

## AGENDA

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

Village Hall

7:00 p.m.

June 6, 2011

Roll Call

#### **PUBLIC HEARING**

##### **Fiscal Year 2011/2012 Budget**

1. An Ordinance Adopting the Budget for all Corporate Purposes of the Village of Park Forest, Cook and Will Counties, Illinois, in Lieu of the Appropriation Ordinance for the Fiscal Year Commencing on the First Day of July, 2011 and Ending on the Thirtieth Day of June, 2012
2. A Resolution to Accept Planning Staff Assistance Services Delivered by the Chicago Metropolitan Agency for Planning
3. Award of Annual Contract for High Calcium Quicklime
4. Award of Contract for Maintenance of Well #5
5. A Resolution Authorizing the Sale by Public Auction of Personal Property Owned by the Village of Park Forest
6. Construction of Police Department Holding Cell #3

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Audience to Visitors

Adjournment

Executive Session

**Agenda Items are Available in the Lobby of Village Hall**

## **AGENDA BRIEFING**

**DATE:** May 27, 2011

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

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

**RE:** AN ORDINANCE ADOPTING THE BUDGET FOR ALL CORPORATE PURPOSES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, IN LIEU OF THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JULY, 2011 AND ENDING ON THE THIRTIETH DAY OF JUNE, 2012

**BACKGROUND/DISCUSSION:** The draft Fiscal Year 2011/2012 Budget was distributed April 30, 2011. There was a public introduction to the Budget at the Rules Meeting on Monday, May 2. The Board held three review sessions to discuss every department and fund on April 30, May 18 and 19. The public hearing of the Budget is scheduled for June 6 with the first reading on June 20 and the final reading scheduled for June 27. Copies of chapters one and two have been available for the public at each of the Board meetings. All review sessions were open to the public. Also, copies of the entire budget were forwarded to the Park Forest Public Library and available for review at Village Hall. A PowerPoint presentation will summarize the budget for residents at the June 6 meeting.

The budget, as presented, is balanced with the use of a portion of the General Fund balance. Board goals established and initiated with the 2010 tax levy, of economic development, infrastructure maintenance and citizen involvement are included in the Budget presented. The Budget addresses and defines the following financial challenges:

### **Major Financial Challenges**

1. Adapting to Revenue and Expenditure Shifts
2. Identifying opportunities to improve the Village financial position
3. Village infrastructure and maintenance
4. Continuation of new initiatives

The Budget also includes implementation programs to address the 2011/2012 Budget Priorities established by the Board.

## **2011/2012 BUDGETARY PRIORITIES:**

- Maintain excellence in governing and create a more participatory government.
- Create relationships and program initiatives to engage families, teachers and school board members of the District 163 community to increase collective awareness of problems, challenges, and opportunities to work together to provide the best education possible for the children of Park Forest.
- Increase commercial, business and residential development in the Village.
- Establish policies that assure an acceptable and sustainable level of financial, environmental and infrastructure components of the Village.
- Increase awareness of the quality of life in the Village of Park Forest.

In addition, the budget includes sustainability initiatives as follows:

### **Financial Sustainability**

- Continuous planning that establishes, revises and when appropriate, perpetuates goals from formation to achievement
- Constant monitoring and tracking that identifies problems and opportunities in a timely manner
- Maintenance of reserve funds that allow flexibility and protection in a volatile financial environment
- Internal audit and procedural review that ensures the integrity of financial information

### **Environmental Sustainability**

- Wetland Discovery Center classroom expanded and used
- Development of a “Sustainability Master Plan” in conjunction with CMAP
- Work with Chicago Southland Economic Development Corporation’s Green Transit, Intermodal, Manufacturing, Environment (TIME) Zone activities
- Incorporate “Green” initiatives in “Homes for a Changing Region” study and plan
- Energy Savings Workshop cosponsored with Commonwealth Edison
- Partnership with the Center for Neighborhood Technology
- Information sessions sponsored by the Environment Commission
- Rain Barrel Program continuation
- Farmers Market supporting local farmers

### **Infrastructure Sustainability Initiatives**

- Water Main replacement
- Sewer reconstruction
- Excess Flow facility rehab

- Thorn Creek bridge replacement
- Orchard Drive reconstruction
- Storm sewer maintenance
- Vehicle replacement

The Village has had to monitor economic conditions closely as the economy has struggled. Census information was not favorable to the Village with a 1,487 reduction in population to 21,975. Regular review and monitoring of actual results will be conducted throughout the coming year.

After approval of the Budget a copy will be placed on the Village website.

**SCHEDULE FOR CONSIDERATION:** This matter will appear on the Agenda of the Rules Meeting of Monday, June 6, 2011 for Public Hearing and discussion.

**ORDINANCE NO.**

AN ORDINANCE ADOPTING THE BUDGET FOR ALL CORPORATE PURPOSES OF THE VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS, IN LIEU OF THE APPROPRIATION ORDINANCE FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JULY, 2011 AND ENDING ON THE THIRTIETH DAY OF JUNE, 2012.

WHEREAS, on April 30, 2011, there was submitted to the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, a proposed Budget of all corporate purposes of the Village of Park Forest for the fiscal year commencing the first day of July, 2011 and ending on the thirtieth day of June, 2012; and

WHEREAS, a Public Hearing on said proposed Budget was conducted on June 6, 2011 pursuant to legal notice published May 26, 2011 in the Park Forest SouthtownStar, a newspaper having a general circulation in the Village of Park Forest; and

WHEREAS, the above procedure, is in confirmation with Village of Park Forest Ordinance No. 855, AN ORDINANCE AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS; AND

WHEREAS, the Village as a Home Rule unit has enacted such Ordinance under the provisions of Section 6 of Article VII of the Constitution of the State of Illinois:

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois that the Budget of all corporate purposes of the Village of Park Forest, Cook and Will Counties, Illinois for the fiscal year commencing on the first day of July, 2011 and ending on the thirtieth day of June, 2012 and which Budget, as amended, is incorporated by reference as a public record, is hereby adopted.

