
Valparaiso, IN 46383

Phone: (800) 255-1521
Fax: (888) 531-2444

January 7, 2010

Mr. Kenneth Eyer, P.E.
Director of Public Works / Village Engineer
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466

Dear Mr. Eyer,

M.E. Simpson Co., Inc. is pleased to present our "**Water Distribution System Valve Assessment Program**" for the Village of Park Forest.

M.E. Simpson Co., Inc. is a **Technical Service Company** performing services designed to aid a utility in improving accountability, increasing revenues, heightening distribution system performance and optimizing distribution system data, records and mapping programs. As a part of our services we also manufacture the Polcon[®] flow and pressure monitoring equipment. Our wastewater services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections.

This **Proposal** is being submitted as follows:

- ◆ **Scope of Services**
- ◆ **Project Scope**
 - Project Overview
 - Assumptions and Services Provided by the Utility
 - Equipment Used
 - Safety
- ◆ **Qualifications / Personnel**
- ◆ **References**
- ◆ **Valves to be Assessed**
- ◆ **Proposed Project Schedule**
- ◆ **Proposal Fee**

We thank you for your consideration and this opportunity to acquaint you with our valve assessment services and offer this proposal. If there are any inquiries regarding this proposal, please do not hesitate to contact us. We look forward to hearing from you soon.

Sincerely yours,

Randy Lusk
Regional Manager – Dyer
RL/jph

SCOPE OF SERVICES

M.E. Simpson Company, Inc. is a **Technical Service Company**. Our services are designed to aid water utilities improve accountability and increase revenues by maximizing distribution system performance and optimizing distribution system data, records, and mapping programs. As a part of our services we also manufacture the Polcon[®] flow and pressure monitoring equipment. Our wastewater services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections.

- ◆ **Water Loss Control Survey/Audit** – using the International Water Association water audit format to track water input/output of a water system.
- ◆ **Large Meter Evaluation and Maintenance** – includes proper meter sizing, selection, testing, repair and post-test when needed for master and commercial meters.
- ◆ **Water Distribution Leak Survey** – designed to pinpoint areas of leaks in the distribution system, document the locations and estimate losses.
- ◆ **Water Distribution System Valve Assessment** – locating all main line valves, exercising, documenting the data, and placing information into our Polcon Pro-Valve[®] database.
- ◆ **Fire Hydrant Flow Testing and Flushing** – flow testing hydrants for water main carrying capacity indicating correct fire flows.
- ◆ **Water Distribution System Flow Measuring and Testing** – determining “C” factors, 24-hour flow monitoring, pump curves, and district flow measurements.
- ◆ **Unidirectional Water Main Flushing** – operating main line valves and flushing directionally to remove debris and sediment out of the distribution system.
- ◆ **GPS Locating and CAD Mapping** – updating atlases by collecting GPS coordinates, field information, and line locating mains. The collected information is entered into updated CAD base maps.
- ◆ **Sanitary Sewer and Storm Sewer Flow Monitoring** – installation of flow monitoring devices, maintaining and recording bi-weekly flow data to show flow patterns of the collection system.
- ◆ **Smoke Testing** – identifying deficiencies including downspout connections, area drains, service laterals, and leaks in the sewers.
- ◆ **Manhole Inspection and Inventory** – collecting data for manhole structure conditions including line size, flow direction, and depth of invert.
- ◆ **Water Service Connection Inspection and Inventory Program** – inspecting commercial meter settings and backflow devices and entering inventory into a database.
- ◆ **Polcon[®] Flow and Pressure Monitoring Equipment** – custom manufacturing of flow monitoring and pressure measurements designed for practical field applications.

PROJECT SCOPE

The **Water Distribution System Valve Assessment Program** is conducted in the field by our Project Team (M.E. Simpson Co., Inc. uses **TWO** trained technicians on each valve team). When necessary, M.E. Simpson Co., Inc. uses a hydraulic valve machine capable of operating 2" through 60" valves. This machine can be set with a torque as low as 5 foot pounds and is capable of increasing up to 2500 foot pounds. The hydraulic valve operator with the "adjustable torque control" feature, along with experienced operating personnel, prevents excessive breakage during valve exercising. M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to perform the program. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. These personnel are required to have a minimum of three years field experience in valve location, exercising and computer mapping. We will locate and operate each main line valve in the system. The important operation and location details of each valve will be noted and compiled on our "Valve Assessment Report" and submitted to your office, as a Valve Book, for your permanent records.

The valve information can then be entered into **Polcon Pro-Valve**[®] (detailed later), a computer software program designed and exclusively marketed by M.E. Simpson Co., Inc. All mainline valve information is entered into Polcon Pro-Valve[®] with an appropriate diagram showing each valve at its location. All pertinent information such as size, number of turns to operate, depth to the operating nut, right or left turn, normally open or closed, and location by measurement from existing landmarks is a part of each valve record.

The importance of the **Valve Assessment Program** is apparent when major emergencies arise and Utility personnel are unable to either locate or close a valve or several valves during a water main break. The same problem occurs when valves that are normally closed need to be opened during a fire fighting effort and these valves then fail in the closed position. These situations can occur when valves are not exercised annually or at least every two years.

Any valves that break or fail during the exercising program will be repaired or replaced at the expense of the *Utility*. M.E. Simpson Company cannot be held responsible for possible valve failures during exercising.

PROJECT OVERVIEW

LOCATING

- ◆ All main line water valves will be located and positions recorded in such a manner to allow the location to be known and readily re-creatable by *Utility* personnel upon demand.
- ◆ Water maps will be examined to determine the anticipated location of each water valve.
- ◆ The existence of all water valves shown on the water maps will be verified by visual inspection.
- ◆ Any water valves shown, but not identified by visual inspection, will be searched for using a magnetic locator.
- ◆ Should search by magnetic locator fail, radio-detection equipment shall be used to trace existing water mains to establish the configuration and the probable location of water valves.
- ◆ A combination of recorded information, manual and technical testing techniques as is needed will be employed in order to establish the location of remaining water valves.
- ◆ Once located, valve boxes or valve vault covers shall be painted with an environmentally formulated precautionary blue paint for future identification.

EXERCISING

- ◆ Each of the located water valves will be exercised to an extent to insure its ability to operate through its full range of “turns” or complete revolutions upon demand.
- ◆ M.E. Simpson Co., Inc. shall notify the *Utility's Director / Superintendent*, of the intent to exercise a certain group of water valves. We shall obtain permission to perform the work at least twenty-four (24) hours or one (1) working day in advance of the intended start of scheduled work.
- ◆ We will first attempt to operate each of the valves manually.
- ◆ Valves requiring an operating torque greater than one hundred (100) foot-pounds shall be exercised by a portable hydraulic valve machine.
 - This machine shall be capable of operating all valves in the *Utility* water system. It shall have torque-limiting capabilities that allow incremental settings from five (5) to twenty-five hundred (2500) foot pounds of torque. Most importantly, this machine shall be solely and completely dependent upon the operator for continuous control of direction and torque, otherwise known as “non-locking” or “adjustable torque control” capability.
 - Valves will be exercised with the minimum torque required in order to prevent valve damage. During initial valve closure the valve will be turned no more than five (5) turns before turn direction is reversed for two (2) turns, thus allowing the threads of the stem and gate to free themselves. This closure and partial reversal process shall be repeated until the valve has achieved full closure.
- ◆ The valves shall be exercised from full open to full closure a minimum of three (3) times until such time as this can be done without further turn range improvement or no further reduction in the required operating torque is noted. Then, the top and bottom operation range shall be additionally exercised an additional three (3) times.

MAPPING

- ◆ A sketch of every valve location is made in the field.
- ◆ Mapping is an optional addition to the Water Distribution System Valve Assessment Program. The *Utility* has the option of acquiring the physical hard copy of the Valve Book, the Electronic Database, and/or the Polcon Pro-Valve[®] software.
- ◆ When requested, all of the information collected will be compiled by means of **Polcon Pro-Valve[®]** software driven water valve database with graphic interface and hard copy reproduction capabilities.
- ◆ M.E. Simpson Co., Inc. will provide a valve mapping and exercise report for each valve located in the form of a valve book.
- ◆ Each intersection or valve location will be sketched identifying the valve placement and, if applicable, hydrant placement. This sketch is to be a visual representation drawn not to scale but proportional. Drawings will include the curb or street edges and other landmarks necessary for valve location. We will then place this information into Polcon Pro-Valve[®] software.

- ◆ The report shall include, but not be limited to, the following water valve information:
 - Identifying number consistent and compatible with system presently employed by the *Utility*
 - Location referenced by coordinates in landmark system approved by the *Utility*
 - Location by street and cross-street names
 - Size
 - Type
 - Operating nut depth
 - Enclosure type
 - Number of turns to achieve full closure
 - Direction of closure
 - Present valve position
 - Date exercised
 - A graphic drawing of each location with measurements from existing landmarks

GPS LOCATIONS

M.E. Simpson Co., Inc.'s GPS Location Program will be accomplished by using a Trimble GPS GeoXH receiver. M.E. Simpson Co., Inc. will locate all water appurtenances and other structures selected by the utility for location with the Trimble GeoXH receiver. The units used are twelve-channel receivers that will receive correction factors from a differential beacon, low flying satellite, or a Beacon on a Belt.

The feature and attribute data will be input on the GeoXH data collector using the TerraSync™ software. Data will be transferred into the GPS Pathfinder Office software. This software supports all aspects of GIS data collection and data maintenance, and can be exported into a variety of industry-standard GIS and database formats. The GPS position data that is collected will be “post processed” using current correction factors published and available on the Internet if correction factors for the correction beacon are not able to be obtained, or the low flying satellite is unable to provide correction factors. The information collected will be gathered and placed in an access database, which will be provided on a CD so that the information can be imported into your GIS Mapping system or other database formats.

