

AGENDA
REGULAR MEETING OF THE BOARD OF TRUSTEES
PARK FOREST, IL

Village Hall

7:00 p.m.

August 15, 2011

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor
Village Manager

Village Attorney
Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Resolution: A Resolution Authorizing the Disposal of Personal Property Owned
by the Village of Park Forest

2. Resolution: A Resolution Approving an Amendment to South Suburban Special Recreation
Association Articles of Agreement (IMRF Participation)

3. Motion: A Motion Authorizing the Manager to Contract for Unidirectional Water Main
Flushing

4. Motion: A Motion to Authorize the Manager to Purchase a Case 580SN Backhoe

5. Motion: A Motion to Authorize the Manager to Purchase a Police Squad Car

6. Motion: A Motion to Authorize the Manager to Purchase an Administrative Police Vehicle
7. Motion: A Motion to Authorize the Village Manager to approve a Purchase Order for the purchase of road salt
8. Appointments:

DEBATABLE:

9. Ordinance: An Ordinance Amending Chapter 6 (“Alcoholic Beverages”) of the Code of Ordinances, Village of Park Forest, Cook and Will Counties, Illinois (Final Reading)

Adjournment

NOTE: Copies of all agenda items are available in the Manager’s Office

MOTIONS

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

1. MOVED, that the Mayor and Board of Trustees adopt a Resolution Authorizing the Disposal of Personal Property Owned by the Village of Park Forest
2. MOVED, that the Mayor and Board of Trustees adopt a Resolution approving an Amendment to South Suburban Special Recreation Association Articles of Agreement (IMRF Participation)
3. MOVED, that the Manager is authorized to contract with M.E. Simpson Company, Inc. of Valparaiso, IN for unidirectional water main flushing in an amount not to exceed \$50,400.
4. MOVED, that the Manager is authorized to purchase a Case 580SN backhoe from McCann Industries in the amount of \$95,094.00.
5. MOVED, that the Manager is authorized to purchase a 2011 Ford Crown Victoria squad car from Terry Lincoln-Mercury of Peotone, IL; \$20,000 of said expenditure to be from Illinois Criminal Justice Information Authority grant.
6. MOVED, that the Manager is authorized to 2012 Ford Escape XLT 4WD from Terry Lincoln-Mercury of Peotone, IL in the amount of \$22,296.
7. MOVED, that the Manager is authorized approve a Purchase Order in the amount of \$147,848.40 to Morton Salt for a maximum purchase of 2,520 tons of road salt.

MOVED, that the Mayor and Board of Trustees approve the appointment of Trustee Ken Kramer as Board Liaison to the Beautification Awards Committee and the Senior Citizen Advisory Commission; as Chair of Board Committee A, member of Board Committee C and as a member of the Board's Legislative Committee.

MOVED, that the Mayor and Board of Trustees approve the appointment of Trustee Bonita Dillard as Board Liaison to the Park Forest Housing Authority, the Recreation & Parks Advisory Board; Chair of Board Committee B, member of Board Committee A and as a member of the Board's Legislative Committee.

MOVED, that the Mayor and Board of Trustees approve the appointment of Trustee Mae Brandon as Board Liaison to the Environment Commission and the Youth Commission; as a member of Board Committee A and B.

MOVED, that the Mayor and Board of Trustees approve the appointment of Trustee Gary Kopycinski as Board Liaison to the Commission on Human Relations and the Cable Communications Commission; as a member of Board Committees B and C.

MOVED, that the Mayor and Board of Trustees approve the appointment of Trustee Robert McCray as the Board Liaison to the Park Forest Library and the Plan Commission; as Chair of Board Committee C, member of Board Committee A and as a member of the Board's Legislative Committee.

MOVED, that the Mayor and Board of Trustees approve the appointment of Trustee Georgia O'Neill as Board Liaison to the Fair Housing Review Board, the Zoning Board of Appeals, Equal Opportunity Review Board and the Economic Development Advisory Group; and as a member of Committee B and C.

MOVED, that the Board of Trustees approve the appointment of Mayor Ostenburg as Chair of the Board's Legislative Committee.

08/15/2011

AGENDA BRIEFING

DATE: August 10, 2011

TO: Mayor John A. Ostenburg
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

RE: A RESOLUTION AUTHORIZING THE DISPOSAL 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 Manager to dispose of Village vehicles. The vehicles being disposed of include police vehicles which are scheduled for replacement due to mileage or those which have been seized through police criminal investigations. At the recommendation of Police Chief Cliff Butz, two of the vehicles to be disposed of (Crown Vic, VIN #: 2FAFP71W24X149279; Ford Box Van, VIN#: 1FDKE30M7MHB27054) will be donated to the Rich Township ESDA (Emergency Services Disaster Agency) in exchange for the ongoing support this agency provides to Park Forest on an annual basis. ESDA donates hundreds of man-hours to the Village for July 4th, races, emergencies and various other events.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the August 15, 2011 Regular Meeting for Board consideration and approval.

Resolution No. _____

**A RESOLUTION AUTHORIZING THE DISPOSAL 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 auction, sale or donation of the aforementioned personal property

SECTION THREE: where applicable, the Village Manager is hereby authorized to direct the auctioneer to advertise the sale of the aforementioned personal property through all channels deemed appropriate prior to the date of said auction.

SECTION FOUR: Upon full payment of an auctioned price for the aforesaid items of personal property by the highest bidder, the Village Manager is authorized to direct the auction company to convey and transfer the title and ownership of said personal property to the bidder.

SECTION FIVE: 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>
Police	Chevy Tahoe	2001	1GNEK13TX1R206264
Police	Cadillac Seville	1994	1G6KD52B8RU311189
Police	Ford Box Van	1991	1FDKE30M7MHB27054
Police	Ford Expedition	2006	1FMPU16536LA97650
Police	Ford Crown Victoria	2001	2FAFP71WX1X158999
Police	Ford Crown Victoria	2004	2FAFP71W24X149279

AGENDA BRIEFING

DATE: August 10, 2011

TO: Mayor Ostenburg
Board of Trustees

FROM: John Joyce
Director of Recreation & Parks

RE: Amendment to SSSRA Articles of Agreement (IMRF participation)

BACKGROUND/DISCUSSION:

Park Forest is one of eleven member agencies that make up the South Suburban Special Recreation Association. As the attached letter explains, SSSRA employees were members of the Illinois Municipal Retirement Fund notified by the State that they were not eligible for participation in about 1989. At that time Association employees sought alternate retirement programs. Since that time the Illinois Pension Code has been revised allowing Illinois SRA's (Special Recreation Associations) to participate in IMRF.

In order to allow these employees to return to IMRF, Articles of Agreement executed by the eleven member agencies must be amended. To make the change requires authorization from 7 of the 11 members. Accordingly, the SSSRA Board of Directors (Anna Soloff, is PF representative) passed the attached resolution requesting all member agencies to adopt the change. A detailed letter about the Board's requested change and their resolution to that effect is attached.

We would request Board approval of this amendment to the Articles of Agreement.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of August 15, 2011.

A RESOLUTION APPROVING THE AMENDED SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION'S ARTICLES OF AGREEMENT

WHEREAS, Park Forest is one of the eleven member agencies that make up the South Suburban Special Recreation Association (SSSRA); and

WHEREAS, SSSRA employees were members of the Illinois Municipal Retirement Fund (IMRF) and about 20 years ago were notified by the State they were no longer eligible for participation; and

WHEREAS, since that time the Illinois Pension Code has been revised allowing SRA's to participate in IMRF.

WHEREAS, SSSRA's Board of Directors adopted a resolution which amended their Articles of Agreement; to include a new paragraph 9 addressing IMRF participation.

NOW, THEREFORE, be it resolved that the Park Forest Mayor and Board of Trustees approve the restated Articles of Agreement of the South Suburban Special Recreation Association.

Adopted this _____ day of August, 2011.

APPROVED:

ATTEST:

Mayor

Clerk



**SOUTH SUBURBAN
SPECIAL RECREATION
ASSOCIATION**

June 20, 2011

19910 80th Avenue
Tinley Park, IL 60487

(815) 806-0384

(815) 806-0390 fax
(815) 806-0389 TDD

www.sssra.org

Dear SSSRA Member Agency Commissioners and Trustees:

During the past six months, the SSSRA Board of Directors has been discussing and evaluating the option of switching the association's pension plan to IMRF.

SSSRA employees were a part of IMRF until approximately 1989. At that time, six SRA's who were a part of the plan learned that they were not officially eligible to be in the plan, as they were listed as employees of their administrative districts (ours was Homewood-Flossmoor). These SRA's left IMRF, and became a part of other pension plans.

In recent years, three of these six SRA's have joined IMRF, leaving SSSRA as one of the three SRA's (of 28) who are not a part of IMRF.

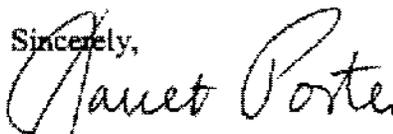
After considering the cost analysis information and other factors, the SSSRA Board has decided that it is in the best interest of the association to join IMRF. Reasons include: it is a hiring advantage when seeking experienced applicants in our field, it is the standard plan for our field, and it provides a more secure plan in which to place agency and employee funds.

Please note that there will be no additional cost to member agencies. The costs associated with the switch have been incorporated into the association's budget.