BE IT FURTHER ORDAINED that the Budget Adoption Ordinance is in lieu of the statutory appropriation, and that the following amounts set forth in the Budget for the various corporate purposes shall constitute the aggregate amount of the appropriations for the Village of Park Forest, Cook and Will Counties, Illinois:

2011/2012 BUDGET  
EXPENDITURES

For General Corporate Purposes:		
General Administration	\$ 3,450,279	
Police Department	7,075,213	
Fire Department	3,797,128	
Health Department	894,942	
Recreation & Parks Department	2,221,627	
Public Works Department	1,014,967	
Economic Development & Planning	546,386	
Community Development	520,624	
Transfer to Aqua Center	120,000	
Transfer to Tennis and Health Club	95,000	
Transfer to DownTown	146,982	
Transfer to Retirement Funds (PPRT)	22,000	
Transfer to Library	10,000	
Transfer to Capital Projects	50,000	
Motor Fuel Tax	7,076,861	
Foreign Fire Insurance	<u>17,000</u>	
<b>TOTAL GENERAL CORPORATE PURPOSES</b>		<b>\$ 27,059,009</b>
 <b>FOR RECREATION AND PARKS COMBINED ENTERPRISE FUNDS</b>		
For Aqua Center Fund Purposes	427,826	
For Tennis & Health Club Fund Purposes	<u>368,445</u>	
<b>TOTAL RECREATION AND PARKS COMBINED ENTERPRISE FUNDS</b>		<b>796,271</b>
 <b>FOR PUBLIC WORKS COMBINED ENTERPRISE FUNDS</b>		
For Municipal Parking Lot Purposes	368,072	
For Refuse Operations Purposes	1,264,759	
For Water Operations & Maintenance Purposes	5,776,846	
For Sewer Operations & Maintenance Purposes	<u>930,379</u>	
<b>TOTAL PUBLIC WORKS COMBINED ENTERPRISE FUNDS</b>		<b>8,340,056</b>
For DownTown Park Forest Purposes	981,834	
<b>TOTAL DOWNTOWN PARK FOREST PURPOSES</b>		<b>981,834</b>
For Capital Project Purposes	1,221,694	
<b>TOTAL CAPITAL PROJECT PURPOSES</b>		<b>1,221,694</b>
For Housing Authority Purposes	4,855,440	
<b>TOTAL HOUSING AUTHORITY PURPOSES</b>		<b>4,855,440</b>

2011/2012 BUDGET  
EXPENDITURES

For Cook County CDBG Purposes	0	
<b>TOTAL COOK COUNTY CDBG PURPOSES</b>		<b>0</b>
For Police Pension Fund Purposes	1,518,575	
<b>TOTAL POLICE PENSION FUND PURPOSES</b>		<b>1,518,575</b>
For Firefighter Pension Purposes	847,954	
<b>TOTAL FIREFIGHTER PENSION FUND PURPOSES</b>		<b>847,954</b>
For Bond Retirement Purposes	322,023	
<b>TOTAL BOND RETIREMENT PURPOSES</b>		<b>322,023</b>
For Tax Increment Financing District Purposes	1,126,896	
<b>TOTAL TAX INCREMENT FINANCING DISTRICT PURPOSES</b>		<b>1,126,896</b>
For Vehicle Services Purposes	825,848	
<b>TOTAL VEHICLE SERVICES PURPOSES</b>		<b>825,848</b>
For Public Library Purposes	1,795,255	
<b>TOTAL PUBLIC LIBRARY PURPOSES</b>		<b><u>1,795,255</u></b>
 <b>GRAND TOTAL</b>	 <b>\$</b>	 <b>49,690,855</b>

2011/2012 BUDGET  
REVENUES

For General Corporate Purposes:

Property Taxes - General	\$ 9,259,910	
- Pension	1,737,024	
Road and Bridge	83,000	
Sales Tax	550,000	
Utility Tax	1,450,000	
State Income Tax	1,650,000	
Personal Property Replacement Tax - General and Pension	150,000	
Real Estate Transfer Tax	75,000	
Grants	76,000	
Transfers from Other Funds	1,357,268	
Licenses	569,910	
Permits and Fees	442,000	
Charges for Services		
Water/Sewer Payment in lieu of taxes	388,201	
Recreation	281,500	
Health	402,100	
Hospital Transport	338,148	
Inspection Fees	85,000	
Garden House	0	
Property Leases	195,000	
Other Charges	76,843	
Asset Sales	3,400	
Fines	304,000	
Interest Earnings	40,000	
Motor Fuel Tax	5,074,541	
Foreign Fire Insurance	<u>17,000</u>	
<b>TOTAL GENERAL CORPORATE PURPOSES</b>		<b>\$ 24,605,845</b>

**FOR RECREATION AND PARKS COMBINED ENTERPRISE FUNDS**

For Aqua Center Fund Purposes	332,482	
For Tennis & Health Club Fund Purposes	<u>374,500</u>	
<b>TOTAL RECREATION AND PARKS COMBINED ENTERPRISE FUNDS</b>		<b>706,982</b>

**FOR PUBLIC WORKS COMBINED ENTERPRISE FUNDS**

For Municipal Parking Lot Purposes	122,810	
For Refuse Operations Purposes	1,219,142	
For Water Operations & Maintenance Purposes	5,462,461	
For Sewer Operations & Maintenance Purposes	<u>1,843,500</u>	
<b>TOTAL PUBLIC WORKS COMBINED ENTERPRISE FUNDS</b>		<b>8,647,913</b>