Once the mainline valves have been located, the M.E. Simpson Co., Inc. Project Team will perform the following:

- ◆ **The Project Team will collect GPS Coordinates** of all mainline valves assessed as well as hydrants using the above “Scope of Work”
- ◆ The Project Team will work with the Utility to develop a “data dictionary” which will define the information to be collected for each attribute. The Data dictionary shall have the following but not limited to:
 - Date and time the information was gathered.
 - The unique identifying number for each attribute consistent and compatible with system presently employed by the *Utility*.
 - Location for each attribute referenced by Northing and Easting coordinates generated from the GPS location in the Utility’s local State Plane Coordinate system.
 - Type of Attribute (mainline valve, hydrant).
 - Offset information if the attribute needs to have the location determined by an offset coordinate due to blocked signals from the GPS satellites.
 - Any other data required to be collected as part of the attribute data set as defined by the Data Dictionary. This Data Dictionary will be assembled by the Project Team and the Utility.
- ◆ **The accuracy of each GPS location** will be sub-meter.
- ◆ **The location of “offset” GPS locations** shall be accomplished by use of a Laser Rangefinder with an accuracy of 1/10th of a foot with an automatic Electronic Compass coupled to the GPS data collector. This is so that a bearing and distance from the offset location to the target GPS location can be recorded as part of the attribute data. This will allow coordinates to be generated in high tree canopy and urban canyons where normal coverage would not be possible.

- ◆ **GPS locations will need to have readings** from at least four satellites in position and a reading from a local GPS beacon, or five satellites for the position to be considered accurate as a differentially corrected GPS location.
- ◆ **“PDOP” readings need to be less than 5.** “PDOP” readings greater than 5 will not be considered as accurate locations.
- ◆ **A minimum of 30** readings for each position shall be taken.
- ◆ **Position of the GPS satellites shall be given primary consideration.** The position of the satellites shall be recorded as part of the data. If the satellites are low on the horizon, it is expected that the project team will wait until the position is better before attempting to gather the GPS position. Data collected with the satellites low on the horizon and/or poorly distributed shall not be considered valid.
- ◆ **The information collected** will be compiled into the **Pathfinder Office** or **TerraSync™** software database with the ability to export the information into a format acceptable to the Utility such as Microsoft Access, Microsoft Excel, .DXF file, or .SHP file for use in the Utility’s GIS system or CAD mapping program, and also included in the Polcon Pro Valve® database.
- ◆ **All locations will be differentially corrected** for accuracy. A stationary beacon or mobile beacon can be set up to allow differential correction. All data will be “Post-Processed”, so that a comparison can be made to a Local stationary GPS receiver. The locations of the stationary GPS stations can be obtained from the Internet. The particular stationary GPS receiver shall be listed in the final report as the station used for differential correction. This will allow for a greater accuracy of the GPS locations.

DOCUMENTATION OF GPS LOCATIONS

M.E. Simpson Company will provide a location report for each valve located, included in the Valve Assessment book and/or a database on a CD in a format agreed upon between the Utility and M. E. Simpson Co., Inc. Hydrant locations will be compiled into a database such as Access or Excel.

- ◆ The GPS location data collected will be exported into a database for Utility use
- ◆ The GPS data collected shall include but is not limited to the following information:
 - a. *Identifying number consistent and compatible with system presently employed by the Utility.*
 - b. *Location referenced by coordinates using the **Illinois State Plane Coordinate System.***
 - c. *Location by street and cross-street names.*
 - d. *Type of structure.*
 - e. *Date and time data was collected.*

POLCON PRO-VALVE®

In place of the Access database, M.E. Simpson Co. Inc. will provide our **Polcon Pro-Valve®** online database.

Polcon Pro-Valve® continues to be developed in house at M.E. Simpson Co. Inc. allowing us total control over the design of the product. Our program is based online in a secure server that only allows selected users access to the information through login/passwords. The advantage of this program allows you the flexibility to view your valve information from any where.

The data saved in Polcon Pro-Valve® can be read and manipulated with any other database product that supports Object Database Connectivity (ODBC). This provides flexibility to a user that needs to cross platforms.

The images that are drawn in Polcon Pro-Valve® are drawn using a stand-alone program called "TurboCad" by IMSI. This program has many tools and can be used to make an extremely detailed drawing of the valve area. Also, editing the drawings is much easier in TurboCad because every item in a drawing is a separate object which can be selected and edited by simply pointing and clicking.

This software was developed to keep track of all the information that is associated with main line water valves. There are three areas of information that are recorded in Polcon Pro-Valve®. The first area is the **valve card**. The valve card keeps all the information about the valve that normally doesn't change year to year including:

- ◆ Valve number
- ◆ Map page number
- ◆ Street name
- ◆ Cross street name
- ◆ Size
- ◆ Turn Direction
- ◆ Type
- ◆ Operating nut depth
- ◆ Position
- ◆ Box style
- ◆ Site
- ◆ x-y Coordinates of the valve

The second area is the **exercising history**. As valves are turned year to year some information changes, this information is kept in ascending order by date so that the most recent information for the valve is always on top. Probably the most important piece of history information is the valve code. The valve code is used to organize the valves into groups. For example: a valve with no problems is coded "Valve OK" a valve that can not be exercised because of debris in the box is coded "Box full of debris". There are many other valve codes describing the condition of the valves. The history section includes:

- ◆ Turn date
- ◆ Number of turns
- ◆ Technician
- ◆ Machine torque ratings
- ◆ Valve Codes
- ◆ Comments

The third area is the **drawing** area. Each valve has an associated image assigned to it. The image is currently drawn in an outside stand-alone program called “TurboCad” by IMSI. The drawing is then embedded into the database and assigned to the proper valves. The drawings are not to scale but are a proportional representation of the area around the valve.

Information alone is useless. In order to make the information worth having it must be used and Pro-Valve® makes that easier to do. Pro-Valve® software pulls all the valve information together into a variety of reports. Reports include:

- ◆ Valve Card Books
- ◆ Exception Report
- ◆ Valve Listing by Number
- ◆ Valve Listing by Street
- ◆ Problem Valve List (Useful for Work Orders)

ASSUMPTIONS AND SERVICES PROVIDED BY THE UTILITY

- ◆ The *Utility* will furnish all maps, atlases, (two copies) and records necessary to properly conduct the valve-exercising program.
- ◆ As a part of the Water Distribution System Valve Assessment Program the *Utility* must make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find water valves. The selection of the specific personnel and times they would be available would be made entirely at the discretion and direction of the *Director of Public Works, or Water Superintendent*. The immediacy and longevity of the availability shall not be considered justifiable reason for the contractor to fail to complete the work in accordance with the completion schedule specified.
- ◆ The *Utility* will provide records such as old valve cards or any additional information to make the valve location and exercising easier to perform. This information shall be regarded as **CONFIDENTIAL** by M.E. Simpson Co., Inc., and will not be shared with anyone outside of the *Utility* without consent of the *Utility*.
- ◆ The *Utility* will notify other departments in the city, town, or village as to the activity of valve exercising. This is done so various departments are aware the program is in progress should there be a problem with part of the distribution system, and notification can be made promptly.
- ◆ The *Utility* will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find valves and for general information about the water system. *This person will not need to assist the Project Team on a full time basis*, but only on an “as needed” basis.
- ◆ The *Utility* will assist, if needed, to help gain entry into sites difficult to get into due to security issues or other concerns. This may be required of areas where distribution mains run in easements on private property.

EQUIPMENT USED

- ◆ Truck mounted hydraulic valve operator w/adjustable torque control
- ◆ Portable hydraulic valve operator w/adjustable torque control
- ◆ Extendable valve keys for manual operation
- ◆ All necessary hand tools
- ◆ Truck mounted arrow board/signage, and warning lights on trucks.
- ◆ Traffic control equipment, including properly sized traffic cones with reflective stripes when needed or required.
- ◆ All necessary safety equipment, including Rose confined space entry equipment and Crowcon air monitoring / gas detection equipment when needed or required.
- ◆ Schonstedt or Chicago Tape magnetic locator
- ◆ Radio Detection RD400 series line locator

SAFETY

Safety is a major part of any project; M.E. Simpson Co., Inc. always provides a safe work environment for its employees. Our staff is trained in Confined Space Entry & Self-Rescue, Workplace First Aid, CPR & AED, and Traffic Control. While in the field on your project M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff, and the general public.

The Project Manager and Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an **OSHA 10 Hour Card**.

Work done in a "*confined space*" such as pit, vault, or manhole will be treated in accordance with the safety rules regarding Confined Space Entry designated by the *Utility*, the *Department of Labor* and *OSHA*. Our personnel are trained and certified in Confined Space Entry & Self-Rescue.

We will follow all safety rules regarding First Aid, CPR & AED use designated by the *Utility*, the *Department of Labor* and *OSHA*. Our personnel are trained and certified in First Aid, CPR & AED's by the American Red Cross.

We will follow all traffic safety rules, using two-man teams, designated by the *Utility*, the *Department of Labor*, *OSHA*, the *Manual on Uniform Traffic Control Devices* and the *State Department of Transportation*. Our personnel are trained and certified, by the American Traffic Safety Services Association, in Flagging and Traffic Control for Utility Operations.

QUALIFICATIONS / PERSONNEL

PRIMARY LINES OF BUSINESS

M.E. Simpson Co., Inc. is a **Technical Service Company** performing services designed to aid a Utility in improving accountability, increasing revenues, heightening your distribution system performance and optimizing your distribution system data, records and mapping programs. As a part of our services we also manufacture the Polcon[®] flow and pressure monitoring equipment. Our wastewater services provide improvement to collection systems through flow monitoring, smoke testing, and manhole inspections.

LENGTH OF SERVICE

In 1979, M.E. Simpson Co., Inc. was formed to provide **“Technical Services”** to Municipal and Private Water Utilities. M.E. Simpson Co., Inc. was founded by Marvin E. Simpson who had spent the twenty four years prior to 1979 working within the water works industry for a few major manufacturers of piping, valves, and water meters. The company began operations in Rochester, Indiana and moved the corporate headquarters to Valparaiso, Indiana in 1988. In 1989, the Indiana Section of AWWA honored Marvin with the **“Water Wheel Award”** for his outstanding service to the water profession. In 1995, Marvin was honored as a life Member of the American Water Works Association.