The enclosed copy of the *Resolution of Board of Directors Recommending Approval of Restated Articles of Agreement* was approved unanimously by those present at the April 28, 2011 SSSRA Board of Directors Meeting. The resolution enabled changes to the association's Articles of Agreement to be made, incorporating the language needed to join IMRF (see page 3, number 9 in the articles).

The *2011 Restated Articles of Agreement* are enclosed for your review. Two-thirds of the association's Member Agency Boards (7 of 11) will need to approve the restated articles, in order to proceed with the change in pension plans.

If you have any questions, please feel free to call me at (815) 806-0384, or to speak with your agency's SSSRA Board Representative.

Sincerely,

Janet Porter, CTRS
Executive Director

Country Club Hills • Frankfort Square • Hazel Crest • Homewood-Flossmoor • Lansing • Matteson
Oak Forest • Olympia Fields • Park Forest • Richton Park • Tinley Park

**RESOLUTION OF BOARD OF DIRECTORS RECOMMENDING APPROVAL
OF RESTATED SSSRA ARTICLES OF AGREEMENT**

WHEREAS, the South Suburban Special Recreation Association ("SSSRA") is comprised of eleven Member Districts, including the Country Club Hills, Frankfort Square, Hazel Crest, Homewood-Flossmoor, Lan-Oak, Oak Forest, Olympia Fields, and Tinley Park Park Districts, and the Villages of Matteson, Park Forest, and Richton Park; and

WHEREAS, SSSRA is operating under Articles of Agreement as authorized by section 8-10b of the Park District Code and section 11-95-14 of the Illinois Municipal Code, as amended; and

WHEREAS, SSSRA provides salaries and benefits for its employees, including retirement benefits; and

WHEREAS, prior to 1989, SSSRA participated in the Illinois Municipal Retirement Fund ("IMRF") for eligible employees' retirement benefits; and

WHEREAS, in 1989, IMRF notified SSSRA and other participating special recreation associations (SRAs) that state law did not allow their employees to participate in IMRF, and as a result, all participating SSSRA employees were withdrawn from IMRF; and

WHEREAS, the Illinois Pension Code has been revised to allow SRA employees to participate in IMRF; However, this revision is not effective for SRAs such as the SSSRA established before January 1, 1980 unless the Articles of Agreement authorize IMRF participation; and

WHEREAS, the Board of Directors (the "Board") has reviewed and discussed the retirement benefit options for employees, and determined that future participation in IMRF would be in the best interest of the SSSRA, its employees and Member Districts; and

WHEREAS, Paragraph 15 of the existing Articles of Agreement requires that two-thirds of the Member Districts approve any amendment to the Articles of Agreement; and

WHEREAS, in reviewing the existing Articles of Agreement and prior amendments, the Board determined that to improve communication and understanding among the Member Districts, the Articles of Agreement should be restated in their entirety.

NOW THEREFORE, BE IT HEREBY RESOLVED by the Board of Directors of the South Suburban Special Recreation Association, as follows:

1. The Board recommends that each Member District approve the attached 2011 Restated Articles of Agreement for the South Suburban Recreation Association, *OK* to include new paragraph 9 authorizing participation in the IMRF.
2. A copy of this Resolution shall be submitted to every Member District's Board of Park Commissioners or Board of Trustees, as the case may be, together with a request that each entity approve the Restated Articles of Agreement.

PASSED and APPROVED this 28 day of APRIL, 2011.

Andrea Welf-Chiodini
SSSRA Board President

ATTEST:

Gregory Ross-Elliott
Board Secretary

AYES 7 NAYS: 0 ABSTENTIONS: 0 ABSENCES: 4

**2011 RESTATED ARTICLES OF AGREEMENT
SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION**

Articles of Agreement between certain Park Districts duly and properly organized and operating pursuant to the provisions of the "Park District Code" (70 ILCS 1205/1-1 *et seq.*) and Municipalities duly and properly organized and operating pursuant to the "Illinois Municipal Code" (65 ILCS 5/1-1 *et seq.*)

Witnesseth:

WHEREAS:

A. The Park Districts and Municipalities party to this agreement (hereinafter called "Member Districts") desire to provide recreational programs for persons with disabilities within their districts and municipalities, and to share the expenses of such programs on a cooperative basis; and

B. Member Districts are authorized to enter into this agreement by Section 8-10b of the Park District Code and all laws amendatory thereof and supplementary thereto and by Sections 11-95-2, 11-95-3 and 11-95-14 of the Illinois Municipal Code and all laws amendatory thereof and supplementary thereto, and by Article VII, Section 10 of the Constitution of the State of Illinois.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. For the purpose of this agreement, Member Districts shall be known collectively as SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION (SSSRA).
2. The purpose of SSSRA shall be to provide comprehensive recreation programs for individuals with disabilities. Programs shall be further defined to include accessibility requirements necessary for compliance with the Americans with Disabilities Act. The Board of Directors of SSSRA has the authority to establish guidelines concerning the use and expenditures relative to these accessibility requirements.

3. Member Districts are:

- Country Club Hills Park District
- Frankfort Square Park District
- Hazel Crest Park District
- Homewood-Flossmoor Park District
- Lan-Oak Park District
- Village of Matteson
- Oak Forest Park District
- Olympia Fields Park District
- Village of Park Forest
- Village of Richton Park
- Tinley Park-Park District

Other Park Districts and Municipalities may be admitted to membership by a majority of the Board of Directors of SSSRA upon such terms and conditions determined by the Board of Directors.

ORGANIZATION AND FUNCTION

4. SSSRA shall have a Board of Directors, Officers, and an Executive Director, all as provided in the Amended By-Laws of SSSRA attached hereto, made a part hereof and hereby approved by Member Districts.
5. Subject to its other terms and conditions, this written agreement shall remain in effect unless terminated by said Member Districts.
6. Member Districts shall make available to SSSRA, on an agreed basis, their recreation areas, equipment, and transportation facilities at no charge and in recognition that SSSRA's programs are an integral part of each of the Member District's programs. Revenue producing facilities may be used at a rate not to exceed the published rates of the facility.
7. SSSRA shall cause the Treasurer of SSSRA and all SSSRA personnel who handle money to be bonded in an amount as determined by the Board of Directors of SSSRA.
8. SSSRA shall provide at its own cost, an annual audit consistent with acceptable accounting practices and the laws of the State of Illinois. A copy of said audit shall be distributed to each Member District within 90 days of the completion of the audit.

9. SSSRA shall be subject to Article 7 of the Illinois Pension Code (40 ILCS 5/7-101 *et seq.*) and all eligible employees and officials shall be entitled to participate in the Illinois Municipal Retirement Fund.
10. South Suburban Special Recreation Association will maintain public liability insurance with coverage limits specified to be at a minimum of \$21,500,000 per occurrence, and \$1,000,000,000 per occurrence for property damage as provided through the Park District Risk Management Agency.

ASSESSMENTS

11. Each Member District shall levy and collect taxes or contribute annually an amount that would be yielded if the Member District extended a tax of .025% upon all taxable property in the Member District based upon the preceding year's actual assessed valuation as further defined and limited under the Property Tax Limitation Act (the "Act"). If a Member District's levy after applying the "new growth" factor and a "limiting rate" as set by the County Clerk is reduced, pursuant to the Act and, therefore, the tax extension does not result in an amount anticipated by the Member District, said district shall be only obligated to contribute the amount equivalent to the actual increase as certified by the County Clerk.

A Member District can levy and collect taxes in excess of .025% but not to exceed .04% as stated in section 5-8 of the Park District Code or section 11-95-14 of the Municipal Code. These funds may be used for accessibility projects and to cover costs related to including individuals with disabilities in Member District programs.

12. Each Member District shall, as of June 1 of the current fiscal year, submit payment of fifty percent (50%) of the District's share of operating SSSRA. The balance of the contribution is to be paid by December 1. This policy will remain as stated unless other arrangements are made with the approval of the SSSRA governing Board.

TERMINATION OF MEMBERSHIP Agency Withdrawal

13. Notwithstanding anything herein to the contrary, any Member District may voluntarily withdraw from this Joint Agreement by so notifying the Board of Directors of its decision in writing by no later than September 15 of any fiscal year and in such event said voluntary withdrawal shall be effective as of June 1 of the next ensuing fiscal year. Any and all liability and privileges of the withdrawing Member District shall cease as of said June 1 date except for liabilities incurred by SSSRA prior to said date.

AGENCY REMOVAL

14. If any Member District fails to make payments as agreed upon under this agreement or is in default of any other provisions of this agreement, such Member District's membership in SSSRA may be terminated as follows:
 - A. Upon approval of a majority of the Board of Directors, a written notice shall be forwarded to the President of the Park District Board or Municipal Board of the Member District in question, specifying in detail the items which the Board of Directors deems sufficient cause to justify removal of such district or Board from SSSRA. The notification shall specify the period of time which such items are to be corrected or what appropriate corrective steps are to be taken.
 - B. Should the Member District fail to take steps to the satisfaction of the Board of Directors within specified time, a special meeting of the SSSRA Board of Directors will be called at which time the matter shall be brought before the Board of Directors for hearing and action. At least ten (10) days written notice of the time and place of such hearing shall be permitted to appear and to submit reasons why it should not be removed from membership.
 - C. A two-thirds (2/3) vote of the Board of Directors shall be required to terminate the membership of a District of obligations incurred during participation and shall become effective at such a date following the date of action by the Board of Directors.
15. Upon a withdrawal of a Member District as a Member District under this agreement, whether voluntarily or involuntarily, such withdrawing Member District shall have no further claim of interest whatsoever to any of the assets or properties of SSSRA. Remaining Member Districts in the Association shall

determine the division of assets, should SSSRA cease operation.