2011/2012 BUDGET  
REVENUES

For Downtown Park Forest Purposes	826,017	
<b>TOTAL DOWNTOWN PARK FOREST PURPOSES</b>		826,017
For Capital Project Purposes	50,000	
<b>TOTAL CAPITAL PROJECT PURPOSES</b>		50,000
For Housing Authority Purposes	4,750,082	
<b>TOTAL HOUSING AUTHORITY PURPOSES</b>		4,750,082
For Cook County CDBG Purposes	0	
<b>TOTAL COOK COUNTY CDBG PURPOSES</b>		0
For Police Pension Fund Purposes	1,897,049	
<b>TOTAL POLICE PENSION FUND PURPOSES</b>		1,897,049
For Firefighter Pension Fund Purposes	1,305,551	
<b>TOTAL FIREFIGHTER PENSION FUND PURPOSES</b>		1,305,551
For Bond Retirement Purposes	338,062	
<b>TOTAL BOND RETIREMENT PURPOSES</b>		338,062
For Tax Increment Financing District Purposes	1,069,204	
<b>TOTAL TAX INCREMENT FINANCING DISTRICT PURPOSES</b>		1,069,204
For Vehicle Services Purposes	726,156	
<b>TOTAL VEHICLE SERVICES PURPOSES</b>		726,156
For Public Library Purposes	1,998,415	
<b>TOTAL PUBLIC LIBRARY PURPOSES</b>		<u>1,998,415</u>
 <b>GRAND TOTAL</b>	 <b>\$</b>	 <b>46,921,276</b>

Adopted this \_\_\_\_\_ day of June, 2011

AYES:  
NAYS:  
ABSENT:

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor

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

## **AGENDA BRIEFING**

**DATE:** May 31, 2011

**TO:** Mayor Ostenburg  
Board of Trustees

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

**RE:** Resolution to accept Planning Staff Assistance Services delivered by the Chicago Metropolitan Agency for Planning

### **BACKGROUND/DISCUSSION:**

Recently the Chicago Metropolitan Agency for Planning (CMAP) adopted the GO TO 2040 Plan as the regional comprehensive plan for the Chicago Metropolitan Area. CMAP received a three-year \$4.25 million grant from the U.S. Department of Housing and Urban Development to implement this plan. They are using this grant to fund local planning projects that will be instrumental in the implementation of the GO TO 2040 Plan.

The Village of Park Forest applied to participate in the local technical assistance (LTA) program in order to create a Sustainability Plan. We were fortunate to be approved for participation in the first round of projects. The Sustainability Plan that is proposed will be broad based, including environmental, economic, and equity issues in its scope. In addition, CMAP has proposed a significant amount of public outreach and input to ensure that the plan reflects Park Forest's goals and priorities for sustainability. This public outreach will be accomplished through the input of a Citizens' Advisory Committee, to be appointed by the Mayor and Board, a Technical Advisory Committee made up of professional staff, and ongoing public workshops and topical focus groups.

At the Board meeting on June 6, representatives from CMAP will present an overview of the GO TO 2040 Plan, the LTA program, and the Scope of Work for the Village's Sustainability Plan. The Village Board will be asked to approve the attached Resolution, Memorandum of Understanding, and Scope of Work in order to formally support the Village's involvement in this planning endeavor.

Subsequent to the Board meeting, CMAP will make a similar presentation to the Plan Commission, Economic Development Advisory Group, Environment Commission, Recreation and Parks Board, and Beautification Awards Committee. This presentation will take place on Tuesday, June 7 at 7:00 pm as part of the Plan Commission's regular meeting. The Youth Workshop and Public Kick-Off Meeting described in the Scope of Work are tentatively scheduled for July 12 and 13, respectively.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the June 6, 2011, Rules Meeting.

**RESOLUTION NO.**

**A RESOLUTION TO ACCEPT PLANNING STAFF ASSISTANCE SERVICES  
DELIVERED BY THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

**WHEREAS**, the Village of Park Forest, Cook and Will Counties, Illinois, (the “Village”) has applied for staff assistance services through the Chicago Metropolitan Agency for Planning (“CMAP”) to develop a Sustainability Plan; and

**WHEREAS**, the Village’s request for such assistance has been recommended by CMAP as a priority project; and

**WHEREAS**, CMAP has adopted the GO TO 2040 Plan as the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties, and is providing staff assistance as a means of advancing the Plan’s implementation; and

**WHEREAS**, the Village and CMAP have agreed on the general contents of a Memorandum of Understanding (“MOU”) and a Scope of Services that will guide the staff assistance services to be provided by CMAP, as attached.

**NOW, THEREFORE, BE IT RESOLVED** by the 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:** The Mayor and Board of Trustees support this project to develop a Sustainability Plan.

**Section 2:** The Mayor and Board of Trustees accept the offer of staff assistance services by CMAP.

**Section 3:** The Mayor will appoint a Citizens’ Advisory Committee and a Technical Advisory Committee to provide guidance to CMAP on the development of the Sustainability Plan.

**Section 4:** The Mayor and Board of Trustees authorize and direct the Village Manager to finalize and execute a Memorandum of Understanding with an attached Scope of Services in substantially the form attached and the Village Clerk is directed and authorized to attest the signature of the Village Manager.

**Section 5:** The Mayor and Board of Trustees recognize that provisions that govern the administration of staff assistance services, and, if necessary, the discontinuance of such services, are included in the Memorandum of Understanding.

**Section 6:** This Resolution shall be in full force and effect from and after its passage and approval.

**PASSED this \_\_\_\_\_ day of \_\_\_\_\_ 2011**

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

## MEMORANDUM OF UNDERSTANDING

Village of Park Forest and  
Chicago Metropolitan Agency for Planning

Local Technical Assistance Program

Please note: “LTA staff” means Chicago Metropolitan Agency for Planning (“CMAP”) staff assigned to work with local governments and community groups as part of the Local Technical Assistance program. “Village” means the Village of Park Forest.