M.E. SIMPSON CO. INC. EMPLOYEE QUALIFICATIONS

Michael D. Simpson, CEO, has been with the company since February 1983 after completing two years at Purdue University studying Industrial Technology. Michael developed many of the techniques used today by M.E. Simpson Co., Inc. for performing water distribution system evaluations. Michael has completed classes and given lectures on hydraulics specifically related to the Polcon[®] Flow Testing equipment and performed flow testing from 1986 through 1998. He has been personally responsible for over 100 water distribution evaluation programs. In addition, Michael is experienced in sewer flow monitoring using ISCO equipment, experienced in sewer smoke testing, and manhole inspections. Michael has maintained an active role in several local and state water works organizations. Michael has held offices on various Boards of Directors, as well as served on various committees. At this time, Michael is Chair - **“Water for People”** committee for the Illinois Section of AWWA; Chair - MAC committee for the Indiana Section of AWWA; and is a member of the **National AWWA “Water Loss Control Committee”**, and a member of the Water Environment Federation (WEF). As a part of his involvement in different organizations Michael continues to teach Water Loss Reduction and Water Distribution System Improvement classes. He is a multi-section member of the AWWA and a member of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin Rural Water organizations. Michael was awarded the **“Water Wheel Award”** by the Indiana Section for his outstanding contributions to the water profession and the Water-for-People’s **“Kenneth J. Miller Founders Award”** for his commitment to their efforts.

Dan E. Hood, President, has been with the company since October 1985. Dan is a graduate of Purdue University with a B.S. in Industrial Technology. Dan has implemented certain computer programs which have greatly improved the water distribution systems evaluations. Having attended classes on hydraulics specifically related to our Polcon[®] Flow Testing equipment, Dan has ten years of experience performing flow tests. Dan is experienced in sewer flow monitoring using ISCO equipment, experienced in sewer smoke testing, and manhole inspections. Dan has extensive experience in meter evaluation, maintenance and installation. After completing numerous schools and lectures related to the operation and maintenance of water meters he has taught these techniques to employees. Dan was instrumental in pioneering the development of our valve assessment programs and the early development of our Polcon Pro-Valve[®] software and has trained all of our personnel in this area. Dan has taught Water Loss Reduction and Water Distribution System Improvement classes for the Indiana Section of AWWA and the Indiana Department of Environmental Management. Dan has published articles in News Leaks, Indiana Section of AWWA newsletter; Splash, Illinois Section of AWWA newsletter, and American Backflow Prevention Association newsletter. Dan is a multi-section member of AWWA and a member of Indiana and Wisconsin Rural Water organizations, as well as the Water Environment Federation (WEF). He is the Past Chair (2007) for the Indiana Section of AWWA. He is also a member of the **National AWWA “Meter Standards” Committee** and the **“Section Management” Committee**. Dan received the Indiana Section’s **“Water Wheel Award”** for his outstanding service to the water profession and the Water-for-People’s **“Kenneth J. Miller Founders Award”** for his commitment to their efforts.

John H. Van Arsdel, Vice President, has been with the company since May 1989. He is a graduate of Valparaiso University with a B.A. in Geography with an emphasis in locational evaluation and research design. He has completed Water Operators classes and seminars on Water Filtration and Distribution; Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W “modified” for small to medium systems (*licensed to use the Sandia Labs RAM-W Method, and licensed to teach the RAM-W “modified” for small to medium water systems*); Operation and Maintenance of Water Meters, and Flow Testing. John has extensive experience in the use of state of the art leak detection equipment and meter evaluation and maintenance. His expert knowledge includes the use of the Polcon[®] Flow Testing method in flow testing; valve location, exercising and mapping programs and fire hydrant and main capacity flow testing programs. John is experienced in sewer flow monitoring using ISCO equipment, experienced in sewer smoke testing, and manhole inspections and inventory. John helped develop our Unidirectional Main Flushing Program. He is responsible for the analysis, evaluation, and CAD updating of Water Distribution, Sanitary, and Storm Atlases using GPS locating. He has lectured to several local and state Water Works Organizations on Water Loss Reduction and Flow Testing and served on the North Suburban Water Works Association Board of Directors. John has published articles in News Leaks, Indiana Section of AWWA newsletter; Splash, Illinois Section of AWWA newsletter, John is a multi-section member of the AWWA and a member of Illinois and Wisconsin Rural Water organizations. He currently serves as Chair - Membership Committee of the Illinois Section AWWA, member of the Education Committee for the Illinois Section of AWWA and is a member of the **National AWWA “Water Loss” Committee**.

Jeffrey A. Morris, Vice President, has been with the company since March 1996. He previously worked in the plumbing/pipe fitting and construction industry for 12 years. Jeff is a graduate of Lawrence County Vocational/Technical School where he studied Industrial Electricity. Jeff has attended numerous schools, classes and lectures related to the operation, maintenance and installation of water meters and completed classes in plumbing. Jeff has extensive experience in operation, maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and use of state of the art leak detection equipment. He is also experienced in the use of all of our Polcon[®] Flow Testing equipment. He has operated and supervised numerous wastewater flow monitoring, smoke testing and mapping projects. He also has knowledge and training in the use of ISCO equipment and its deployment. Jeff is a member of the Indiana and Ohio Sections of AWWA. As a member of the Indiana Section of AWWA, he serves as Chair - Competition Committee and Small Systems Committee. He is a member of Indiana and Ohio Rural Water organizations as well as the Water Environment Federation (WEF), and serves as Chair - Associate Member Events & Exhibits Committee of Indiana Rural Water Association. Jeff received the Indiana Section’s “**Water Wheel Award**” for his outstanding service to the water profession.

Matthew S. Brown, Regional Manager-Valparaiso, has been with the company since May 1990. He previously worked in the farming industry. Matt has completed classes and attended lectures related to the operation and maintenance of water meters and backflow testing. He has extensive experience in all aspects of evaluation and maintenance of water meters, valve location, and exercising and mapping programs. Matt is also experienced in the use of state of the art leak detection equipment and the operation of our Polcon[®] Flow Testing equipment. Matt is a member of the Indiana and Michigan Sections of AWWA as well as the Indiana and Michigan Rural Water organizations.

Randahl Lusk, Regional Manager-Dyer, has been with the company since November 2000. He previously worked in retail business. Randy has attended classes and lectures on the operation and maintenance of water meters. Randy has experience in valve location, exercising and mapping, and the use of state of the art leak detection equipment. He is experienced in the operation and maintenance of water meters, fire hydrant, main capacity flow testing, and the operation of our Polcon[®] Flow Testing equipment. Randy is the Past President of the South Suburban Water Works Association, member of the Indiana and Illinois Sections of AWWA, and member of the “Tops Ops” and “Young Professionals” Committees in Illinois.

Todd Schaefer, Regional Manager-Waukegan, has been with the company since July of 1999 after completing three years at Purdue University. He previously worked in production quality control and also worked in the automotive industry. Todd has completed classes and attended lectures on the operation and maintenance of water meters and backflow testing. Todd has extensive experience in valve location, exercising and mapping, and the use of the state of the art leak detection equipment. He is experienced in the operation and maintenance of water meters, fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment. Todd is a member of the North Suburban Water Works Association, Western Wisconsin Water Professionals Association, and the Wisconsin and Illinois Sections of AWWA. Todd serves as a member of the “Meter Madness” Committee, Young Professionals Committee in Illinois, and MAC in Wisconsin and Midwest Water Industry Show planning committee.

Scott McElroy, Regional Manager - Phoenix, has been with the company since August 1997. He completed one year at Purdue University in Business Management. Scott previously worked in the construction industry and retail business. He has completed classes and attended lectures on the operation and maintenance of water meters. Scott is experienced in the operation and maintenance of water meters, valve location, exercising and mapping, use of the state of the art leak detection equipment, and the operation of our Polcon® Flow Testing equipment. He has supervised wastewater manhole inspection, inventory, and mapping projects. Scott currently serves on the Safety Committee for the AZ Water Association.

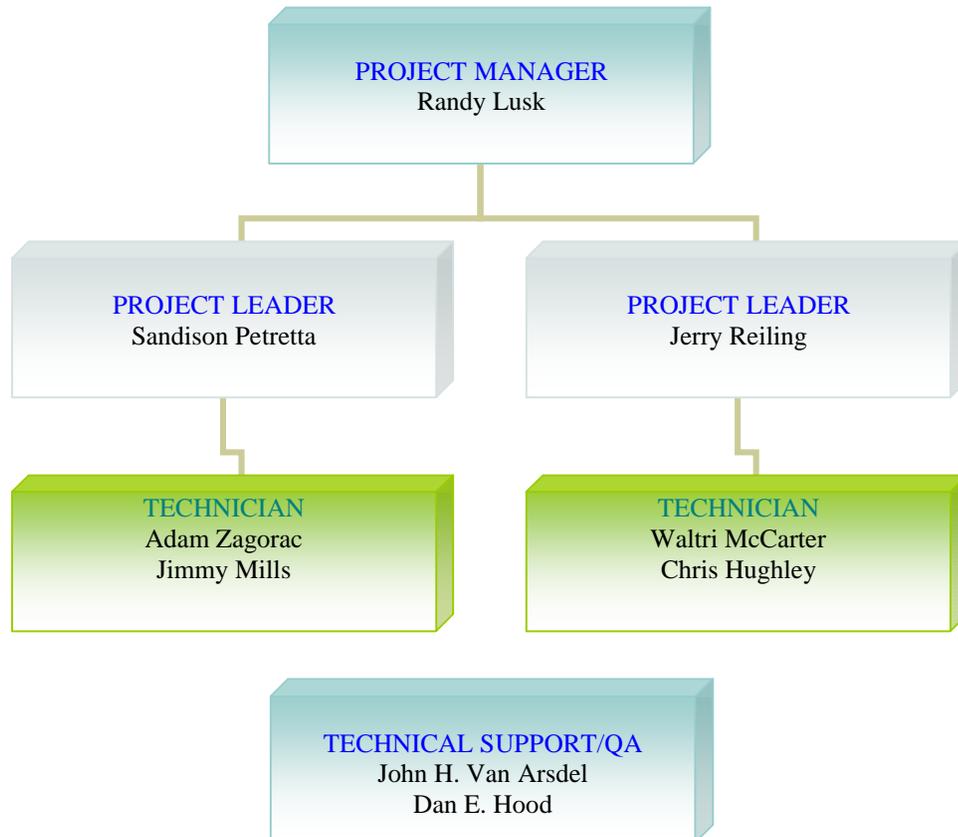
Alex Hood, Operations and Production Manager, has been with the company since October of 1998. Alex spent seven years in the United States Marine Corps Reserve and is a graduate of Purdue University with a Bachelor of Science in Organizational Leadership and Supervision. He has experience in valve location, exercising and mapping, and the use of the state of the art leak detection equipment. Alex also has experience in the operation and maintenance of water meters, fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment. Alex has attended classes and lectures on the operation and maintenance of water meters. He has operated and supervised wastewater flow monitoring, manhole inspection, smoke testing and mapping projects. He is an authorized trainer for: OSHA 10/30 hr. for General Industry; Instructor for American Red Cross certified First Aid and CPR with AED; Flagging Instructor, Traffic Control Technician, and Traffic Control Supervisor for the American Traffic Safety Services Association (ATSSA). He is certified as a Traffic Control Supervisor, Traffic Control Technician, holds a General Industry & Construction Industry OSHA 10hr Card, OSHA 30hr Card, and First Aid and CPR. Alex is a member of the American Traffic and Safety Services Association (ATSSA), the American Society of Safety Engineers (ASSE), the National Safety Council (NSC). Alex is a member of the Indiana Section AWWA and serves on the Safety Committee.