16. This agreement may be amended by a two-thirds (2/3) vote of the Member Districts. An amendment may not be initiated and voted upon at the same meeting.

17. The fiscal year of SSSRA shall begin June 1 and end May 31.

18. These restated Articles of Agreement shall become effective on August 1, 2011.

IN WITNESS WHEREOF, each Member District has executed a signature page to be attached to this agreement as its expression of agreement pursuant to a Resolution of its governing Board.

COUNTRY CLUB HILLS PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

FRANKFORT SQUARE PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

HAZEL CREST PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

VILLAGE OF MATTESON

By: _____
President

Attest: _____
Clerk

Dated: _____

OAK FOREST PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

OLYMPIA FIELDS PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

VILLAGE OF PARK FOREST

By: _____
President

Attest: _____
Clerk

Dated: _____

VILLAGE OF RICHTON PARK

By: _____
President

Attest: _____
Clerk

Dated: _____

TINLEY PARK-PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

HOMWOOD-FLOSSMOOR PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

LAN-OAK-PARK DISTRICT

By: _____
President

Attest: _____
Secretary

Dated: _____

APPENDIX A
CURRENT BY-LAWS (1993)

SOUTH SUBURBAN SPECIAL RECREATION ASSOCIATION

BYLAWS

These Bylaws are an integral part of the Articles of Agreement between the Member Districts of South Suburban Special Recreation Association (SSSRA) as of the effective date of September 23, 1993.

Article I

Offices

SSSRA may have offices at such places as the Board of Directors may from time to time determine as the business of SSSRA may require.

Article II

Board of Directors

Section 1. The business of SSSRA shall be managed by its Board of Directors in accordance with the Articles of Agreement between the Members Districts and may otherwise exercise all powers of the Association and do all such lawful acts and things as are not by statute prohibited.

Section 2. The number of Directors which shall constitute the Board of Directors shall be equal to the number of Member Districts in SSSRA. Each Member District shall annually appoint in writing two officials, one regular member who shall be an elected official, chief administrator, or designated administrative staff, and one alternate which at the discretion of said Member District shall be either an elected official or a non-elected individual to serve as said alternate. Each member of the Board of Directors shall have one vote on matters before the Board of Directors. In the absence of the representative, the alternate may vote. All votes are binding on the Member District Boards, whether cast by the representative or alternate.

Section 3. The Board of Directors shall establish all major policies including, but not limited to, budgets, capital outlay, and master plans. The Board of Directors shall approve all contracts.

Section 4. The Board of Directors shall meet at such times and places as it shall determine and shall have the power to call meetings on 3 days notice. A special meeting of the Board of Directors shall be called within 3 days upon the written request of any three Board Members.

Section 5. Special meetings of the Board of Directors may be called by the Chairperson on three (3) days notice to each Board

Member by mail or by telegram. Special meetings shall be called by the Chairperson or Secretary in like manner and like notice at the written request of three Board Members.

Section 6. At all meetings of the Board of Directors a majority of the Board Members shall constitute a quorum for the transaction of business and the act of a majority of Board Members except as may be otherwise specifically provided by these Bylaws or the Articles of Agreement of the Member Districts.

Section 7. All meetings of the Board of Directors shall be public and in accordance with the then existing statutes of the State of Illinois except as otherwise provided in said statutes. No final action on any Board matter shall be taken in executive session, but must be taken at a public meeting of the Board.

Section 8. The Board of Directors shall receive no salary or other compensation or other remuneration for acting as Board Members.

Article III

Notices

Section 1. Whenever under the provisions of these Bylaws, notice is required to be given to any Board Members, such notice may be given in writing by mail, addressed to such Board Member at his or her address as appears on records of SSSRA with postage thereon prepaid and such notices shall be deemed to be given when the same shall be deposited in the United States mail.

Section 2. Whenever any notice is required to be given under the provisions of these Bylaws, a waiver thereof in writing signed by the person, or persons, entitled to said notice, either before or after the time stated therein, shall be deemed equivalent thereto.

Article IV

Officers

Section 1. The officers of SSSRA shall be chosen by the Board of Directors from members of the Board, and shall be a Chairman, Vice-Chairman, and Treasurer. No individual shall hold more than one office simultaneously.

Section 2. The Board of Directors at its first meeting of each fiscal year shall choose the officers of SSSRA and shall appoint annually SSSRA's Finance and Office Coordinator as Secretary to the Board.

Section 3. The Board of Directors may appoint such other officers and agents as it shall deem necessary who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board.

Section 4. The Chairman shall preside at all meetings of the Board of Directors. The Chairman shall be empowered to execute contracts on behalf of SSSRA pursuant to direction of the Board of Directors.

Section 5. In the absence of the Chairman or in the event of his/her inability or refusal to act, the Vice-Chairman shall perform the powers of, and be subject to all restrictions upon, the Chairman. The Vice-Chairman shall perform such other duties and shall have such other powers as the Board of Directors may from time to time prescribe.

In the absence of the Chairman and the Vice-Chairman, the Treasurer shall perform the powers of and be subject to all restrictions upon the Chairman. In absence of all three officers, the Chairman may appoint another Board Member to serve as Chairman pro tem for that meeting.

Section 6. The Secretary shall attend all meetings of the Board of Directors and record all the proceedings of the Board of Directors in a book to be kept for that purpose. He or she shall give or cause to be given notice of all regular, rescheduled or reconvened meetings and changes therein of the Board of Directors. The Executive Director, on or before the first meeting in June or the 4th Thursday in June of each calendar year, shall prepare a schedule of the regular meetings of the Board for the year, listing the time and place of said meetings. Notices of all meetings shall be posted at the principle offices of SSSRA, and shall be available to the public and news media.

Section 7. The Board of Directors shall appoint a Treasurer who shall have custody or designate an employee who shall have custody of the funds of SSSRA, and shall keep full and accurate reports of receipts and disbursements in books belonging to SSSRA, and shall deposit all monies and other valuable effects in the name and to the credit of SSSRA in such depositories as may be designated by the Board of Directors.

The Treasurer shall disburse the funds of SSSRA as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and shall render to the Board of Directors at its regular meeting, or when the Board of Directors so requires, an accounting of his or her transactions as Treasurer and of the financial condition of SSSRA.

The Treasurer shall supervise the compliance with all statutes regarding the deposit of funds, auditing of the books and records, and preparing an annual statement of all receipts and disbursements during the preceding fiscal year and cause the same to be published.

Article V

Executive Director

The Board of Directors shall hire an Executive Director of SSSRA as chief operating officer of SSSRA with the following duties, powers, and responsibilities:

1. To develop and administer a comprehensive recreational system, so that the needs of all persons with disabilities residing in the Member Districts shall be met.
2. To attend all meetings of the Board of Directors and participate in all deliberations except when deliberations involve his own employment.
3. To keep the Board continuously informed on the progress of the recreational system being offered.
4. To enforce all provisions of the law and all rules and regulations of the Board to implement all policies of the Board.
5. To develop and supervise a public relations program so as to enlist the understanding, support, and participation of the community in programs of SSSRA.
6. To employ and supervise all employees who are directly responsible for SSSRA programs.
7. To make certain that an optimum of services are being offered.
8. To promote among the employees of the Association an understanding of the policies of the Board.
9. To prepare annually, for consideration by the Board, a list of principal goals and objectives and priorities of the Association for the next succeeding fiscal year.
10. To continually seek and solicit donations for the operation of SSSRA from all available sources.

Article VI

Checks

All checks of SSSRA shall be signed by such officer of officers or such other person, or persons, as the Board of Directors may, from time to time, designate.

Article VII

Amendments

These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted by a two-thirds (2/3) vote of the Member Districts. Amendments may not be initiated and voted upon at the same meeting.

AGENDA BRIEFING

DATE: August 11, 2011

TO: Mayor Ostenburg
Board of Trustees

FROM: Kenneth Eyer

RE: Unidirectional Water Main Flushing Program

BACKGROUND/DISCUSSION:

The Department of Public Works performs conventional hydrant flushing twice a year in order to maintain delivery of high quality of water to its customers. Recently the water department has experienced a large increase in complaints associated with discolored water.

The cause for this type of complaint is a buildup of minerals onto the walls of the old cast iron water main. To eliminate this type of complaint the Department has looked into a Unidirectional Flushing Program. This method should remove most of the buildup in the water main. This differs from the conventional method in that unidirectional flushing starts at the water plant using the distribution system valves to control the hydraulics to clean the pipes. M. E. Simpson Company will clean about two (2) miles per day using this method. M. E. Simpson estimates it will take about 35 working days to complete the whole system. DPW, using the conventional method, completes the entire Village in 3 days using random fire hydrant locations.

M. E. Simpson proposes to unidirectional flush the entire water main system with their trained technicians and provide a write report documenting each step in the program. Attached is M. E. Simpson's proposal and a sample report. The cost for this work is \$50,400.00.

Randy Lusk, Regional Manager, for M. E. Simpson Company will be at the August 8 rules meeting to answer any question the Board may have concerning Unidirectional Flushing.