### 1. CMAP / Village Relationship

- The attached Scope of Work for LTA staff has been jointly determined by CMAP and the Village.
- All work performed by LTA staff must be related to the Scope of Work – the majority should be directly referenced within Scope of Work, but some indirectly related activities are also permitted.
- Within the overall Scope of Work, day-to-day reporting on activities will be to the Village, but LTA staff are CMAP employees and CMAP is responsible for evaluating their performance.
  - The Village’s lead Staff representative(s) for this project is:  
Hildy Kingma, AICP - Director of Economic Development and Planning
- The Village and CMAP management will have periodic meetings (phone meetings are acceptable) to discuss the progress of the project and evaluation of staff performance.
- CMAP will determine which of the relevant LTA staff will be assigned to work on the project (based on availability, skills, familiarity with the applicant community, and applicant preferences).
  - CMAP’s lead Staff representative(s) for this project are:  
Kristin Ihnchak, AICP (Project Manager) & Rosa Y. Ortiz, LEED AP (Senior Planner)

### 2. Equipment, Space, and Networking

- CMAP will provide each LTA staff with a laptop (including MS Office and GIS; other software on request) and a telephone.
- The Village wishes CMAP’s lead Staff representative to be locally based. Therefore, the Village agrees to provide adequate work space (adequacy to be mutually determined by the Village and CMAP; a cubicle or other designated area is expected).
- The Village will provide access to a printer for the use of LTA staff.
- Networking will be done in a way that does not compromise the security of either network.
- Allocation of space and setup of computer resources will occur before LTA staff begins work.

3. Access to Resources

- LTA staff will have full access to CMAP data and other resources, including specialized staff based at CMAP (for advanced mapping, data, outreach, communications, or topic-specific expertise).
- The Village will provide access to relevant staff who need to be involved in the project, and will ensure that they allocate appropriate time.
- The Village will provide access to all relevant internal data, reports, and other information.
- The Village’s leadership (key staff, Plan Commissioners, Environment Commission members, Board members, other elected officials, other decision-makers) will commit to participate in the project and allocate sufficient time at meetings (Plan Commission/Environment Commission meetings, Board meetings, etc) to ensure a successful project.

4. Demonstration of Local Support

- The Village has passed a resolution supporting the project at their Regular Board meeting on \_\_\_\_\_, 2011.

5. Project Management

- The Project Scope of Work (including LTA staff work plans, timelines, public engagement schedules, commitment of other non-staff resources by either CMAP or the Village, and other elements) has been jointly determined by CMAP and the Village and is attached to this Memorandum of Understanding.
- The Village will appoint a Citizens’ Advisory Committee and a Technical Advisory Committee to guide the work of the LTA staff.
- Changes to project scope or timelines must be jointly agreed to by CMAP and the Village. Major expansions of the Scope may result in discontinuation of project.
- Allocation of LTA staff to each project will vary over time based on project timeline and work needs.

**VILLAGE OF PARK FOREST**

**CHICAGO METROPOLITAN  
AGENCY FOR PLANNING**

\_\_\_\_\_  
By: Thomas K. Mick  
Its: Village Manager

\_\_\_\_\_  
By:  
Its:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By:  
Its:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Sustainability Plan - Village of Park Forest Scope of Work**

The following is an outline of the steps needed to complete the Sustainability Plan (SP) for the Village of Park Forest (VPF) as part of the Chicago Metropolitan Agency for Planning's (CMAP) Local Technical Assistance program. CMAP staff will work closely with the VPF to undertake this planning assignment. The planning process has been formulated to maximize public involvement, ensuring that the end product is driven by the Village and its stakeholders. The outcome of the process will be a document that sets forth a clear direction to achieve the Village's sustainability objectives, as well as recommendations for implementation items and continued monitoring of progress.

### **Approximate Timeline**

The following scope of work is designed to be completed in approximately 10 months; however, this timeline can change based upon a number of factors, such as amount of review time required, meeting schedules, and availability of necessary data.

### **SP Review Copies**

Each deliverable will be provided to key VPF Staff and members of the working groups via electronic format. A total of 20 hard copies of all draft and final plans prepared for public review will be provided to key Village staff for distribution.

### **SP Advisory Committees**

Throughout the development of the SP, we will consult extensively with 2 working groups. The Technical Advisory Committee (TAC) will be comprised primarily of Village staff, while the Citizen Advisory Committee (CAC) will consist of Plan Commission members and other Village officials, residents, business owners, community leaders, and other local stakeholders. These groups will be responsible for providing direction, helping to gather background data, reviewing key Plan pieces and providing feedback, and attending all project meetings (internal and public).

### **Phase I: Project Initiation**

The first phase in the planning process is designed to “kick-off” the project. Two overall goals of this initial phase are: (1) to introduce CMAP staff assigned to this project to key VPF personnel; and (2) to establish the SP Advisory Committees (TAC and CAC).

#### *Task I-a: Director's Meeting*

This meeting will include focus on identification of TAC and CAC members and agreement upon scope of work, outreach plan, and preliminary timeline. The VPF will

coordinate transmittal of relevant existing plans, studies, reports, and GIS data. This meeting was held on May 5, 2011.

*Task I-b: Village Board Meeting*

CMAP will give an overview of GO TO 2040 and the Local Technical Assistance program and present the SP project scope and timeline to the Village Board. This meeting is scheduled for June 6, 2011.

*Task I-c: Village Commissions Meeting*

CMAP will give an overview of GO TO 2040 and the Local Technical Assistance program and present the SP project scope and timeline to the Plan Commission, as well as members of the Environment and Recreation & Parks Commissions, and Economic Development Advisory Group. This meeting is scheduled for June 7, 2011.