Jerry Reiling, Field Services Manager, has been with the company since May 1996. He is a graduate of Purdue University with a B.A. in Physical Education. Jerry previously worked in both the Environmental Services Industries and HVAC for 10 years. He has completed classes and attended lectures on the operation and maintenance of water meters. Jerry is experienced in the operation and maintenance of water meters, valve location, exercising and mapping, use of the state of the art leak detection equipment, and the operation of our Polcon® Flow Testing equipment. He has supervised wastewater manhole inspection, inventory, and mapping projects.

Megan Hood, Assistant Office Manager, started her tenure with M.E. Simpson Co., Inc. through the Porter County Cooperative Vocational Work Study Program in March 2003. In June 2003, she became a full time employee and in 2005 she was promoted to the Assistant Office Manager position. Megan oversees the data entry portions of our field services and water meter installation projects. She is certified in CPR/First Aid/ First Responders and is a certified forklift operator. Megan is also involved with organizing golf outings, as well as providing administrative assistance in various local waterworks organizations' functions.

PROJECT STAFFING

The chart below outlines the **Project Team** to be used during the Water Distribution System Valve Assessment Program for the **Village of Park Forest**. One of the two Project Leaders listed will lead the **Project Team** in the field. **Two-Man Project Teams will be used at all times during the course of the Project for reasons of Safety and Quality Assurance.**



QUALIFICATIONS OF STAFF FOR VALVE ASSESSMENT SERVICES

In the following section, you will find information about the M.E. Simpson Co., Inc. personnel who will be acting as Project Manager and Project Leaders for the proposed project. With each Project Manager and Project Leader you will find a history of projects previously staffed by these individuals. For more information about any of these projects or contact information, please call us at (800) 255-1521.

PROJECT MANAGER

Randy Lusk, Regional Manager-Dyer

Randy was the Project Manager for the following selected Valve projects.

- ◆ (2003 - 2005, 2008 - 2009) Village of Lansing Water Department – Lansing, IL
- ◆ (2009) Village of Orland Park – Orland Park, IL
- ◆ (2008 - 2009) Village of Downers Grove – Downers Grove, IL
- ◆ (2006, 2008) Village of Mokena – Mokena, IL
- ◆ (2005, 2008) Village of Beecher – Beecher, IL
- ◆ (2007 - 2008) Village of South Holland – South Holland, IL
- ◆ (2008) Village of Clarendon Hills – Clarendon Hills, IL
- ◆ (2005, 2008) City of Harvey – Harvey, IL
- ◆ (2006, 2008) City of Country Club Hills – Country Club Hills, IL
- ◆ (2007 - 2008) City of Countryside – Countryside, IL
- ◆ (2007 - 2008) Village of Richton Park – Richton Park, IL
- ◆ (2008) City of Palos Heights – Palos Heights, IL

PROJECT LEADERS

Sandison Petretta, Project Leader

Sandison was the Project Leader for the following selected Valve projects.

- ◆ (2009) Village of Orland Park – Orland Park, IL
- ◆ (2008) Village of Richton Park – Richton Park, IL
- ◆ (2008) Village of Palos Heights – Palos Heights, IL
- ◆ (2007) Village of Westmont – Westmont, IL
- ◆ (2007) Village of Richton Park – Richton Park, IL
- ◆ (2007) City of Countryside – Countryside, IL
- ◆ (2006) City of Country Club Hills Water Department – Country Club Hills, IL
- ◆ (2006) Village of Villa Park – Villa Park, IL
- ◆ (2006) Village of Mokena – Mokena, IL
- ◆ (2006 - 2007) Village of Clarendon Hills – Clarendon Hills, IL
- ◆ (2003, 2004, 2005) City of Palos Heights Water Department – Palos Heights, IL
- ◆ (2004, 2005) City of Bloomington Utilities – Bloomington, IN

Jerry Reiling, Field Services Manager

Jerry was the Project Leader for the following selected Valve projects.

- ◆ (2009) Village of Crete – Crete, IL
- ◆ (2009) Village of Downers Grove – Downers Grove, IL
- ◆ (2009) Village of Orland Park – Orland Park, IL
- ◆ (2007 - 2008) City of Countryside – Countryside, IL
- ◆ (2007 - 2008) Village of South Holland – South Holland, IL
- ◆ (2006, 2008) Village of Mokena – Mokena, IL
- ◆ (2008) Town of Morocco – Morocco, IN
- ◆ (2007) Twin Lakes Utilities – Twin Lakes, IL
- ◆ (2005, 2006) City of Huntington Water Department – Huntington, IN
- ◆ (2007) Town of Griffith Water Department – Griffith, IN
- ◆ (2007) Village of Lombard – Lombard, IL

REFERENCES

RELATED PROJECT EXPERIENCE

M.E. Simpson Co., Inc. has been in business since 1979. The company continues to perform services for numerous cities across Indiana, Illinois, Michigan, Wisconsin, Ohio, Arizona, California, and other regions of the United States. We have listed below a few project examples with references. Please feel free to call any of these gentlemen and ask them about their project and our services.

City of Lafayette, IN (1997-2009)

M.E. Simpson Co., Inc. has regularly performed a Valve Exercising Program for the City of Lafayette, IN since 1997. The most recent valve program in Lafayette resulted in 1,470 valves being located and mapped, 1,260 of which were exercised and 114 reported to the City as problem valves. This program continues to benefit the City and is recommended to continue to be repeated annually.

Kerry Smith
Water Works Superintendent
City of Lafayette, IN
(765) 476-4561

City of Harvey, IL (1999-2006)

M.E. Simpson Co., Inc. has performed a Valve Exercising Program for the City of Harvey, IL for many years. Most recently our valve exercising program located and mapped 465 valves for the City, exercising 279 of those and reporting 125 problem valves to the City. This valve exercising program has been a long running project between Harvey and M.E. Simpson Co., Inc. and has been recommended to continue to be repeated annually.

Rufus Fisher Jr.
Director of Public Works
City of Harvey, IL
(708) 210-5340

City of Phoenix, AZ (2003)

M.E. Simpson Co., Inc. is currently performing a special project in Phoenix, AZ working with the City on their Light Rail Project. A part of this project is a valve exercising program which has been in progress since 2003 and has resulted in 110 problem valves and 63 valves not found.

Greg Ramon
Asst. Water Services Director
City of Phoenix, AZ
(602) 262-6627

Kerry Brough
Vice President
Brown & Caldwell - Phoenix, AZ
(602) 567-3811

ADDITIONAL REFERENCES

Dan Lueder
Utility Superintendent
Cottonwood, AZ
(928) 634-8033

Gale Gerber
Water Superintendent
Nappanee, IN
(574) 773-4623

Jerry Martin
Director of Public Works
Palos Heights, IL
(708) 361-1806

Scott Ham
Manager
Silver Creek Water Corp.
(812) 246-2889

Jeff Musinski
Water Division Director
Waukegan, IL
(847) 599-2687

John Crooks
Water Superintendent
Shakopee, MN
(952) 445-1988

VALVES TO BE ASSESSED

The total number of valves to be located, exercised and mapped for the *Utility* is approximately **700** valves. The number of valves assessed may vary from the estimated number above. Any additional valve to be located, exercised, and mapped shall be charged a per unit price.

PROPOSED SCHEDULE

Project Start Date: To be Determined

Hold Kick-off meeting: TBD, to cover goals and objectives of Project.

Fieldwork to be completed and documented: 20 – 30 days depending on number of valves to be located, exercised and documented.

Valve Assessment Reports: Thirty (30) working days after fieldwork is completed for the valve location, exercising, and mapping project.

PROPOSAL FEE

M.E. Simpson Co., Inc. is pleased to offer the Village of Park Forest our proposal for a Water System Valve Assessment Program. This program is based on assessing approximately 700 valves in the Park Forest system. The location, exercising and mapping will be done on all of the main line valves in your system by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

Option I

2010 Mainline Valves @ \$49.00 each (Approx. 700) ----- (\$34,300.00)

2010 Mainline Valves with GPS @ \$52.00 each (Approx. 700) ----- (\$36,400.00)

Option II

2010 Mainline Valves @ \$49.00 each (Approx. 350) ----- (\$17,150.00)

2011 Mainline Valves @ \$49.00 each (Approx. 350) ----- (\$17,150.00)

2010 Mainline Valves with GPS @ \$52.00 each (Approx. 350) ----- (\$18,200.00)

2011 Mainline Valves with GPS @ \$52.00 each (Approx. 350) ----- (\$18,200.00)

These fees are all based on approximate numbers of valves to be located, exercised, and mapped. All procedures will be followed according to the above scope of services. The valve data will be transferred into the Polcon Pro-Valve[®] online software.

We thank you for this opportunity to acquaint you with our Valve Assessment services and present you with this proposal. Please call us if you wish to discuss our services in more detail.

Sincerely Yours,



Randy Lusk
Regional Manager – Dyer
RL/jph



www.mesimpson.com

3406 Enterprise Avenue
Valparaiso, IN 46383

Phone: (800) 255-1521
Fax: (888) 531-2444

February 25, 2011

Mr. Ken Eyer
Director of Public Works
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466

Dear Mr. Eyer,

M.E. Simpson Co., Inc. is pleased to present our proposal for a Valve Assessment Program for the Village of Park Forest Illinois.