DPW respectfully request the Board authorize the Village Manager to issue a purchase order in the amount not to exceed \$50,400.00 to M. E. Simpson Company Inc. 3406 Enterprise Avenue Valparaiso, In 46383

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of August 15, 2011.



www.mesimpson.com

3406 Enterprise Avenue
Valparaiso, IN 46383

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

February 14, 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 Unidirectional Water Main Flushing**" for the Village of Park Forest, Illinois.

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
 - Utility Participation Requirements
 - Equipment Used
 - Safety
- ◆ **Qualifications / Personnel**
- ◆ **References**
- ◆ **Proposed Project Schedule**
- ◆ **Proposal Fee**

We thank you for your consideration and this opportunity to acquaint you with our Unidirectional Water Main Flushing 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,

A handwritten signature in black ink, appearing to read "RL", is written over a light blue horizontal line.

Randy Lusk
Regional Manager – Dyer
RL/jph

PROJECT SCOPE

The **Unidirectional Water Main Flushing** program is conducted in the field by our Project Team (M.E. Simpson Co., Inc. uses **TWO** trained technicians on each team). M.E. Simpson Co., Inc. furnishes all necessary equipment and a two-man team to perform the work. We will operate and flush sufficient fire hydrants in the system to flush the water main. The important operation and location details of the hydrant flushing will be noted and compiled in our "Unidirectional Water Main Flushing Report" and submitted to your office for your permanent records.

M.E. Simpson Co., Inc. takes great care when operating, flow testing, and flushing the customer's fire hydrants in their water distribution system. Even with our years of experience in water system operations problems occasionally occur. Any valves or fire hydrants that break or fail during the flushing and flow testing program will be repaired or replaced at the expense of the *Utility*. **M.E. Simpson Co., Inc. cannot be held responsible for:** possible valve or hydrant failures during operation, damage done to the water system during water main flushing (i.e.: water leaks, discolored water, turbidity, etc.), or possible damage to the *Utility's* individual water customer.

PROJECT OVERVIEW

PLANNING

M.E. Simpson Co., Inc. personnel will meet with the *Utility* to review the project guidelines and answer any questions on procedures. Our personnel will color code the water atlas to identify water main sizes and the required velocities for Unidirectional Water Main Flushing. Valves that will be closed to facilitate attaining these velocities will be identified. The hydrants that will be flushed will be marked and each step of the Unidirectional Water Main Flushing program will be laid out. This layout will be the foundation of the Unidirectional Water Main Flushing program. However, some changes will be made in the field as new information is gathered and atlas errors are discovered.

Pressure Zone Boundaries

Any pressure zones in the distribution system will be identified on the water atlas prior to developing the Unidirectional Water Main Flushing program.

Geographical Boundaries

The Unidirectional Water Main Flushing program will be designed to remain within natural geographical boundaries that divide the distribution system. This is done in an effort to minimize the areas affected each day by the Unidirectional Water Main Flushing program.

Hydrant Numbering

All of the fire hydrants will be recorded on the water atlas and assigned numbers prior to the development of the Unidirectional Water Main Flushing program. This data is critical to establishing an effective and water conserving Unidirectional Water Main Flushing program.

CUSTOMER NOTIFICATION

Customer Billing Mailer

We will assist the *Utility* in developing an informational letter briefly explaining the Unidirectional Water Main Flushing program to include with the customer's normal bill. Frequently, special mailings are used for customer notification. If you choose a special mailing, the *Utility* will be responsible for the postage and printing costs.

Media Notification

M.E. Simpson Co., Inc. will be happy to develop a press release to briefly explain the Unidirectional Water Main Flushing program and the areas effected. It then becomes the *Utility's* responsibility to send the press releases to: local newspapers, local radio stations and the Cable Company. This type of customer notification can greatly reduce the number of customer complaints about dirty water.

Door Hangers

The Project Team will go door-to-door twenty-four to forty-eight hours in advance and hang door hangers that explain when the fire hydrants will be flushed in the area. We will also note on the door hanger about the potential for discolored water and the potential damage to clothing. We will place our toll free number on the door hanger so that the water customer can call and ask questions.

FLUSHING

Valves

In order to increase the velocity in the water main without opening additional hydrants (to conserve water), specific valves will be closed prior to flushing. These valves will be recorded to insure that all valves are re-opened at the end of each day.

Energy Dissipation

Fire hose and deflection tubes are utilized, as required, to direct flushing water away from traffic, pedestrians, underground utility vaults, and private property.

Pressure Readings

Pressure gauges are used to determine that the required velocities are achieved during the flushing process while insuring that the distribution system pressure remains above 20 psi. Any incidents of the distribution system being unable to supply the required flow while maintaining a residual of 20 psi in the surrounding area will be brought to the immediate attention of the *Superintendent*.

Hydrant Information

All of the pertinent information for each fire hydrant that is flushed will be documented. This data (number and size of ports, duration of flushing, discoloration, etc.) is critical to establishing an ongoing flushing and maintenance program.

Fire Hydrant Closure, Drainage & Leakage

After the fire hydrant has been flushed, M.E. Simpson Co., Inc. will verify that the hydrant is seated and draining properly. We will also check the fire hydrant with a FCS S30 OR L-MIC electronic listening device to ensure that the hydrant is not leaking. A majority of fire hydrant leaks go unnoticed because they are small leaks draining out through the drain holes at the base of the hydrant. Using the FCS S30 OR L-MIC will help to eliminate that.

REPORTS

Daily Report

Each morning M.E. Simpson Co., Inc.'s project team will meet with the *Utility's* assigned contact person to review the daily flushing schedule. At the end of each day, or as requested, a list of any broken or inoperable valves or hydrants will be turned in.

Unidirectional Water Main Flushing Program Documentation

Each step of the Unidirectional Water Main Flushing program will be identified and the sequence of valve closing and hydrant flushing will be documented in a Unidirectional Water Main Flushing report. This documentation allows for the exact sequence of the Unidirectional Water Main Flushing program to be repeated at a later date. The comparison of new flushing data to the original data helps to establish the most effective Unidirectional Water Main Flushing program. The end result being an ongoing Unidirectional Water Main Flushing program that is designed to conserve water and, performed often enough, keep the mains flushed.

UTILITY PARTICIPATION REQUIREMENTS

M.E. Simpson Co., Inc. only requires two copies of your water atlas and access to your field personnel for periodic consultation to successfully complete the program.

EQUIPMENT USED

- ◆ FCS S30 or L-MIC electronically enhanced listening device
- ◆ Radio Detection 400, 432 or 433 Line Locator
- ◆ SCHONSTEDT or CHICAGO TAPE magnetic locator
- ◆ POLLARD hydrant diffusers with a built-in pitot gauge
- ◆ HOSE MONSTER hydrant diffusers with a built-in pitot gauge

SAFETY

Safety is a major part of this project; the *Utility* requires a safe work environment for its employees, technical service providers and the general public. The technical service provider is required to provide a safe work environment at all times during this project. The technical service provider will provide personnel trained in **Confined Space Entry & Self-Rescue, Work Place First Aid, CPR and Traffic Control**. While in the field on this project, the technical service provider and its employees will follow all of the necessary safety procedures to protect themselves, the *Utility* staff and general public. **A minimum of Two-Person Teams will be used at all times for Safety and Quality Assurance.**

Therefore, the technical service provider will adhere to the following:

- Any water meter and/or valve locations located in a "*confined space*" such as pit or vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry** as is designated by the *Utility, The Department of Labor and OSHA*. Project personnel will be **trained** (certified where applicable) in Confined Space Entry & Self-Rescue.
- Proper PPE (personal protection equipment) shall be worn at all times. A class III reflective safety vest will be worn for all work. Class II will not be accepted.
- The Project Team will follow all **traffic safety rules**, as is designated by the *Utility, The Department of Labor, OSHA and the State Department of Transportation*. Project personnel will be **trained** (certified where applicable) by an organization such as the *AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)*, in Traffic Control and Safety (MUTCD Standards).
- The Project Team will follow all procedures regarding **Work Place First Aid & CPR**, as is designated by the *Utility, The Department of Labor and OSHA*. Project personnel will be **trained** (certified where applicable) in First Aid & CPR.
- The Project Manager and the Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an **OSHA 10 Hour or 30 Hour Card**.

QUALIFICATIONS / PERSONNEL

PRIMARY LINES OF BUSINESS

M.E. Simpson Co., Inc. is a **Technical Service Company** that performs 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.

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.