*Task I-d: TAC & CAC Kick-off Meetings*

We will hold project kick-off meetings with both the Technical Advisory and Citizen Advisory Committees to introduce the project scope and schedule, and discuss the concerns and priorities that the Committee members would like to see addressed in the SP. This discussion will be structured to identify priorities and issues within the key topic areas identified in Task IV-e.

*Task I-e: Project Website*

The SP project page will be hosted on the VPF's website. CMAP will provide materials to post on the project web page, such as document drafts, online surveys, meeting notes and announcements, etc. VPF Staff will be responsible for posting all material and keeping the SP project page up-to-date.

*Task I-f: Informational Video*

CMAP will interview 3 individuals from the Village and take video footage of sustainability-related initiatives in the Village for inclusion in a short informational video about the project.

**Phase II: Sustainability Vision**

Although the community will provide input during all phases of this planning process, the second phase is designed to include varying key community outreach techniques at the outset of the project to identify critical sustainability-related issues and goals for the VPF.

*Task II-a: Public Kick-off Meeting & Visioning Session*

CMAP will work with the Village to lead an interactive kick-off meeting which centers on answering the question, "What does sustainability mean for Park Forest?" We will

brainstorm priorities and issues for the key topic areas identified in this Scope of Work and seek to come to consensus on priority topics for the SP.

*Task II-b: Youth Workshop*

We will repeat the process for Task II-A with local area high school students to understand the youth perspective on sustainability.

*Task II-c: Key Person & Group Interviews*

CMAP will conduct key person and group interviews, including Village staff and officials, residents, business owners, community leaders, students, and other stakeholders. CMAP will work with VPF staff to determine an appropriate list of interviewees. When appropriate, we will group participants whom we anticipate will have common interests (i.e., members of the Rich Township Senior Center).

*Task II-d: Identify Vision & Priorities*

After completing the previous tasks in Phase II, we will present a draft of the project vision and priorities to VPF staff for approval.

**Phase III: Sustainability Assessment**

The third phase of the planning process will begin at the same time as Phase I and includes the collection of data, information, studies, GIS data, and other available information regarding the existing conditions of the Village. Unique to the creation of a SP, in-depth data collection will be required for Plan topic areas. This data will be used to create baseline indicators which will form the basis for the recommendations and indicator goals of the SP.

*Task III-a: Review Existing Plans, Codes, Programs, and Policies*

We will review existing plans, reports, programs, policies, and ordinances related to the SP. Particular attention will be given to zoning and subdivision codes, planning documents (Strategic Plan for Land Use and Economic Development (2009), 211th Street Metra Station TOD Plan (2008), DownTown Master Plan, etc), and municipal policies. This review will serve as the starting point for the analysis to take place in the following tasks and phases, and will help prepare for the community forum outlined above. It will also help us to fully understand how sustainability measures and design criteria are currently incorporated or missing, or where barriers might exist to their development. We will also review any recent site plan or subdivision submittals that will illustrate development trends and approaches to sustainability in the Village.

*Task III-b: Develop Demographic Profile*

To further our understanding of the Village's residents, we will create a basic demographic profile, to be included in the Sustainability Assessment.

### *Task III-c: Collect Baseline Data*

Working closely with Village staff, CMAP will collect baseline data needed to create the SP's baseline indicators for Task III-e. Staff assistance and leadership will be needed to gather the required data. Data to be collected may include but is not limited to electricity, natural gas, and water usage; vehicle miles traveled; amount of waste; number of high ozone days; energy supply; water quality; etc.

### *Task III-d: Develop Baseline Indicators & Sustainability Assessment*

Using the data collected in Task III-c, we will perform analysis to calculate baseline indicators related to each key topic area (see Phase IV). During this task, we will also conduct a preliminary zoning and subdivision code audit. These findings will be summarized in the Sustainability Assessment document, which can be likened to an existing conditions report. The Assessment will include baseline indicators for each key topic area (outlined in Task IV-e) and a summary of the analysis undertaken to determine each indicator.

### *Task III-e: External Technical Assistance*

CMAP will consult with its partners, such as the Delta Institute and Center for Neighborhood Technology, to review the development of baseline indicators and strategies for setting target indicators.

### *Task III-f: Internal Sustainability Assessment Review*

CMAP will present the draft Sustainability Assessment first to Village staff for an initial review. After incorporating Village comments, the TAC and CAC will review the draft and recommend revisions. These revisions will be discussed and confirmed with staff prior to their incorporation into the document. The Sustainability Assessment will serve as the second section of the SP (see Task IV-c).

## **Phase IV: Develop the Sustainability Plan**

### *Task IV-a: Develop Target Indicators*

CMAP will work with Village staff and other appropriate parties to develop target indicators for Task IV-b. The TAC and CAC will be of particular importance in helping to prioritize target indicators as well as thresholds for use during Task IV-b.

### *Task IV-b: MetroQuest Web Tool*

CMAP will gather feedback on target indicators and strategies to achieve those indicators via the web, potentially using MetroQuest as a tool to elicit preferences.

#### *Task IV-c: Public Workshop: Sustainability Indicators*

During this workshop, CMAP will present the Sustainability Assessment created during the previous phase and build upon the assessment by proposing a series of target indicators for community feedback. Community preferences will be gauged by keypad polling and table activities.

#### *Task III-d: Topical Focus Groups*

We will work with the VPF to identify members of the community with a particular interest in or knowledge of topics related to the SP, as outlined in Phase IV. These community members will be organized into subcommittees to provide input and feedback specific for various aspects of the plan.