PROPOSAL FEE

This program is based on locating, documenting, and exercising approximately 265 additional mainline water valves, in the Park Forest water distribution system. The valve assessment and documentation will be done by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc.

Additional Valves at \$52.00 each (Approx. 265) ----- (\$13,780.00)

**If the total number of valves exceeds the original 265 valves, each valve will be assessed a per valve fee of \$52.00 each.

These fees are all based on approximate numbers of valves to be located and exercised. **The total price will change according to the actual number of valves completed.** This will include the online Polcon Pro-Valve® software loaded with the valve database and exercising information for all valves.

We thank you for this opportunity to acquaint you with our Valve Assessment services and present you with this proposal. Please call us if you wish to discuss our services in more detail.

Sincerely Yours,

Randy Lusk
Regional Manager – Dyer
RL/jph

AGENDA BRIEFING

DATE: March 23, 2011

TO: Mayor Ostenburg
Board of Trustees

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

RE: Consideration of a Resolution Ceding the Aggregate Remaining Unused Allocation of 2011 Private Activity Bond Volume Cap to the Illinois Finance Authority for use by Projects in the Chicago Southland Area

BACKGROUND/DISCUSSION:

Every year at this time the Village is asked to consider ceding its Volume Cap for Industrial Revenue Bonds to the Illinois Finance Authority (IFA) on behalf of a bond pool managed by the South Suburban Mayors and Managers Association (SSMMA). Each home rule municipality is allocated a Volume Cap amount equal to \$95 per resident, based on the most recent residential population estimate released by the U. S. Census Bureau before the beginning of the calendar year. For 2011, populations are based on "Table 1: Annual Estimates of the Population for the United States, Regions and Puerto Rico: April 1, 2000 to July 1, 2009". For Park Forest, the population estimate is 22,462, resulting in a total Volume Cap of \$2,133,890. Volume Cap is intended to support manufacturing projects with a minimum value of \$1.5 million. This can include the purchase of land, the construction of buildings, and the purchase of equipment that becomes a permanent fixture in the building.

The benefit of pooling the Village's Volume Cap is that often the value of the project is much greater than the amount of Volume Cap available to any one municipality. For example, the Blue Ridge Farms project used Industrial Revenue Bonds totaling \$4,350,000. The Village of Park Forest was able to provide this kind of support to that project because it had pooled its Volume Cap with the SSMMA fund. In addition, even if Park Forest does not have a project that can take advantage of the Volume Cap, the Village can benefit financially when projects in other communities are funded through this bond pool. When projects are funded through the SSMMA bond pool, and the Village of Park Forest has ceded volume cap to the pool, the Village will receive a fee equivalent to 1 percent of the amount of the Village's volume cap that was used. In 2007, the Village received \$19,580.60 as a result of projects in Homewood and South Holland.

It is Staff's recommendation that the Village Board approve the transfer of the entire amount of 2011 Volume Cap to the Illinois Finance Authority on behalf of the SSMMA bond pool. Any municipality within the SSMMA service area is able to apply for those pooled funds to support a company that creates either tangible or intangible products as described above. The availability of these funds will assist the Village as we work to market the vacant properties in the Business Park, in particular 80/90 North Street.

Note that any industrial revenue bonds that are issued in support of a manufacturing project do

not become a financial obligation of the Village and the Village has no responsibility with regard to them. The attached Resolution was prepared by the SSMMA.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the April 4, 2011, Board Rules meeting for discussion.

Village of Park Forest, Illinois

RESOLUTION No. _____

A RESOLUTION CEDING THE AGGREGATE REMAINING UNUSED ALLOCATION OF 2011 PRIVATE ACTIVITY BOND VOLUME CAP OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, TO THE ILLINOIS FINANCE AUTHORITY FOR USE BY PROJECTS IN THE CHICAGO SOUTHLAND AREA

WHEREAS, the Village of Park Forest, Cook and Will Counties, Illinois (the "Home Rule Unit") is a municipality and a home rule unit of government duly organized and validly existing under Section 6(a) of Article VII of the 1970 Constitution and laws of the State of Illinois; and

WHEREAS, the availability of job opportunities to relieve conditions of unemployment and underemployment and the increase of business and commerce to reduce the evils associated with unemployment and underemployment are essential to the health, safety and general welfare of the Home Rule Unit; and

WHEREAS, Section 146 of the Internal Revenue Code of 1986, as amended, (the "Code"), places a ceiling (the "State Ceiling") on the aggregate principal amount of private activity bonds (as defined in the Code) that can be issued in the State of Illinois from January 1, 2011, to and including December 31, 2011; and

WHEREAS, the Home Rule Unit's portion of the "State's Ceiling" is \$95.00 per capita (the "Available Ceiling") based on the 2010 Census estimate of 22,462, thereby resulting in approximately \$2,133,890 of 2011 State Ceiling, of which the Home Rule Unit, has used, transferred or reserved \$0.00 (zero dollars) leaving \$2,133,890 unused (the "Available Ceiling"); and

WHEREAS, it is in the best interest of the Home Rule Unit to transfer and reallocate the Home Rule Unit's remaining, unused Available Ceiling to the Illinois Finance Authority ("IFA") and thereby permit the IFA to issue tax- exempt private activity bonds to finance industrial, manufacturing, and commercial projects for economic development purposes in the Chicago Southland Region (the "Region"); and

WHEREAS, the Home Rule Unit has issued private activity bonds requiring Volume Cap to which portions of the State Ceiling have been allocated in the aggregate principal amount of \$0.00 (zero dollars) from January 1, 2011, through the date of adoption of this Resolution; and

WHEREAS, the Home Rule Unit has a remaining, unused balance of allocated State Ceiling in the amount of approximately \$2,133,890 for the remainder of calendar year 2011; and

WHEREAS, under the Illinois Private Activity Bond Allocation Act, that portion of Available Ceiling remaining unused by a Home Rule Unit, other than a municipality with over 2,000,000 inhabitants, as of May 1 of each calendar year, shall be, on June 1 of each calendar year reserved to the Governor's Office for reallocation; and

WHEREAS, under the Illinois Private Activity Bond Allocation Act, the Home Rule Unit may reallocate to the IFA any remaining, unused portion of its Available Ceiling; and

WHEREAS, it is in the best interest of the Home Rule Unit and the Chicago Southland Region to transfer and reallocate its \$2,133,890 of unused Available Ceiling to the IFA in order to (1) further

leverage the Region's Home Rule Ceiling to enable the financing of more local projects, and (2) increase the probability of receiving IFA Volume Cap to finance projects in the Region; and

WHEREAS, the Home Rule Unit will report this transfer of approximately \$2,133,890 of Volume Cap to IFA for the SSMMA Volume Cap Pool to the Governor's Office no later than May 10, 2011, as dictated by the Governor's Office allocation guidelines; and

WHEREAS, it is in the best interests of both the IFA and the Chicago Southland Region, that the IFA will notify the South Suburban Mayors and Managers Association ("SSMMA") Advisory Group regarding all projects requesting use of this Available Ceiling located in the Region through October 15, 2011; and

WHEREAS, it is in the best interest of the Chicago Southland Region to allow the SSMMA Advisory Group to first designate priorities for financing all local projects to be financed using the aggregate, transferred Available Ceiling through October 15, 2011; and

WHEREAS, the IFA shall promptly notify the SSMMA Advisory Group regarding all projects requesting use of this Available Ceiling located within the Region through October 15, 2011; and

WHEREAS, it is in the best interest of the State of Illinois, the IFA, and the Chicago Southland Region to use all Available Ceiling on or before December 31, 2011, the IFA shall promptly notify the SSMMA Advisory Group regarding all projects requesting use of this Available Ceiling located either inside or outside the Region from October 1, 2011 through December 31, 2011; and

WHEREAS, in order to optimize the economic and financial benefits of this Available Ceiling to the Chicago Southland Region, the SSMMA Advisory Group shall negotiate Volume Cap fees on its Available Ceiling with potential Borrowers on all projects requesting use of the Region's Available Ceiling; and

WHEREAS, in consideration for providing this Available Ceiling, each project that uses any portion of this Available Ceiling shall execute a check prepared as of the closing date of their bond issue equal to (1.0%) of the amount of the Available Ceiling used by that Project, payable to the Village and collected by IFA and forwarded promptly to the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, IN THE EXERCISE OF THEIR HOME RULE AUTHORITY, AS FOLLOWS:

- Section 1. That the Village of Park Forest hereby transfers and reallocates its remaining, unused Available Ceiling of approximately \$2,133,890 to complete the financing of projects in the Chicago Southland Region.
- Section 2. The IFA and the Home Rule Unit, and the SSMMA Advisory Group shall each retain a copy of this Resolution in their records for a minimum of 30 years. Notice of this Resolution together with a copy of this Resolution shall be given in writing by the Home Rule Unit to the Governor's Office after passage and approval hereof by no later than May 10, 2011.
- Section 3. That the officials of the Home Rule Unit are hereby authorized, empowered and directed to take all necessary or advisable actions in connection with the execution and implementation of this Resolution.

Section 4. That this Resolution shall be in full force and effect from and after its passage and approval according to law.

Passed and approved this _____ day of _____, 2011.

APPROVED:

ATTEST:

Mayor

Clerk

AGENDA BRIEFING

DATE: March 29, 2011

TO: Mayor John Ostenburg
Board of Trustees

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

RE: AN ORDINANCE AMENDING ORDINANCE NO. 1939 ADOPTING THE ANNUAL BUDGET FOR THE YEAR COMMENCING JULY 1, 2010 AND ENDING JUNE 30, 2011

BACKGROUND/DISCUSSION:

Halfway through the fiscal year, expenses and revenues are analyzed. **This analysis was presented to the Board at the six month review on February 26.** The budget is amended to include revenues that have been received that were not included in the budget, as adopted, and expenses that have, similarly, been incurred that were unexpected. Budget amendments are required for spending authority. Amendments are requested in the following areas: encumbrances, Board directives, grants, adjustments and other initiatives.

Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are encumbered. As encumbrances, the funds have been assigned and are noted as an assigned fund balance on page 23 of the Village audit. The process recommended by the Village auditors is for the Board to approve the current year expenditure of these funds by Budget amendment.