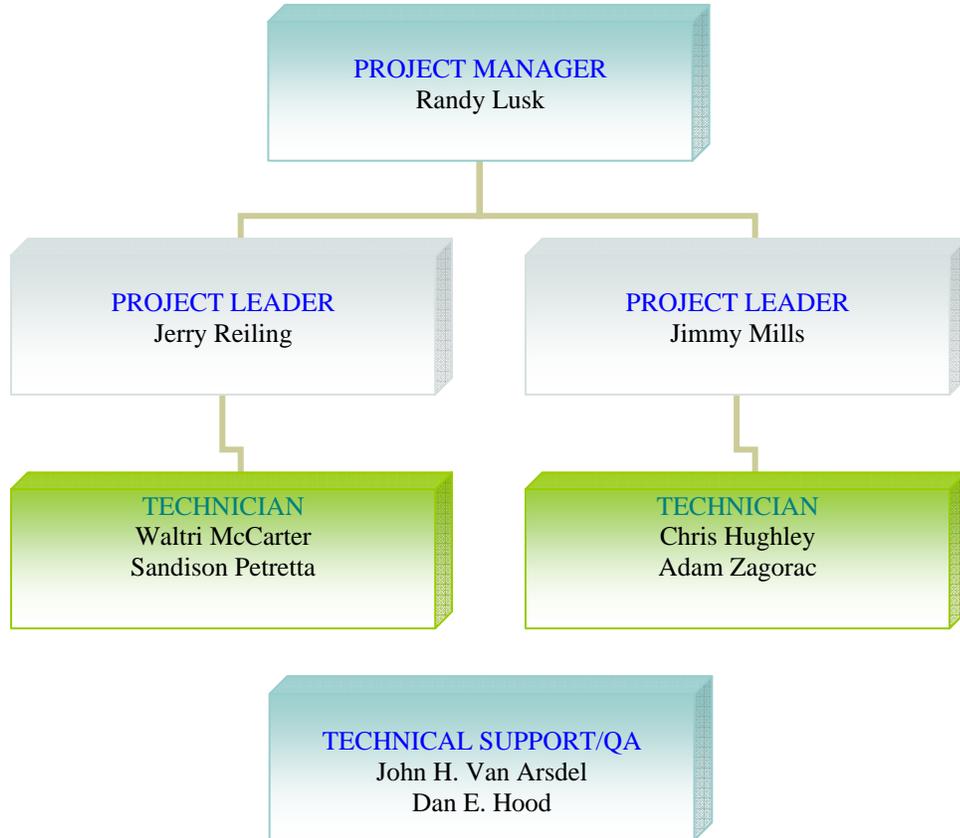
Scott McElroy, Regional Manager - Phoenix, has been with the company since August 1997. He completed one year at Purdue University in Business Management. Scott previously worked in the construction industry and retail business. He has completed classes and attended lectures on the operation and maintenance 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.

PROJECT STAFFING

The chart below outlines the **Project Team** to be used during the Unidirectional Flow Testing Program for the **Village of Park Forest, Illinois** . 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.**



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, Georgia, 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 Valparaiso, IN (2008 – 2009)

M.E. Simpson Co., Inc. performed a Unidirectional Water Main Flushing Program for the City of Valparaiso Water Works that included pre-planning, documentation and reports with Utility Personnel performing the actual field work. The program included Unidirectional Flushing of approximately 185 miles and consisted of 900 flushing steps.

Chuck McIntire
Distribution Superintendent
Valparaiso Water Works
(219) 462-3800

Village of Wilmette, IL (2006 – 2007, 2010)

M.E. Simpson Co., Inc. has performed a Unidirectional Water Main Flushing Program for the Village of Wilmette in 2006 and 2007. Each time the program was executed all steps taken during the program (i.e.: valve closing, hydrant flushing, etc.) were documented so as to allow for a simple replication of the program at a future date. With each flushing the program is improved as the knowledge of the water system increases.

Mr. Brad Enright
Sewer & Water Foreman
Village of Wilmette

City of Rochester, IN (2003 – 2005, 2010)

M.E. Simpson Co., Inc. has performed a Unidirectional Water Main Flushing Program for the City of Rochester a couple of times in the past few years. Each time the program was executed all steps taken during the program (i.e.: valve closing, hydrant flushing, etc.) were documented so as to allow for a simple replication of the program at a future date. With each flushing the program is improved as the knowledge of the water system increases.

Jerry Wynn
Water Superintendent
City of Rochester, IN
(574) 223-3412

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

AREAS TO BE FLUSHED

The total area to be flushed for the *Utility* is approximately **380,160** feet of water main. The area flushed may vary slightly from the estimated number above. Any additional water main flushing to be performed 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: TBD days depending on area to be flushed.

Unidirectional Flushing Reports: Thirty (30) working days after fieldwork is completed for the project.

PROPOSAL FEE

M.E. Simpson Co., Inc. is pleased to offer the Village of Park Forest, Illinois our proposal for a Unidirectional Water Main Flushing Program. This program is based on flushing 72 miles of main in the Park Forest system. The unidirectional flushing will be done on your water mains by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

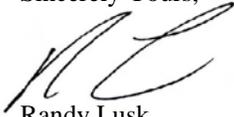
Design and complete a Unidirectional Water Main Flushing Program for 72 miles of distribution system for a Lump Sum Fee:

FIFTY THOUSAND FOUR HUNDRED DOLLARS ----- (\$50,400.00)

These fees are all based on approximate numbers of the area to be flushed. All procedures will be followed according to the above scope of services. Any information gathered or problems encountered during the project will be compiled and submitted to the utility at the conclusion of the program.

We thank you for this opportunity to acquaint you with our Unidirectional Water Main Flushing 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



Corporate Office:
3406 Enterprise Avenue
Valparaiso, IN 46383-6953

Regional Offices:
Phoenix, AZ • Gwinnett County, GA
Wauconda, IL • Dyer, IN • Indianapolis, IN • Savage, MN

(800) 255-1521
Fax: (888) 531-2444
www.mesimpson.com

December 19, 2008

Mr. Chuck McIntire
Distribution Superintendent
Valparaiso Water Works
205 Billings Street
Valparaiso, IN 46383

Dear Mr. McIntire,

M.E. Simpson Co., Inc. is a **Technical Service Company** that performs services that are designed to aid a utility in improving accountability, increasing revenues, heightening water 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.

M.E. Simpson Co., Inc. is pleased to present this report for the **“Unidirectional Water Main Flushing Program” for the City of Valparaiso Water Works**. This Unidirectional Water Main Flushing Program for Valparaiso Water Works was performed by M.E. Simpson Co., Inc. to fulfill these needs. The following is a report of our findings and includes a summary of the work completed as well as our recommendations for a future Unidirectional Main Flushing Program.

Phase One of Unidirectional Water Main Flushing Program for Valparaiso Water Works April 7, 2008 through November 14, 2008

The **Unidirectional Water Main Flushing** program was conducted in the field by crews from Valparaiso Water Works with assistance from M.E. Simpson Co., Inc. on portions of the project. During the flowing project Valparaiso Water Works crew operated and flushed fire hydrants in the system to flush the water main consisting of 165.5 miles and consisted of 797 steps to complete the first phase system before winter. The important operation and location details of the hydrant flushing have been noted and compiled in this "Unidirectional Water Main Flushing Report" and that is being submitted to your office for your permanent records.

Program Purposes

The purpose flushing the watermains is as follows:

1. To Remove impurities that have accumulated in the distribution system
2. To remove impurities causing complaints or that may be considered hazardous to public health.
3. To located and identify watermains which have restricted flow problems.

Quality control of the water was the primary purpose of flushing and careful observance of system hydraulics during flushing helped indicated the locations of mains with inadequate capacity, flow restrictions or partially or fully closed valves.

Program Planning

M.E. Simpson Co., Inc. personnel met with the Utility to review the project guidelines and answer any questions on procedures. M.E. Simpson Co., Inc. personnel color coded the water atlas to identify water main sizes and the required velocities for Unidirectional Water Main Flushing. Valves that were to be closed to facilitate attaining these velocities were identified. The hydrants that needed to be flushed were marked and each step of the Unidirectional Water Main Flushing program was laid out for crews from Valparaiso Water Works to complete in the field. This layout was the foundation of the Unidirectional Water Main Flushing program. However, some changes had to be made in the field as new information was gathered and atlas errors are discovered.

Pressure Zone Boundaries

Any pressure zones in the distribution system were identified on the water atlas prior to developing the Unidirectional Water Main Flushing Program.

Geographical Boundaries

The Unidirectional Water Main Flushing program was designed to remain within natural geographical boundaries that divide the distribution system. This was done in an effort to minimize the areas affected each day by the Unidirectional Water Main Flushing Program.

Hydrant Numbering

All of the fire hydrants have been recorded on the water atlas and were assigned numbers prior to the development of the Unidirectional Water Main Flushing program. This data was critical to establishing an effective and water conserving Unidirectional Water Main Flushing program.

Flushing

Valves

In order to increase the velocity in the water main without opening additional hydrants (to conserve water), specific valves were closed prior to flushing. These valves have been recorded to insure that all valves which were closed had been re-opened at the end of each day.

Energy Dissipation

Fire hose and deflection tubes were used, as required, to direct flushing water away from traffic, pedestrians, underground utility vaults, and private property.

Pressure Readings

Pressure gauges are used to determine that the required velocities are achieved during the flushing process while insuring that the distribution system pressure remains above 20 psi. Any incidents of the distribution system being unable to supply the required flow, while maintaining a residual of 20 psi in the surrounding area, was brought to the immediate attention of the *Superintendent*.

Hydrant Information

All of the pertinent information for each fire hydrant that was flushed has been documented. This data (number and size of ports, duration of flushing, discoloration, etc.) is critical to establishing an ongoing flushing and maintenance program.

Fire Hydrant Closure, Drainage & Leakage

After the fire hydrant had been flushed, the Valparaiso Water Works Crews verified the hydrants were seated and draining properly. We also checked the fire hydrant with a FCS S30 or L-MIC electronic listening device to ensure that the hydrant is not leaking. A majority of fire hydrant leaks go unnoticed because they are small leaks draining out through the drain holes at the base of the hydrant. Using the FCS S30 or L-MIC will help to eliminate that.

Unidirectional Water Main Flushing Results and Documentation

Unidirectional Water Main Flushing Program Documentation

Each step of the Unidirectional Water Main Flushing program was identified and the sequence of valve closing and hydrant flushing has been documented in this Unidirectional Water Main Flushing report. This documentation allows for the exact sequence of the Unidirectional Water Main Flushing program to be repeated at a later date. The comparison of new flushing data to the original data helps to establish the most effective Unidirectional Water Main Flushing program. The end result being an ongoing Unidirectional Water Main Flushing program that is designed to conserve water and, performed often enough, keep the mains flushed and clear of debris.