#### *Task IV-e: Draft the SP*

Based on the wealth of information collected from the previous phases and tasks, the SP will be drafted. The document will be clearly narrated and illustrated whenever possible to be easily understood by all. The SP will be organized according to the following format:

- I. Introduction*
- II. Sustainability Assessment*
- III. Goals, Target Indicators, & Strategies by Key Topic Area*
- IV. Implementation Strategy*
- V. Monitoring & Reporting*
- VI. Appendices*

Key SP topic areas will include:

- A. Planning & Design
  - a. Development Patterns
  - b. Green Building
  - c. Transportation & Mobility
  - d. Open Space & Recreation
- B. Natural Systems
  - a. Water
  - b. Waste
  - c. Ecosystems
- C. Energy & Climate
  - a. Greenhouse Gases

- b. Energy

- D. Economic Development

- a. Local Business & Green Jobs
- b. Local Food Systems
- c. Municipal Policies & Practices (to be drafted by the VPF)

- E. Equity & Social

- a. Education
- b. Community Health & Wellness
- c. Housing Diversity
- d. Arts & Culture

Each section will include, to the extent possible, target indicators and benchmarks by which to evaluate the Village's future success on each issue. The SP will also include a detailed implementation section that describes tasks to be undertaken to achieve each objective, priority level, party responsible for the completion of the task, additional resources, and approximate expected duration and cost for each task.

*Task IV-f: Internal SP Review*

The draft SP will be presented throughout its development in modules for Village staff and TAC/CAC review. Since the Sustainability Assessment piece will already have been reviewed and finalized in the previous task, we will focus on Sections III-V of the Plan for this Task. We anticipate presenting the drafts in the following 4 modules:

- (1) Goals, Metrics, & Strategies (Planning & Design)
- (2) Goals, Metrics, & Strategies (Natural Systems; Energy & Climate)
- (3) Goals, Metrics, & Strategies (Economic Development; Equity & Social)
- (4) Implementation Strategy; Monitoring & Reporting; Appendix

Each module will be presented first to Village staff for an initial review. After incorporating Village comments, the TAC and CAC will review the document and recommend revisions. These revisions will be discussed and confirmed with staff prior to their incorporation into the document. After completing these revisions, the document will be ready for public presentation.

*Task IV-g: Public Open House*

This meeting will be the first public presentation of the draft report. We anticipate a public reception where the key elements of the plan are displayed on large boards and the public can circulate through and ask questions of the Village, CMAP staff, focus groups, and TAC and CAC members. Then a more formal Powerpoint presentation of the plan will be made, followed by a question and answer session. Comments will be collected via this meeting as well as on the website. These comments will be reviewed with the Village and consolidated into a set of action items for revision.

## **Phase V: Review, Revise, & Adopt the Plan**

### *Task V-a: Public Hearing Draft*

CMAP will revise the SP in preparation for public hearings based on comments received during the Public Open House.

### *Task V-b: Public Hearing Presentations*

Through the public hearing process, Village staff will collect comments, questions, and suggestions from public hearings and consolidate them into a series of action items for revision or response. CMAP will be available for public hearings as necessary, and will incorporate the revisions into the final Sustainability Plan.

### *Task V-c: Final Sustainability Plan*

CMAP will provide the VPF with a pdf copy of the final document and other desired supporting information.

## **AGENDA BRIEFING**

DATE: May 31, 2011

TO: President Ostenburg  
Board of Trustees

FROM: Ronald Erickson, Chief Water Plant Operator

SUBJECT: Award of Annual Contract for High Calcium Quicklime

### **BACKGROUND/DISCUSSION:**

On Tuesday, May 10, 2011, at 2:00 p.m., the Department of Public Works opened bids for High Calcium Quicklime (Calcium Oxide) to be used in the softening process at the Water Plant. The bid was advertised in the Southtown Star and followed Village purchase policies for purchases over \$20,000. Five bids were mailed and four bids were received for consideration. One, no bid letter was received. A bid tab sheet is attached.

The low bidder is Carmeuse Lime and Stone with a total bid of \$143,911 for 1150 tons at \$125.14 per ton. Unfortunately, Carmeuse cannot meet the size specification for the product. The size of the material is critical to insure efficient chemical reaction and prevent mechanical damage to the softening equipment. The next lowest bidder is Western Lime with a total bid of \$149,500 for 1150 tons at \$130.00 per ton. Last year, the price was \$122.00 per ton. This represents a 6.6% increase over last year.

Purchases will be paid from the Water Fund. The contract period is from July 1, 2011 – June 30, 2012. We currently have a contract with Western Lime, the service and materials are meeting our requirements.

### **RECOMMENDATION:**

The Public Works Department recommends that the Board authorize the Village Manager to enter into contract with the lowest bidder, Western Lime, 206 North 6<sup>th</sup> Avenue, P.O. Box 57, West Bend, Wisconsin, 53095

### **SCHEDULE FOR CONSIDERATION:**

This item will appear on the Agenda of the Rules meeting of June 6, 2011 for your discussion.

HIGH CALCIUM QUICKLIME  
(CALCIUM OXIDE)  
FOR WATER SOFTENING  
BID TAB 5-10-11

SUPPLIER	QUANTITY	UNIT PRICE	TOTAL PRICE	BID BOND	MSDS
Mississippi Lime	1150 Tons	\$ 181.40	\$ 208,610.00	yes	yes
Chemical Lime	1150 Tons	\$ 206.60	\$ 237,590.00	yes	yes
Western Lime	1150 Tons	\$ 130.00	\$ 149,500.00	yes	yes
Carmeuse Lime	1150 Tons	\$ 125.14	\$ 143,911.00	yes	yes
Linwood Mining and Minerals	1151 Tons	NO BID			

## **AGENDA BRIEFING**

DATE: May 31, 2011

TO: Mayor Ostenburg  
Board of Trustees

FROM: Ronald Erickson, Chief Water Plant Operator

SUBJECT: Award of Contract: Well Maintenance, Well No. 5

### **BACKGROUND/DISCUSSION:**

On Tuesday, May 10, 2011, at 1:30 p.m., the Department of Public Works opened bids for well maintenance on Well No. 5. The bid was advertised in the SouthtownStar and followed Village policies for purchases over \$20,000. Four bids were sent out and three bids were received for consideration. A bid tab sheet is attached.