The following list details those expenditures that were encumbered at June 30, 2010 in the General Fund. These items will be (or were) spent in Fiscal 2011.

ADMINISTRATIVE PURPOSES

\$20,000.00	Legal Costs - Thorncreek
<u>20,000.00</u>	I/T -- New Storage Area Network -- Virtualization
\$40,000.00	

POLICE

\$25,260.00	Youth Programs (20% of FY10 Vehicle Seizure Revenue)
21,590.00	North & East Window Replacement
<u>19,000.00</u>	Space Planning for Renovation
\$65,850.00	

FIRE

\$ 5,000.00	Train-the-Trainer activity for "Blue Card"
3,000.00	EOC/Training Room Improvement
1,000.00	Enbridge Training Site Improvements
1,000.00	Department 10-year Photo
1,500.00	EOC/Training Room Improvement
<u>3,030.00</u>	EOC/Training Room Improvement
\$14,530.00	

PUBLIC WORKS PURPOSES

\$25,000.00	Drainage Study
<u>30,000.00</u>	Light Poles
\$55,000.00	

RECREATION & PARKS PURPOSES

\$ 7,500.00	Rec Center Equipment/School District Coop Projects
9,000.00	Walkways
25,000.00	Urban Forestry/Tree Trimming/Emerald Ash Borer
<u>19,000.00</u>	Emergency Repairs
\$60,500.00	

ECONOMIC DEVELOPMENT PURPOSES

\$ 3,500.00	"For Sale" signs on Village-owned Property
5,000.00	Web Site Development
1,500.00	Design of New Business Packet
<u>2,500.00</u>	Printing of New Business Guide
\$12,500.00	

COMMUNITY DEVELOPMENT PURPOSES

\$75,000.00	Pen System
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TOTAL **\$323,380.00**

Similar to encumbrances, DUI fines are reserved for DUI enforcement. In the prior year \$3,713 was identified as a fund balance reserve.

Police

\$3,713 – DUI Enforcement

PEG fees are collected for specific cable equipment enhancements. The accumulated fund balance is available for this purpose.

PEG Fees	\$43,673
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Grants

Water Fund

The Village received \$152,715.24 for an ILDCEO Grant for fire hydrant replacement. The work had previously been completed. A small carryover engineering amount reflecting the GPS location of the hydrants was incurred this year.

Grant Revenue	\$152,715
Water Engineering	6,500

Fire Department

The Fire Department received a Department of Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) grant. This grant is a \$62,800 grant for the training of new Paid-On-Call (POC) members. There is no Village matching funds required. This grant covers a potential four year time frame. The anticipated costs for this year are:

Materials & Supplies	\$ 8,023
Training Tuition	3,695
Training Drill Pay	<u>9,900</u>
Total 2011 Expenditures	\$21,618
Grant Revenue	\$21,618

The Fire Department also received an award for fire hose replacement. This \$54,370 project requires a 10% match. This replacement will cover ten years of need.

Grant Revenue	\$48,933
Capital Expenditure	54,370

Through SouthCom the Fire Department is receiving four mobile data computers to be used in vehicles, for a total value of \$17,578. The department will be required to install this equipment. The estimated installation cost is \$1,427.

Capital Outlays	\$1,427
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The Fire Department has also applied for a staffing grant. This grant, if awarded, would fund one additional firefighter/paramedic for the first 2 years of a 3 year commitment.

Economic Development

The Village received a \$100,000 grant from ILDCEO to conduct an analysis of the Transit Oriented Development for all three communities involved in the site area.

Professional Services	\$100,000
Grant Revenue	100,000

Prior Year Carryovers and Adjustments

Police Department

The Police Department is currently receiving additional salary reimbursement for the overtime for the DEA officer.

Overtime	\$16,000
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Water

Well Maintenance for Well #5 was budgeted in the prior year and not completed.

Well Maintenance	\$100,000
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The Village has submitted the final draw request for the IEPA loan associated with the water plant. This amount will total \$582,593. There is no budget amendment needed because the amount will be reflected in bonds payable and cash.

Legal Fees

The Thorncreek litigation has added a substantial burden to the Village's legal expenses. For the six months presented legal costs associated with the Thorncreek litigation alone have been \$26,692. Lien foreclosures have also added to legal expenses.

Billable Services	\$20,000
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Senior Commission

The Rotary Club donated \$1,200 to the Senior Commission for programs.

Senior Commission Initiative	\$1,200
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IRMA Deductible

With the change in the IRMA deductible additional expenses will be incurred. These expenses are offset by reduced premiums.

IRMA Expense	(\$50,000)
IRMA Deductible	\$50,000

Aqua Center

Every year at audit time the Board reviews the operations of the recreation enterprise funds, the Aqua Center and the Tennis and Health Club. Over the past few years the Village has supported these operations with a total transfer of \$215,000. The transfer has been allocated \$120,000 to \$140,000 to the Aqua Center and \$75,000 to \$95,000 to the Tennis and Health Club. For the most part the Tennis and Health Club has operated within this level of support. The Aqua Center has not. Last year, fiscal 2010, operating losses exceeded transfers by \$80,000. Should operations end similarly this year, a \$100,000 additional transfer will be needed.

Transfer to Aqua Center	\$80,000
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Sound Mitigation

Now that the Board has approved the distribution of funds for sound mitigation, the administration will occur in the Capital Projects Fund.

Transfer to Capital Projects (General Fund)	\$500,000
Contractual Maintenance (Capital Projects)	500,000

Revenue Adjustments

Real Estate Transfer Tax

The attached schedule of declining value of property highlights the reduction in Real Estate Transfer Tax Revenue. A lower volume of activity is another cause.

Real Estate Transfer Tax	(\$55,000)
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Garden House Administration

The Village received notification from HUD that the contract to administer the Section 8 Housing Assistance Payments for Garden House was terminated. This contract generated \$84,000 in revenue and was fulfilled by the Housing Authority staff with minimal effort.

Garden House Revenue	(\$42,000)
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Other Items

Emerald Ash Borer

The Recreation and Parks Department brought to the Board's attention in October, the cost implications of the Emerald Ash Borer infestation. The Board responded with a levy increase for urban forestry. Because of storm damage work this year, added dollars are needed to begin removing hazards. These funds will come from the fund balance.

Tree Trimming and Removal	\$75,000
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Land Acquisition and Maintenance

The Village has aggressively undertaken an initiative to acquire key parcels of property to meet economic development goals. There is a cost associated with the maintenance of these properties. Property acquisition and maintenance occurs through the Capital Projects Fund under the oversight of the Director of Economic Development and Planning. (Attached is a detailed explanation of costs incurred). Staff is recommending a \$100,000 transfer from the General Fund to cover potential costs for the current and next year.

Transfer to Capital Projects	\$100,000
Professional Services	10,000
Maintenance	40,000

Also attached are the Budget Amendments for the Library.

Summary

While the economy begins to recover it is noticeable that revenues have not regained their previous levels. The results of the Census will also impact revenues. Monitoring trends and maintaining fund balances will continue to be important.

SCHEDULE FOR CONSIDERATION: This item is scheduled for discussion at the Rules Meeting of April 4, 2011.

ORDINANCE NO _____

**AN ORDINANCE AMENDING ORDINANCE NO. 1939
ADOPTING THE ANNUAL BUDGET FOR THE YEAR
COMMENCING JULY 1, 2010 AND ENDING JUNE 30, 2011**

WHEREAS, the Village of Park Forest, Cook and Will Counties, Illinois, is a home rule unit of government pursuant to the provision of Article VII, Section 6 of the Illinois Constitution; and

WHEREAS, as a home rule unit of government, the Village may exercise any power and perform any function pertaining to its government except as limited by Article VII, Section 6; and

WHEREAS, the Village of Park Forest adopted its Annual Budget pursuant to Ordinance No. 1939 adopted by the Village Board of Trustees on June 28, 2010; and

WHEREAS, the Village desires to amend this budget to reflect the actual financial transaction of the Village as hereinafter specified.

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

Section I. The following amendments to the 2010/2011 Annual Budget of the Village of Park Forest heretofore adopted, are hereby authorized and directed:

	<u>Current Budget</u>	<u>Dr (Cr) Adjustments</u>	<u>Adjusted Budget</u>
<u>General Fund Revenues</u>			
010000-401000 Real Estate Transfer Tax	(135,000)	55,000	(80,000)
010000-410000 Federal Grants	0	(70,551)	(70,551)
010000-410100 State Grants	0	(100,000)	(100,000)
010000-458000 Garden House	(74,711)	42,000	(32,711)

	<u>Current</u> <u>Budget</u>	<u>Dr (Cr)</u> <u>Adjustments</u>	<u>Adjusted</u> <u>Budget</u>
<u>General Fund Expenditures</u>			
010000-580000 Transfer to Other Funds	449,527	680,000	1,129,527
010100-510300 IRMA Premium Payments	909,027	(50,000)	859,027
010100-510400 IRMA Deductible Payments	50,000	50,000	100,000
010100-541100 Public Info/Education Supplies	10,000	43,673	53,673
010102-540400 Meeting Expense	7,300	1,200	8,500
010103-530130 Billable Services/Village Attorney	122,000	40,000	162,000
010104-560000 Capital Outlays	63,800	20,000	83,800
010700-500120 Overtime Salaries - Field Ops	298,571	16,000	314,571
010700-500210 Police Part-time Salaries	185,271	25,260	210,531
010700-540750 DUI Program Supplies	0	3,713	3,713
010700-560000 Capital Outlays	10,700	40,590	51,290
010800-500200 Temporary/Part-time Salaries	73,178	9,900	83,078
010800-520300 Training Expense	19,080	10,150	29,230
010800-540000 Other Operating Supplies	12,000	6,500	18,500
010800-540900 Uniform Exp/Protective Clothing	17,000	699	17,699
010800-541400 Paint/Hardware/Small Tools	3,250	1,500	4,750
010800-560000 Capital Outlays	68,300	59,248	127,548
010800-590200 Radio & Communications	1,800	2,521	4,321
011107-560000 Capital Outlays	40,000	19,000	59,000
011122-550500 Contractual Grounds Maintenance	100,000	100,000	200,000
011122-560000 Capital Outlays	43,200	9,000	52,200
011125-560000 Capital Outlays	0	7,500	7,500
011700-530200 Architectural/Engineering Services	38,000	25,000	63,000
011700-560000 Capital Outlays	1,900	30,000	31,900
011900-530000 Other Professional Services	73,100	101,500	174,600
011900-590800 Printing/Reproduction/Graphics	23,700	6,000	29,700
011900-590900 Advertising	18,500	5,000	23,500
012000-560000 Capital Outlays	12,500	75,000	87,500
<u>Library Expenditures</u>			
031500-560000 Capital Outlays	65,000	480,679	545,679
<u>Capital Projects Revenues</u>			
330000-420000 Transfer from Other Funds	0	(600,000)	(600,000)
<u>Capital Projects Expenditures</u>			
330000-530000 Professional Services	5,000	10,000	15,000
330000-550500 Contractual Grounds Maintenance	18,000	40,000	58,000
330500-550000 Contractual Maintenance	0	500,000	500,000