Results

The Unidirectional Water Main Flushing program was completed in 797 steps. These steps are individually labeled according to step number which coincides with date, length of flow time, and all pertinent information.

Estimated Water Usage

Another piece of information that is recorded during the flow test is the length of time the flow hydrant was flowed. This time is then multiplied by the flow rate to get an estimated amount of water used for the flow test. The flow following table gives the flow rates in gallons per minute and time of flush for a 500-foot length of main.

Minimum Flushing Velocity @ 2.5 fps.

PIPE SIZE	PIPE Radius	PIPE AREA	VELOCITY	HYD PORTS	FLUSH TIME	AMT. FLUSHED
IN. DIA	in Ft.	in sq. Ft.	2.5 FPS	2-1/2" DIA	MIN.	GALS.
4"	0.1666	0.08715	98 gpm	1 port	3.33	326.7 gals.
6"	0.25	0.19625	220.5 gpm	1 port	3.33	735 gals.
8"	0.3333	0.3488191	392 gpm	1 port	3.33	1306.7 gals.
10"	0.41666	0.5451214	612.5 gpm	1 port	3.33	2041.7 gals.
12"	0.5	0.785	882 gpm	* 2 ports	3.33	2940 gals.
16"	0.6666	1.39527	1565.5 gpm	* 2-4" ports	3.33	5213.1 gals.

However, due to the assumption that there might be deposits in the mains, a 5.0 feet per second was used wherever possible to try to scour the main during the flushing process. The following table shoes the flow rates needed to be met to accomplish this flow velocity.

Recommended Flushing Velocity @ 5 fps.

PIPE SIZE	PIPE Radius	PIPE AREA	VELOCITY	HYD PORTS	FLUSH TIME	AMT. FLUSHED
IN. DIA	in Ft.	in sq. Ft.	2.5 FPS	2-1/2" DIA	MIN.	GALS.
4"	0.1666	0.08715	196 gpm	1 port	1.66	326.7 gals.
6"	0.25	0.19625	441 gpm	1 port	1.66	735 gals.
8"	0.3333	0.3488191	784 gpm	1 port	1.66	1306.7 gals.
10"	0.41666	0.41666	1225 gpm	1 port	1.66	2041.7 gals.
12"	0.5	0.785	1764 gpm	* 2 ports	1.66	2940 gals.
16"	0.6666	1.39527	3131 gpm	* 2-4" ports	1.66	5213.1 gals.

Actual flow rates varied through the system due to conditions of the water main and system hydraulics. Pollard Diffusers with Pitot gauges gave the actual velocities and the flush times were adjusted accordingly for each particular length of pipe and the condition of the pipe. Due to the estimated velocity needed for the flushing of each watermain, it was determined that only one port of the flow hydrants needed to be open in most cases during flushing. This helped in conserving water usage and limit potential property damage during the flushing program. However, some of the larger mains needed to have two of the 2-1/2" ports open by either using two hydrants on the same main with one port pen on each, or one hydrant with two ports open.

The amount of water used on any individual test is recorded on that test sheet. On average approximately 222,019 gallons of water per day was used to flow test the hydrants. The total amount of water used for this project is estimated at 29,528,585 gallons.

Flushing Program Documentation

Each step of the flushing program has been identified and the sequence of valve closing and hydrant flushing and flushing times were documented. This documentation will allow for the exact sequence of the flushing program to be repeated at a later date with any corrections that may need to take place. The comparison of new flushing data to the original data helps to establish the most effective flushing program. The end result will be an ongoing flushing program that is designed to conserve water and performed often enough to keep the mains flushed and free of limestone build up.

Problems Encountered and Observations Made

During the flushing program, problems were encountered ranging from pumping against dead ends, valves found closed that should have been opened, valves that broke when they were opened, valves that were not on the atlas but were found in the field during the flushing program, packing leaks on the valves after they were operated, leaking hydrants, and water main that appeared to not have any flow capacity to allow proper flushing of the main.

Pumping Against Dead Ends

Great care was taken while flushing. The sequence of flushing included leaving a particular valve open at the beginning of the flush as not to create a complete dead end for the pumps at the Water Plant to pump against. Once the flushing was under way, the valve was fully closed and the line could be flushed without causing problems.

There were areas of water main encountered that appeared not to have good flow capacity during the flushing program. This caused some problems in the field as the flushing program progressed by forcing changes in the proposed flushing sequence. Attempts were made to flush at velocities of 5 feet per second, but often velocities of less than 2.5 feet per second were encountered which would not allow enough momentum of the water flowing to do an adequate job of flushing. A list of these mains is included within this report book.

Recommendations and Conclusions

It is obvious the water distribution system for the City of Valparaiso Water Works has benefited from this Unidirectional Main Flushing Program. The recording of the sequence of flushing will allow the process to be repeated at a future date. Water quality will benefit as sediment and debris in the watermains were flushed out.

Valves should be periodically exercised to prevent valves from becoming inoperable when they are needed and also to make sure valves have not been left closed that should be open.

The hydrants that were found to have problems should be repaired and a regular hydrant maintenance program should be adopted to prevent future problems. The benefits of having properly maintained hydrants could also result in a better ISO rating for the City as well as providing hydrants that work when needed in an emergency.

The water mains that have been found to have poor flow capacity should be scheduled for replacement with a larger diameter water main. It is speculated that some of the water main has severe tuberculation obstructing the flow. The City should adopt a regular Fire Flow Testing Schedule as this type of flow test will yield results that can help pinpoint areas of bad flow. The results of any Fire Flow tests performed should be examined, as the data for water main capacity will then be more meaningful.

The Unidirectional Main Flushing Program may need to be implemented again in the future to reduce and remove any debris and scale that have accumulated in the watermains of the distribution system. If Valparaiso Water Works should choose to continue with future Unidirectional Flushing Programs with M.E. Simpson Co., Inc., it is recommended that close attention is paid to work being performed by crews on a daily basis by Valparaiso Water Works supervisors. This will result in higher quality paperwork production and corrective steps can be put into place before problems go too long before being found.

It is also strongly recommended the length of each flow per step is carefully monitored. While the step should take as long as it is required to make sure water is running clear from the hydrant, it appears a great deal of the steps, completed by Valparaiso Water Works crews, went far beyond what may have been necessary to flush the mains. If the water usage is cut down in areas where it is not necessary it will result in a great deal of conservation of water run off. This will result in saving time, cost of water, and drain on the water system.

M.E. Simpson Co., Inc. would like to thank the City of Valparaiso for the opportunity to provide this program. Special thanks and recognition go to the Water Superintendent, the Water Operators at the Water Plant, and the staff of the Water Department in the field for their assistance and input during this program. Please feel free to contact us if there are any inquiries regarding the Unidirectional Main Flushing Program.

Sincerely yours,

Matthew S. Brown
Regional Manager – Valparaiso
MSB/jph

Steps Flowing From Mains With Flow Velocity Between 2.5 FPS and 5 FPS

<i>Step Number</i>	<i>Setep Description</i>	<i>Hydrant #</i>	<i>Total GPM</i>	<i>Pipe Size</i>	<i>Pipe Length</i>	<i>Formula</i>
<i>1</i>	Silhavy Road N. of Burlington Beach Road	1129	1060	12	1110	3.004
<i>108</i>	Calumet Avenue (Flint Lake to Burger King)	939	2020	16	6947	3.22
<i>109</i>	Calumet Avenue (Burger King to Glendale Boulevard)	1169	2020	16	3111	3.22
<i>110</i>	Bullseye Lake Road	852	1500	16	2750	2.39
<i>111</i>	Bullseye Lake Road	405	1700	16	3756	2.71
<i>112</i>	Ransom Road	1118	1100	12	2776	3.11
<i>118</i>	Hastings Terrace	400	400	6	478	4.53
<i>125</i>	Bloomngdale Avenue	413	750	8	969	4.78
<i>131</i>	Sleighbell Drive	242	242	6	515	2.74
<i>140</i>	12" water main on Campbell Street	1038	1060	12	758	3.004

Steps Flowing From Mains With Flow Velocity Less Than 2.5 FPS

<i>Step Number</i>	<i>Setep Description</i>	<i>Hydrant #</i>	<i>Total GPM</i>	<i>Pipe Size</i>	<i>Pipe Length</i>	<i>Formula</i>
205	14" water main on Vale Park Road	1097	1060	14	820	2.2
377	6" water main on Summit Drive	279	150	6	1789	1.7
383	8" & 6" water main on Harrison Boulevard	273	350	8	1014	2.23
384	8" & 6" water main on Harrison Boulevard & Yellowstone Avenue	272	300	8	602	1.91
387	6" water main on Woodlawn Drive	281	150	6	248	1.7
388	6" water main on Forest Park Road	282	150	6	1298	1.7
405	4" water main on Beulah Vista Boulevard & Easement	236	50	4	740	1.27
414	4" & 6" water main on Franklin Street & Evans Avenue	239	100	6	329	1.13
419	4" water main on Fair Street	1255	50	4	740	1.27
423b	AP/Industrial Park - South	809	1225	20	1750	1.25