The preventive maintenance project for Well No. 5 will consist of the contractor pulling the pump and pumping components completely to the surface; conducting a T.V. survey of the well; sandblasting pump component parts that may be considered for reinstallation; inspection; protective column coating; furnishing repair parts as needed; reinstalling the pump after repair; chlorinating the well and pump to EPA regulations and performing a two hour performance test to waste.

Well No. 5, on Western Avenue, drilled in the 1950's, is one of highest producing wells in our system. The Well No. 5 pump assembly was last inspected and serviced in 2002.

The bid is divided into two sections, Well No. 5 – Labor and Services, Well No. 5 - Replacement Parts. The low bidder was Peerless-Midwest with a total bid of \$39,600 for both sections. After bid opening the contractor informed us that an error had occurred in the bid. Line D of Labor and Services, was bid at \$2,340 and should have been \$4,680 (see attached May 12 contractor's e-mail). The contractor also proposed to use a sub-contractor to paint the pipe. The Village attorney was consulted on the issues and in his opinion, the variances do not create a substantial advantage over the other bidders. Peerless-Midwest remains the low bidder.

The pump repair parts section of the bid is used to establish a price point for individual parts. After the pump components are removed and inspected, a firm parts cost will be established. Due to unforeseen circumstances, the cost for pump repair parts could exceed the total bid for that section. If the costs exceed the bid, proper Village purchasing procedures will be followed in completing the project.

Purchases will be paid from the Water Fund. The FY10/11 budget includes \$50,000 for the work to the well. The bid from Peerless-Midwest is under budget.

This is the first time Peerless-Midwest is the low bidder on a well maintenance project for the Village. Background and references have been checked. Reference contacts stated that Peerless-Midwest had met their contractual obligations and they would hire the contractor again.

**RECOMMENDATION:** The Public Works Department recommends that the Board award the contract to the lowest bidder, Peerless-Midwest, 55860 Russell Industrial Parkway, Mishawaka, Indiana.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Rules Meeting of June 6, 2011, for your discussion.

**From:** Williams, Mike [mailto:mike.williams@peerlessmidwest.com]  
**Sent:** Thursday, May 12, 2011 7:16 AM  
**To:** Ron Erickson  
**Subject:** Annual Well Maintenance, Well No. 5

Good morning Ron. I need to follow up on our bid for the project. First, we need to advise that the sandblasting and epoxy costing of the column pipe would not take place at our facility, as required by the specification. This was supposed to be wrote on the bid form as an exception but was not.

Second, we made an error on the pricing for the sandblasting and coating. We have \$2340 for sandblasting and coating. This was the price we had for sandblasting, or for coating, but not for both. We were planning on using Kooi Industrial Painting from Grand Rapids, Mi for this work. They had an equal amount for each of the services (sandblasting and coating). The correct price for this item should have been \$4680

I realize either of these items are grounds for rejection. I am sorry to have to communicate this information to you, we do not normally do things this way.

The rest of our bid checked out. Please let us know if you have any questions.

**Michael J. Williams**

Vice-President/Secretary/Treasurer  
55860 Russell Industrial Parkway  
Mishawaka, IN 46545  
574.252.4130 Direct  
574.254.9050 Office  
574.254.5525 Fax  
574.286.0395 Cell





**VILLAGE OF PARK FOREST  
WELL # 5 - MAINTENANCE BID TAB 5-10-2011**

<b>SECTION VIII – REPLACEMENT PARTS</b>			<b>Municipal</b>		<b>Peerless-Midwest</b>		<b>Water Well</b>	
QTY			unit price	item total	unit price	item total	unit price	item total
1	12 ea.	10" X 10'-0" Schedule 40 column pipe	520.00	6,240.00	575.00	6,900.00	630.00	7560.00
2	12 ea.	10" x 2-3/4" combination couplings	340.00	4,080.00	50.00	600.00	450.00	5400.00
3	12 ea.	1-1/2" x 10' stainless steel lineshafts	325.00	3,900.00	170.00	2,040.00	399.00	4788.00
4	2 ea.	1-1/2" x 5' stainless steel lineshafts	180.00	360.00	100.00	200.00	225.00	450.00
5	15 ea.	1-1/2" stainless steel lineshaft couplings	34.00	510.00	80.00	1,200.00	40.00	600.00
6	25 ea.	1 1/2" x 2-3/4" rubber lineshaft bearings	28.00	700.00	15 ea. x 52	780.00	32.00	800.00
7	130 ft.	1/4" Toro airline	1.00	130.00	2.00	260.00	0.45	58.50
8	1 ea.	10" x 10' suction pipe	450.00	450.00	600.00	600.00	494.00	494.00
9	1 ea.	Motor Drive shaft	410.00	410.00	202.00	202.00	330.00	330.00
10	14 ea.	I.D. Zinc Sleeves	115.00	1,610.00	60.00	840.00	147.00	2058.00
11	8 ea.	O.D. Zinc Sleeves	95.00	760.00	60.00	480.00	147.00	1176.00
12	4 ea.	Bronze bowl wear rings	210.00	840.00	90.00	360.00	113.00	452.00
13	6 ea.	Bronze bowl bearings	80.00	480.00	34.00	204.00	44.50	267.00
14	1 ea.	1-11/16" stainless steel impeller shaft	360.00	360.00	254.00	254.00	413.00	413.00
15	1 ea.	Rebuild motor	2,160.00	2,160.00	2,650.00	2,650.00	3630.00	3630.00
16	4 ea.	12 TLC bronze impeller	405.00	1,620.00	150.00	600.00	650.00	2600.00
17	1 ea.	Bronze stuffing box bearing and packing	155.00	155.00	400.00	400.00	98.50	98.50
<b>TOTAL BID - REPLACEMENT PARTS:</b>			See note *	<b>\$ 24,765.00</b>		<b>\$ 18,570.00</b>		<b>\$ 31,175.00</b>
<b>TOTAL BID:</b>			See note **	<b>\$ 43,142.00</b>		<b>\$ 39,600.00</b>		<b>\$ 54,866.00</b>