	<u>Current Budget</u>	<u>Dr (Cr) Adjustments</u>	<u>Adjusted Budget</u>
<u>Vehicle Services Expenditures</u>			
520800-560000 Capital Outlays	0	1,427	1,427
<u>Aqua Center Revenues</u>			
530000-420000 Transfer from Other Funds	(120,000)	(80,000)	(200,000)
<u>Water Fund Revenues</u>			
600000-410100 State Grants	0	(152,715)	(152,715)
<u>Water Fund Expenditures</u>			
601900-530000 Professional Services	25,000	6,500	31,500
601951-560000 Capital Outlays	109,400	100,000	209,400

Section II. That except for the amendments provided herein, the said Annual Budget is in all other respects hereby ratified and confirmed.

Section III. This Ordinance shall be in full force and effect from and after its passage, approved and publication in pamphlet form, as provided by law.

PASSED this _____ day of _____, 2011

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED:

ATTEST:

Village Mayor

Village Clerk

Memo To: Tom Mick, Village Manager
 From: Rob Gunther, Superintendent of Parks
 Date: October 4, 2010
 Re: Urban Forestry Summary – 2010

As we are all aware the Emerald Ash Borer infestation is currently the biggest single issue for urban forestry. On September 21, 2010 the Village of Park Forest was officially notified by the Illinois Department of Agriculture (IDA) that the presence of the Emerald Ash Borer (EAB) had been documented in our community. In 2008 the Village adopted the policy of removing all ash trees showing signs of distress. This policy is compliant with current rules and regulations from the IDA and need not change. What will change is the pace of removing stressed and dead ash trees. Below are summaries of activity for last year and the first three months of this fiscal year as well as a summary of contract costs for this fiscal year.

	2009	2010 – July – Sept(3 Mo.)
Ash removals	67	46
Miscellaneous removals	86	62

June storm clean-up	\$9,413.00
Removals/ Pruning	\$57,897.00
Total	\$67,310.00

The pruning done so far this year has been that necessary to remove imminent hazards. No routine maintenance pruning has been done. This has been mainly at Somonauk and Winnebago Park. Somonauk has mostly old Cottonwood trees with many dead limbs in them; the same is true of the Willow trees in Winnebago Park and pose a significant threat to pedestrians. This work alone accounted for \$10,000. We expect that we may need to forgo maintenance pruning this year in anticipation of removing ash trees.

There are at least four issues related to the EAB infestation. The **first issue** is determining which trees are potential candidates for chemical insecticide treatment. To summarize the current thinking on treatment; university trials have shown that some chemical treatments might be effective but only for trees with limited infestation and less than 25 inches diameter. There are three different methods of treatment. Soil drench/injection, basal bark spray and injection beneath the bark. The most efficacious treatment appears to be bark injection which requires specialized equipment and

license to purchase the chemical. Soil drench is a method homeowners could employ themselves but precautions still need to be taken to avoid such hazards as runoff. All reports stress that no method is guaranteed and that treatment must continue annually and indefinitely. Only particularly prized and healthy trees should be considered for treatment. This spring we began experimenting on eight selected trees.

The **second issue** is that many ash trees in town have broken branches. These are in comparatively healthy trees that would otherwise be removed after the more obviously stressed trees. These broken branches pose a hazard to both pedestrian and vehicular traffic. This spring a branch fell from a small ash tree in the Library parking lot and broke a windshield. Conversely, trees already in decline are more susceptible to dropping large, whole limbs and catastrophic failure. This can make prioritization of removals a difficult choice

The **third issue** the Board must consider concerns the need to remove ash trees and the associated costs. This applies to both publicly and privately owned ash trees. The IDA has declared ash trees infested with the Emerald Ash Borer (EAB) a nuisance (copy attached) and mandated that such trees be eradicated. Other municipalities have followed suit as infestations were confirmed. The ordinance from Riverside is also attached. It appears that the Riverside ordinance simply adds EAB to an existing Dutch Elm Disease (DED) ordinance. Park Forest could do the same with our existing DED ordinance. The Building Department may wish to review this information and determine if there are already sufficient municipal regulations to deal with the removal of ash trees on private property. Perhaps to temper their mandate - the IDA also has the following statement on their web page.

THE ILLINOIS DEPARTMENT OF AGRICULTURE CERTAINLY SUPPORTS A TREE OWNER'S RIGHT TO DETERMINE FOR THEMSELVES WHETHER A PESTICIDE TREATMENT IS APPROPRIATE IN THEIR SPECIFIC CIRCUMSTANCE. TREE OWNERS ARE ENCOURAGED TO THOROUGHLY RESEARCH THE VARIOUS TREATMENT OPTIONS CURRENTLY AVAILABLE AND CAREFULLY WEIGH THE COSTS ASSOCIATED WITH THE REQUIRED REPEATED TREATMENTS. PLEASE BE ADVISED, HOWEVER, THAT TREATMENT OF AN ASH TREE WILL NOT GUARANTEE THAT A SPECIFIC TREE MIGHT EVENTUALLY BE REQUIRED TO BE REMOVED. UNDER THE PROVISIONS OF THE STATE'S INSECT PEST AND PLANT DISEASE ACT AS WELL AS THE NUISANCE DECLARATION ISSUED JULY 19, 2006, THE STATE HAS THE AUTHORITY TO ORDER THE REMOVAL OF ANY TREE INFESTED WITH THE EMERALD ASH BORER (EAB) REGARDLESS OF WHETHER IT HAS BEEN PREVIOUSLY TREATED WITH A PESTICIDE OR NOT. ALSO PLEASE NOTE THAT THE STATE HAS NOT EXERCISED THAT AUTHORITY TO DATE AS ALL EAB-RELATED TREE REMOVALS CONDUCTED SO FAR HAVE BEEN DONE ON A VOLUNTARY BASIS.

The biggest single problem in leaving infested ash trees stand, aside from allowing the spread of the EAB is that such trees quickly become a hazard. Ash trees (compared to oaks, for example) do not stand well once dead, and quickly drop dead and weakened branches as the infestation spreads within a given tree.

We estimate 1,500 – 2,000 ash trees on public property. Based on our current contract, we estimate the cost to remove ash trees on public property to be \$700,000.00 to \$1,000,000.00. Estimates range as high as six private ash trees for every one public tree. This means there are some 5,000 – 10,000 privately owned ash trees within the Village. Most of these trees are larger than 15" diameter, many will be in the rear yards and many residents will have more than one ash tree. We expect that the average cost for removal of private trees will be greater than \$1,500. This raises the question of the public's expectation of assistance in removing their infested trees. Recreation and Parks staff have already had a few requests as to the Village assistance in this matter. To date our response has been that removals are the responsibility of the property owner. To our knowledge, only one such request has been confrontational. We anticipate though, that as this problem grows many more will be seeking assistance. In general, after so many elms were ravaged by DED in the 50's and 60's, the ash became a popular tree of choice in the 60's and 70's. As a result, we may well see this problem more serious in the north Lincolnwood section of the Village where home sites and public properties were being developed during that time.

The **final issue** is replacement of these trees. Obviously, replacing 2,000 trees will be a time consuming and expensive project. We estimate such a project would cost \$500,000 to \$600,000 for material and labor.

MEMORANDUM

TO: Mary Dankowski
Deputy Village Manager/Treasurer/Director of Finance

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

DATE: December 7, 2010

RE: Budget Amendment for Capital Projects Budget

Economic development activities were incorporated into the Capital Projects budget in the FY2006/2007 Annual Village Budget in order to begin to provide funds for the acquisition and maintenance of key parcels acquired by the Village to meet economic development goals. This fund was initially established with a \$140,000 budget. Since that time, smaller dollar amounts have been added to this budget when possible, including a small transfer of proceeds from the sale of 30 South Street. For the current fiscal year, however, the economic development Capital Projects budget started the year with only \$41,400 for property maintenance and acquisition, and no new funds were added to the budget. (Note that \$60,000 was included in the Capital Projects budget from the CN settlement. These funds, however, are designated for specific capital projects and are not intended for property acquisition and maintenance.)

Since the inception of the economic development Capital Projects budget, the Village has become very active in its efforts to obtain properties that are key to implementation of the Village's comprehensive plan. Over the past five years, the following properties have been acquired through a variety of means (unless otherwise noted, these are all vacant parcels):

- 2330 Western Avenue (No Cash Bid, building demolished by Village)
- 30 South Street (No Cash Bid, subsequently sold to Star Investments, LLC)
- Lots 57, 58, and 59 in the Park Forest Business Park (No Cash Bid and negotiated trade with sale of 30 South Street)
- 263 Rich Road and 368 Oswego Street (No Cash Bid)
- 3200 Lincoln Highway (foreclosure of liens, 16,000 square foot building)
- 320 Wildwood Street (No Cash Bid, 14,000 square foot building)
- 80/90 North Street (blighted property court order, 24,700 square foot office building, 98,800 square foot manufacturing building)
- 214-220 Indianwood Boulevard (pending No Cash Bid)
- 2500 North Street (pending No Cash Bid)
- 232 and 245 Arrowhead Street, 258 Arcadia Street, 201 Miami Street, 309 Minocqua Street (foreclosure of liens)

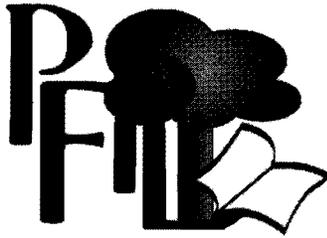
The activities necessary to obtain and maintain the properties listed have involved significant legal and property maintenance costs. For example, the legal expenses to acquire a parcel through the No Cash Bid process can be \$2,000 to \$5,000 based on the complexity of the title. Then, the Village has long term maintenance responsibilities for these properties until they are sold for development. At this time, the Capital Projects budget funds the cost of regular mowing for 14 residential lots and four commercial properties. These expenses have been

\$1,600 to \$2,400 per month depending on the time of year and the number of times the properties have to be mowed in a month. This expense occurs an average of eight months each year. In addition, three of the commercial properties still have significant structures on them. From time to time the Village incurs costs to replace broken windows, secure doors, remove storm damaged trees, and address other problems caused by vandals or weather. In FY2009/2010 these expenses totaled \$3,413. In the first five months of FY2010/2011, these expenses have already reached \$3,152 (a large part of these expenses is related to storm damage caused by the tornado that hit Park Forest in late June 2010).