Daily Flushing Steps

Date

April 07, 2008

Miles of pipe today: 1.39

Step # 1

Crew Initials: MB/JN

The following valves were turned to the noted position in this step

000-1885	Closed	000-2954	Closed
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Description:

Silhavy Road N. of Burlington Beach Road

1110 ft. of 12 Pipe

Hydrant Number: Location:

1129 Silhavy Rd. & Pennington Ln. (N. of)

Flow Device Used: TotalGPM

Pollard 1130

Hydrant Drain Hydrant Leak

Comment-Hydrant:

Water Quality Start	Water Quality Finish	Start Time	End Time	Total Minutes	Total Gallons
Cloudy	Clear	9:12:00 AM	9:17:00 AM	5	5650

Step # 2

Crew Initials: MB/JN

The following valves were turned to the noted position in this step

000-2954	Open	000-2951	Closed	000-3049	Closed
000-3029	Closed				

Description:

Pennington Lane

891 ft. of 8 Pipe

Hydrant Number: Location:

1182 Brighton Cir. (W. of) & Pennington Ln.

Flow Device Used: TotalGPM

Pollard 890

Hydrant Drain Hydrant Leak

Comment-Hydrant:

Water Quality Start	Water Quality Finish	Start Time	End Time	Total Minutes	Total Gallons
Cloudy	Clear	9:50:00 AM	9:54:00 AM	4	3563

Date

April 07, 2008

Miles of pipe today: 1.39

Step # 3

Crew Initials: MB/JN

The following valves were turned to the noted position in this step

000-3029 ||Open 000-3027 ||Closed

Description:

Brighton Circle

738 ft. of 8 Pipe

Hydrant Number: Location:

1181 Brighton Cir. & Strafordshire Ln.

Flow Device Used: TotalGPM

Pollard 900

Hydrant Drain **Hydrant Leak**

Comment-Hydrant:

Water Quality Start	Water Quality Finish	Start Time	End Time	Total Minutes	Total Gallons
Cloudy	Clear	10:46:00 AM	10:54:00 AM	7	6534

Step # 4

Crew Initials: MB/JN

The following valves were turned to the noted position in this step

000-3049 ||Open 000-3025 ||Closed

Description:

Strafordshire Lane

794 ft. of 8 Pipe

Hydrant Number: Location:

1180 Strafordshire Ln. (W. of) & Nottingham Dr.

Flow Device Used: TotalGPM

Pollard 1000

Hydrant Drain **Hydrant Leak**

Comment-Hydrant:

Water Quality Start	Water Quality Finish	Start Time	End Time	Total Minutes	Total Gallons
Cloudy	Clear	11:18:00 AM	11:23:00 AM	5	5000

AGENDA BRIEFING

DATE: August 11, 2011

TO: Mayor Ostenburg
Board of Trustees

FROM: Kenneth Eyer

RE: Purchase of Case 580SN Backhoe

BACKGROUND/DISCUSSION:

A major piece of equipment for Department of Public Works is a backhoe. This piece of equipment is used for every Water Main and sewer break repair. The Department of Public Works budgeted \$110,000 for fiscal 2011/2012 to replace Case Backhoe Unit #654. This is a 1992 model Case backhoe.

The replacement would be purchased through the State of Illinois Joint Purchase Program Contract Number PSD4016603. This contract provides a Case 580SN backhoe with related options and accessories as per Park Forest requirements. Total cost for this unit will be \$107,094.00

The dealer, McCann Industries, has allowed a trade-in for the old Case Unit of \$12,000. If the Board is willing to trade-in the old machine the total cost to the Village to replace Unit 654 would be \$95,094.00.

DPW recommends that this latter option will be in the best interest of the Village and recommends the Board authorize the Village Manager to issue a purchase order to McCann Industries, Incorporated in the amount of \$95,094.00

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Regular meeting of August 15, 2011 for discussion.

Chuck Alexander

From: Mike Maloney [MMaloney@mccannonline.com]
Sent: Monday, July 18, 2011 8:49 AM
To: Chuck Alexander
Cc: Paul Husband; Mark Kruepke
Subject: Updated State Contract Purchase of Case 580SM with trade in value
Attachments: Rev 2 Park Forest Proposal State Contract 580SN 07.2011.doc

Chuck,

Attached is the revised State Contract 580SM purchase proposal including the trade in value for your existing 1992 580SK.

Please contact me with any questions.

Mike Maloney
Territory Manager
McCann Industries, Inc.
1133 Indianapolis Blvd.
Schererville, IN 46375
Cell: 219-712-7700
mmaloney@McCannOnline.com



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July 18, 2011

Chuck Alexander
Village of Park Forest
Public Works Department
75 Park Street
Park Forest, IL 60466

Re: Revision 1 - Case 580SN Backhoe on State of Illinois Purchase Contract

The State of Illinois Department of Transportation has awarded Case the contract for Loader/Backhoes in 2011. This contract is in force for purchases made through August 31, 2011. The Village of Park Forest is allowed by law to "piggy-back" off of this State Purchase Contract and benefit from the competitively bid low State bid price without the time and expense of a public bid procedure.

The State of Illinois reference numbers for this purchase are:

Contract Number:	PSD4016603
T-Number:	T6640
Commodity Number for Case 580SN:	3531-860-4003
Commodity Number for Case options:	3531-860-3004
Commodity Number for Non-Case options:	3531-860-4004

The base bid Case 580SN includes:

2WD - Standard backhoe - 11L x16 10,PR front tires - 19.5L x 24 rear tires - cab w/ heat & air conditioning - vinyl suspension seat - cleated steel stabilizer pads - GP loader bucket w/ bolt on edge - grid heater - dual lever backhoe controls - 24" HD Universal trench bucket

Base Price: **\$50,590.00**

CASE OPTIONS

- 4x4:	\$10,129.00
- 4-in-1 bucket w/ bolt on edge:	\$ 2,558.00
- Extendahoe:	\$ 5,021.00
- Hydraulic backhoe quick coupler:	\$ 2,235.00
- Ride Control:	\$ 1,365.00
- Comfort Steer:	\$ 585.00
- Flip-Over type Combo stabilizer pads:	\$ 660.00
- Power Shift type "S" transmission:	\$ 1,388.00
- "Power-Lift" w/ 2 lever controls:	\$ 750.00
- Pilot backhoe controls w/ "Power-Lift":	\$ 2,674.00
- AM / FM / MP3 radio:	\$ 185.00
- 2 entry doors:	\$ 715.00
- 12" trenching bucket w/ teeth:	\$ 765.00
- 18" trenching bucket w/ teeth:	\$ 923.00
- Cab w/ heat only – only available w/ 1 door:	DEDUCT - \$ 1,600.00

Illinois

Addison
543 S. Rohlwing Rd.
Addison, IL 60101
Phone: (630) 627-0000
Fax: (630) 627-8711

Bolingbrook
250 E. North Frontage Rd.
Bolingbrook, IL 60440
Phone: (630) 739-7770
Fax: (630) 739-7699

Chicago
2350 S. Laflin St.
Chicago, IL 60608
Phone: (312) 942-9200
Fax: (312) 421-3502

Crestwood
4701 West 137th St.
Crestwood, IL 60445
Phone: (708) 597-3110
Fax: (708) 597-9945

McHenry
4102 W. Crystal Lake Rd.
McHenry, IL 60050
Phone: (815) 385-0420
Fax: (815) 385-2975

Wauconda
1360 N. Rand Rd.
Wauconda, IL 60084
Phone: (847) 526-9444
Fax: (847) 526-9448

Indiana

Schererville
1133 Indianapolis Blvd.
Schererville, IN 46375
Phone: (219) 865-6545
Fax: (219) 865-0269

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NON-CASE OPTIONS

- Auxiliary backhoe hydraulics for breaker (1-way flow):	\$ 3,000.00	
- Side mounted aux. hydraulics for hand held (add on to above):	\$ 572.00	
- Stand alone side mounted aux. hydraulics for hand held (1-way flow):	\$ 2,565.00	
- Auxiliary backhoe hydraulics (dual-flow) for breaker & 2-way:	\$ 3,980.00	
- Side mounted aux. hydraulics for hand held (dual-flow add on to above):	\$ 572.00	
- Stand alone side mounted aux. hydraulics (dual-flow):	\$ 3,707.00	
- KF6 - 1000 ft.lb.class hydraulic breaker:	\$12,330.00	
- PT-08 "Power-Tilt" (recommended for breaker use):	\$ 7,350.00	
- "Dipper Grip" welded onto dipper stick:	\$ 215.00	
- Left and Right outside mounted mirrors:	\$ 360.00	
- 4 corner LED strobe package:	\$ 850.00	
- LED roof mounted strobe:	\$ 400.00	
- 30" smooth edge ditch bucket:	\$ 1,585.00	
- 36" smooth edge ditch bucket:	\$ 1,680.00	
- 42" smooth edge ditch bucket:	\$ 1,890.00	
- Extra bucket pins (1 set):	\$ 153.00	3 sets = 459

TRADE – IN

1992 Case model 580SK (sn. JYG0164350) Trade Allowance: \$12,000.00

Thank you for the opportunity to present this State Contract proposal to you. Please contact me at 219-712-7700 (cell) or mmaloney@McCannOnline.com (email) with any questions.