\*Bid submitted shows \$24,763.00, \*\*Bid submitted shows \$43,140.00

## **AGENDA BRIEFING**

**DATE:** May 23, 2011

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

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

**RE:** A RESOLUTION AUTHORIZING THE SALE BY PUBLIC AUCTION OF  
PERSONAL PROPERTY OWNED BY THE VILLAGE OF PARK  
FOREST

### **BACKGROUND/DISCUSSION:**

In accordance with Village Code, the attached resolution provides authority for the Village to participate in two different auto auctions for the purpose of disposing of Village vehicles. As in the past, the Dyer Auto Auction will be used as a preferred vendor through the South Suburban Mayors and Managers Association. The Public Works Department will also use the services of J.J. Kane Auctioneers, a company with a growing reputation for on-line auctioning of utility and construction equipment. The vehicles being disposed of include a dump truck, two pick-up trucks and a Crown Victoria, originally purchased by the Police Department and then handed down to Community Development.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Rules Meeting of June 6, 2011 for Board discussion.

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

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

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

**WHEREAS**, the South Suburban Mayors and Managers Association, a corporate organization representing municipalities and townships chartered within the State of Illinois and Counties of Cook and Will organizes joint municipal auctions of surplus vehicles; and

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

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

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

**SECTION TWO:** the Village Manager is hereby authorized to direct the sale of the aforementioned personal property at an auction scheduled to take place with or by:

Dyer Auto Auction  
641 Joliet Street  
Dyer, IN 46311-0115

or

J.J. Kane Auctioneers

**SECTION THREE:** the Village Manager is hereby authorized to direct the Dyer Auto Auction and/or J.J. Kane Auctioneers to advertise the sale of the aforementioned personal property through all channels deemed appropriate prior to the date of said auction.

**SECTION FOUR:** No bid shall be accepted for the sale of an item which is less than the minimum value set forth herein, unless the Village Manager or designees so authorizes at the time of auction.

**SECTION FIVE:** Upon full payment of the auctioned price for the aforesaid items of personal property by the highest bidder, the Village Manager is authorized to direct Dyer Auto Auction and/or J.J. Kane to convey and transfer the title and ownership of said personal property to the bidder.

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

**PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.**

**APPROVED:**

**ATTEST:**

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

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

# ATTACHMENT A

<u>Department</u>	<u>Vehicle Make/Model</u>	<u>Year</u>	<u>Vehicle ID Number</u>
Public Works	GMC 1 TON DUMP TRUCK	1999	1GDKC34J7XG025257
Public Works	FORD RANGER PICKUP TRUCK	1997	1FTCR1OU9VUC86975
Recreation & Parks	FORD F150 PICKUP TRUCK	1995	1FTEF15YOSNB01523
Police	Ford Crown Victoria	2004	2FAFP71W24X149279

## **AGENDA BRIEFING**

**DATE:** May 9, 2011

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

**FROM:** Thomas W Fleming,  
Chief of Police

**RE:** Construction of Holding Cell #3

**BACKGROUND/DISCUSSION:** The Police Department has had only two holding cells for the past fifty years. Each cell has two bunks, a sink and a toilet. This allows for only four prisoners to be held at any given time.

Staff has researched the construction of a third holding cell utilizing space directly north of the current cells that had been used for storage in the past. That space can be converted into a functioning holding cell that meets the approval of the Illinois Department of Corrections. The construction will not jeopardize any prior approvals obtained on the older cell area.

Crowder-Detention is a State of Illinois-approved vendor and has an extensive past work history with numerous prisons, jails and lock-ups throughout the Midwest. We have contacted several of their past clients and they have received high marks.

The total cost to Crowder-Detention is \$34,900 which would be fully paid with funds from the Federal Drug Seizure account. The detailed cost break down is attached.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the June 6, 2011 Rules Meeting for your consideration.

	A	B	C	D	E	F
1	<b>Cell Exp. Cost Tracking</b>			<b>COMMENTS</b>	<b>SOURCE OF FUNDING</b>	
2	<b>5/25/2011</b>	<b>Estimates</b>	<b>Invoices</b>			
3						
4	<b>Aleck Plumbing</b>	<b>\$ 5,800.00</b>	<b>\$ 4,800.00</b>	Underground piping and rough plumbing	Encumbered funds	
5				Toilet and sink on order		
6						
7	<b>Crowder Detention</b>	<b>\$ 34,900.00</b>		Material Ordered (12 weeks)	Federal narcotics account	
8						
9	<b>Norman Electric</b>	<b>\$ 9,974.00</b>		80% completed		
10						
11	<b>Sun Ray Heating</b>	<b>\$ 15,125.00</b>		Start work week of 6/13	Encumbered funds	
12						
13	<b>CES Vicon IP Camera</b>	<b>\$ 2,985.00</b>	<b>\$ 1,492.50</b>	50% Paid Upfront	Federal narcotics account	
14						
15						
16						
17						
18						
19						
20	<b>Total</b>	<b>\$ 68,784.00</b>	<b>\$ 6,292.50</b>			
21						