In support of the residential infill and redevelopment goals in the Village's comprehensive plan, the Staff has also initiated the lien foreclosure process on 16 residential properties located throughout the Village. To date, we have been successful in obtaining the deed to five of these parcels (see list above). The public notice expenses to undertake this process is the responsibility of the economic development Capital Projects budget, and for most of these properties the Capital Projects budget has already assumed the maintenance expenses.

In addition to all of the properties listed and described above, the Village has obtained or applied for grants to demolish as many as 30 blighted houses in the Eastgate Neighborhood. This activity is consistent with the Village's comprehensive plan for this neighborhood, but it also supports the activities of the Community Development and Police Departments. These are all houses which have generated significant calls for service from both departments. As soon as these houses are demolished, the Village will seek to obtain the deeds to these properties either through a negotiated property transfer or through the foreclosure of liens. While most of the expenses to demolish the blighted structures, obtain the property title, and file for property tax exemption will be covered by the grants, the Village will begin to incur property maintenance costs on these properties. If we are able to demolish and acquire these properties as quickly as we hope, these expenses could begin to accrue during the current fiscal year. This could add another \$3,000 to \$4,000 in monthly expenses for mowing alone, bringing the total annual expense for eight months of mowing to approximately \$40,000.

Clearly additional funds are needed to support the economic development activities in the Capital Projects budget. The FY2010/2011 Capital Projects budget is not sufficient to cover ongoing maintenance expenses, plus the remaining legal expenses to acquire the No Cash Bid properties on Indianwood Boulevard and North Street, and to obtain the properties targeted through the lien foreclosure process. Thank you for your consideration of a budget amendment to provide additional funds to continue to fulfill the Board's goals for residential redevelopment and infill and for commercial redevelopment.



*The Park Forest Public Library is committed to opening doors
to a world of information, education, and recreation
and is dedicated to being a vital part of the community.*

Park Forest Public Library
400 Lakewood Blvd.
Park Forest, IL 60466-1684
708-748-3731
708-748-8829 (Fax)
www.pfpl.org

To: Mary Dankowski, Deputy Village Manager/Finance Director

From: Barbara Osuch, Library Director *Barbara*

Subject: Amendment to FY 2010/2011 Library Budget

February 14, 2011

The Library is requesting an amendment to allow for the expenditure for the Library Renovation project. The overall cost of the project was \$1,697,732. In FY 2009/2010, the Library Board approved an expenditure of \$1,242,053 for the Library Renovation project. The Library Board approved an additional \$455,679 for renovation expenses in 2011 for an adjusted Library Renovation Project budget of \$520,679.

Expenditure Increase

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-56-0000	Other Capital Outlays	\$455,679	\$65,000	\$520,679

A second amendment is requested to allow for the expenditure for the FY2010 Live & Learn construction grant in the amount of \$25,000 for furnishings for the Youth Services area. The Library Board of Trustees approved the expenditure of these funds.

Expenditure Increase

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-41-0100	State Grants	\$25,000	\$23,957	\$48,957

We are requesting that these changes be included in the Village's budget amendments.

AGENDA BRIEFING

DATE: March 28, 2011

TO: Mayor John Ostenburg
Board of Trustees

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

RE: A RESOLUTION ADOPTING FISCAL POLICIES FOR THE 2011/2012
FISCAL YEAR BUDGET

BACKGROUND/DISCUSSION: One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. Having formally adopted Fiscal Policies were also a note-worthy component of the Illinois Municipal Assistance (IMAP) review. These policies are contained in the Budget Message section of the budget.

The policies provide guidance to management staff in the preparation of their budgets. The policies are based, partially, on the tax levy that was adopted in the previous December and the assumptions underlying the tax levy. For this year economic conditions were also considered that have impacted revenues and expenditures since the levy adoption. Also uncontrolled expenses such as liability or health insurance are addressed separately.

It has been traditional for the Board to adopt the Fiscal Policies by way of a resolution. Many of the basic policies carry over from year-to-year. Those that are subject to change annually are those that relate to the cap on departmental expenses, salary increases, water/sewer and other rates and policies related to borrowing. For the 2011/2012 Budget Year, the policies in these areas are:

- 1) A 2% increase in Department Expenditures. (After two years of 0% increases).
- 2) A 2% salary increase for all personnel. (The police union contract is up for negotiation).
- 3) Water rates increase from \$9.00 per 1,000 gallons to \$9.36 per 1,000 gallons.
- 4) Sewer rates increased from \$2.60 per 1,000 gallons to \$2.86 per 1,000 gallons on July 1, 2010. **Staff is recommending no increase in sewer rates for Fiscal 2012.** Rates will be reviewed in line with Thorn Creek Sanitary District inflow and infiltration requirements during Fiscal 2012.
- 5) Refuse rates will remain at \$18.86 for all of calendar 2011 changing to \$19.35 January 1, 2012. Current Contract expires 12/31/2013

Included in budget guidelines were restrictions in Capital spending.

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

New requirements starting in the prior year

The Governmental Accounting Standards Board (GASB) issued a statement that provides detailed requirements for reporting fund balance. The statement allows for restrictions of fund balances. The most restricted category is “committed” funds. The next restriction is “assigned” funds. An assignment designates the governing board’s intent. The process required is to grant authority, through the Fiscal Policies, to an individual to designate assignments. The policies indicate that the Finance Director will assign funds consistent with Board intent. For instance, the CN agreement funds for Orchard Drive reconstruction and sound mitigation were assigned as of the end of Fiscal 2010 as follows:

Fund balance assigned for	
Orchard Drive reconstruction	\$2,450,000
Sound Mitigation	1,500,000

In addition, the GASB statement requires that the Village Board indicate in policies, the order in which fund balances will be spent. This guideline is included in the Fiscal Policies and indicates the spending of restricted funds first, allowing the Village the most flexibility.

In 2011 the Village undertook an Illinois Municipal Assistance Program / Governance and Management Practices Assessment (IMAP/GMPA). One of the recommendations was to expand on and formalize debt management policies. Language has been added to Fiscal Policies to allow for this change.

SCHEDULE FOR CONSIDERATION: This matter will appear on the agenda of the Rules Meeting of Monday, April 4, 2011 for discussion.

**A RESOLUTION ADOPTING
FISCAL POLICIES
FOR THE 2011/2012 FISCAL YEAR BUDGET**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest that the Fiscal Policies for 2011/2012, attached hereto, are hereby adopted.

BE IT FURTHER RESOLVED that these Fiscal Policies shall be incorporated into the 2011/2012 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this _____ day of April 2011.

APPROVED:

ATTEST:

Mayor

Village Clerk

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal Policies of the Village of Park Forest are based on the need to address certain economic trends. For the coming fiscal year a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- A decline in housing values and associated real estate transfer tax.
- A high level of State-wide unemployment and associated reduced income tax.
- A decline in commercial tax base, specifically sales tax producing entities.
- A reduction in utility tax revenues also associated with a declining commercial base.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Starting in Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 through 2008, the Village abated \$450,000. For 2009 the abatement increased to \$500,000. In 2010 the abatement increased to \$650,000. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- In 2008, the Village took advantage of lower interest rates and favorable financial position to restructure some Village debt. The Village's favorable financial position with adequate reserve balances improved its bond rating from Baa2 to A3. This restructuring will save the Village over \$200,000 in interest and pay off a portion of the TIF debt sooner. In addition, the improved bond rating encourages economic development as noted in the IMAP study.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Build out of the Health Department space in the lower level of Village Hall occurred in 2007. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. In Fiscal 2011 three projects were funded through IEPA low interest loans and construction began on \$3,299,546 of water main replacement and \$1,311,756 for an excess flow treatment facility and sanitary sewer rehabilitation.

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

The Fiscal Policies included in the 2011/2012 Budget are designed to address, not necessarily to solve, these trends and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.
 - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derived from "fee for service" budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
3. Department Heads will maintain a total overall increase of 2% over the 2010/2011 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance or IRMA. Nor does it include salary increases.
4. The 2011/2012 Budget will provide for salary steps. It will also provide for a 2% annual salary increase for all Village employees.
5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village's goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
6. Potential areas for budget savings for the Fiscal Year ending 2010/2011 will be identified. Fiscal savings identified in the 2010/2011 Budget will not be permitted to "carry over" into the 2011/2012 Budget, unless specifically approved by the Finance Director, but will contribute to the unassigned fund balance.

7. Adequate funding, as determined by a State or independent actuarial study, will be provided for Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.
8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.
10. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.
11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.
14. User fees, such as charges for water, sewer and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. Water rates were increased July 1, 2009 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2012	9.36
2013	9.73

The current refuse contract began January 1, 2004 and expires December 31, 2013.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2011	18.86
2012	19.35
2013	19.85

The Village Board approved sewer rate increases in 2006. Sewer rates had not been increased since 1997. Operating and general maintenance costs exceeded revenues. The Sewer Fund balance had been depleted. In addition, Inflow and Infiltration reduction requirements of Thorn Creek Basin Sanitary District, in conjunction with the Illinois and US EPA, necessitated additional capital spending. The Village sewer system is also part of the aging infrastructure issue. Rates will be reviewed during Fiscal 2011/2012. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2012	2.86 (Same as Fiscal 2011)

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures or personnel.
17. The Board will receive detailed quarterly statements on overall operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
19. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
20. The Village will spend the most restricted dollars before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
21. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.

22. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

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