Sincerely,

Mike Maloney
Territory Manager

AGENDA BRIEFING

DATE: August 11, 2011

TO: Mayor John Ostenburg
Board of Trustees

FROM: Clifford Butz, Chief of Police

RE: Acquisition of One (1) 2011 Ford Crown Victoria Squad Car

BACKGROUND/DISCUSSION:

Staff recently applied for and received a \$20,000.00 grant from the Illinois Criminal Justice Information Authority to assist in the purchase of a marked squad car. The squad chosen was a white 2011 Ford Crown Victoria Police Interceptor. Part of the grant required staff to acquire three bids.

The bids were as follows:

(1) South Oak Ford-Mercury	\$21,487.00
(2) Terry's Ford Lincoln-Mercury	\$21,315.00
(3) Hawk Ford	\$22,882.00

In the past several years we have purchased vehicles from Terry Lincoln-Mercury with positive results. It is our intent to purchase the vehicles from Terry Lincoln-Mercury who submitted the low bid.

The 2011/2012 Police Department budget includes \$82,500.00 in funds for the replacement of three police squad cars. We will use any additional funds needed for converting and detailing from that source.

SCHEDULE FOR CONSIDERATION:

This item will appear on the agenda of the August 15, 2011 Regular Meeting.

Paul,
Here are the specs:

2011 Ford Crown Victoria Police Interceptor
Vibrant White Exterior
Charcoal Cloth/Vinyl Rear Interior
Order Code 720A - Police Interceptor 327
Dual Exhaust System
17" Steel Spare Wheel/Tire
Manual Air Conditioning
Engine Idle Meter
4.6L OHC SEFI V8 Flex Fuel Engine
Electronic Auto O/D Transmission
P235/55R17 All Season BSW Tires
Front License Plate Bracket
Courtesy Lamps Disabled
Driver's Side Spot Lamp
Rear Door Handles Inoperable/Locks Operable
Front Bodyside Molding Shipped in Trunk

The general manager said he can sell it for no less than \$21,315. Please call if any questions!

Linda Such
Fleet/Government/Commercial
Terry's Ford Lincoln-Mercury
363 N. Harlem Avenue
Peotone IL 60468
708-258-2400 Ext. 256
708-258-2357 Fax
815-922-8405 Cell

AGENDA BRIEFING

DATE: August 15th 2011

TO: Mayor John Ostenburg
Board of Trustees

FROM: Clifford Butz, Chief of Police

RE: Acquisition of One (1) 2012 Steel Blue Ford Escape XLT 4 WD Vehicle

BACKGROUND/DISCUSSION:

The 2011/2012 Police Department budget includes \$82,500.00 in funds for the replacement of three (3) police squad cars. Attached is the price invoice from Terry Lincoln-Mercury in Peotone. The South Suburban Mayors and Managers Suburban Purchasing Cooperative is no longer in effect. However, Terry's is matching the price for the State purchasing bid cost. In the past several years we have purchased vehicles from Terry Lincoln-Mercury with positive results. It is our intent to purchase the vehicle from Terry Lincoln-Mercury. It is to be used as an unmarked Administrative/Investigations vehicle. This vehicle will be replacing a Ford Expedition so that the fleet is equipped for any possible inclement weather.

The amount to be approved is:

(1) 2012 Ford Escape XLT 4WD Vehicle	\$22,296.00
Total	<u>\$22,296.00</u>

This price leaves sufficient funds for converting the vehicle within the total budget. This will leave two other squads to be purchased during this budget year.

SCHEDULE FOR CONSIDERATION:

This item will appear on the Consent Agenda of the August 15th Regular Meeting for Board consideration and approval.

August 9, 2011

To: Park Forest Police Dept./Village of Park Forest

From: Terry's Ford of Peotone

Re: 2012 Ford Escape 4-Door XLT 4-Wheel Drive
Steel Blue Metallic Exterior

Standard Equipment:

Charcoal Cloth Interior

2.5L I4 Engine

6-Speed Automatic Transmission

P235/70R16 All Season OWL Tires

Front License Bracket

Engine Block Heater

16" Aluminum Wheels

Auto Headlamps

Grill – 3-Bar/Chrome

Fog Lamps

Manual Fold Power Mirrors

Blind Spot Mirrors

Power Driver Seat/6-Way

Cruise Control/Audio Control

EasyFuel Capless Filler

1-Touch Down Driver Window

AM/FM CD/MP3/Satellite Capable w/Audio Input Jack

Electrochromic Mirror

Message Center

Sirius Satellite Service

Sync Voice Activated System

MyKey

Remote Keyless Entry

Power Locks/Mirrors/Windows

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Standard Equipment: Continued

Electronic Power Assist Steering
Securicode Keyless Keypad
4-Wheel ABS
Advance Trac with Roll Stability Control
Illuminated Entry
Airbags-Safety Canopy
Securilock Pass Anti-Theft
Airbags-Side Air Curtain
Driver/Passenger Airbags
3 Year/36,000 Mile Bumper to Bumper
5 Year/60,000 Powertrain
5 Year/60,000 Roadside Assistance

There are no options on this vehicle; all above is standard.

\$22,296.00

"M" or "MP" Plate add \$105.00

Thank you for the opportunity to quote.

Respectfully submitted,
Linda Sucich
Fleet/Government
Terry's Ford Lincoln-Mercury
363 N. Harlem Avenue
Peotone IL 60468
708-258-2400 Ext. 256
708-258-2357 Fax

AGENDA BRIEFING

DATE: August 9, 2011

TO: Mayor Ostenburg
Board of Trustees

FROM: Kenneth Eyer

RE: Road Salt purchase for the 2011-2012 Winter Season

BACKGROUND/DISCUSSION:

The Village has received notice from the Illinois Department of Central Management Services that the contract will be renewed for the 2011/2012 snow season with Morton Salt, last year's vendor, at the same unit price of \$58.67 per ton. This contract will supply Park Forest with 2100 tons (\pm 20%) of road salt.

Last snow season the Village used 2274 ton. The MFT budget for 2011/2012 snow season is \$168,000.00

The Department of Public Works requests the Board authorize the Village Manager to approve a Purchase Order in the amount of \$147,848.40 to Morton Salt for a maximum purchase of 2520 tons of road salt. The village is required to purchase a minimum of 1680 tons of salt on this contract.

SCHEDULE FOR CONSIDERATION:

This item will appear on the Agenda of the Regular meeting of August 15, 2011 for consideration.



ILLINOIS

Pat Quinn, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Malcolm Weems, Director

July 10, 2011

Dear Joint Purchasing Participant:

Subject: 2011-2012 Rock Salt, Bulk Contract Information

In completing the 2011 – 2012 Rock Salt season contract re-procurement, the State of Illinois did not encounter any supply-related issues as experienced in previous seasons.

We again recommend that participating agencies and governmental entities examine their application rates and roadway priorities in order to minimize next season's maintenance program cost while also ensuring the safety of the public.

Enclosed is a copy of the requisition you submitted to us for the purchase of rock salt. The information from the requisition, including purchase commitment, can be used to submit your requirements to this year's contract vendor:

Contract: PSD 4016216-01
Morton Salt Inc.,
123 N. Wacker Drive
Chicago, IL 60606
Order Phone (888) 800-8905

Renewal Term: July 2011 – June 2012
FEIN Number: 27-3146174

Contract Line No: __ 65__ **Renewal Price** per ton, F.O.B. destination, is **\$ 58.67**
Emergency pickup of salt at vendor's warehouse is available at base price of **\$-80.00** per ton. Warehouses are open Monday through Friday, 7:00 a.m. to 3:00 p.m. Contact the vendor during regular business hours for the specific warehouse location in your area.

The additional price per ton to have rock salt delivered in trucks equipped with coal/grain option at vendor's warehouse is not being made available under this season's contract.

You are responsible for issuing your own purchase order document to the vendor. Orders may be placed with the vendor via telephone, with a written or fax confirmation to follow immediately. ***You are strongly encouraged to order early and to store as much salt as possible in order to help prevent potential salt shortages this winter.*** Also, you need to make every effort to place orders in full truckload lots (22-25 tons).

Your governmental unit is responsible for ensuring that the 80 or 100 percent minimum guaranteed purchase commitment (as noted on your Requisition) is met before the end of the winter season, June 30, 2012. The vendor is required to furnish not less than 120-percent (if needed) of the contract quantity by March 1, 2012. Your governmental unit is responsible for processing vendor invoices in a timely manner.



Delivery shall be made as soon as possible after vendor receipt of order by phone or mail. The maximum time from receipt of order to the actual delivery for orders placed between December 1, 2011 through April 1, 2012 shall not exceed seven working days, unless as modified in the Order Guidelines herein..

For orders placed between December 1, 2011 and April 1, 2012, if a vendor is unable to make delivery within the order timeline, local governmental units shall have the right to retain \$.20 per ton per calendar day as liquidated damages on the undelivered portion of the order. For an order placed prior to 9:00 a.m. Central on a given day, that day would be considered as the first calendar day of the seven-day delivery period. For order placed after 9:00 a.m. on a given day, the following day would be considered the first calendar day of the seven day delivery period.

CMS reserves the right to mitigate application of liquidated damages imposed against vendor, in the event of orders exceeding the maximum percentages outlined below:

An agency may order up to 20-% of their awarded contract tonnage in any given week and vendor shall deliver within 7 working days after receipt of order. Quantity ordered above the 20-% threshold shall have an extended deliver time of one-calendar-day for each one-percentage-point above the 20-% guideline. For example, if an agency orders 25-% of their awarded total 100 ton, delivery of the first 20 ton (20-%) shall be within 7 working days after receipt of order, the remaining 5 ton shall be delivered within 12 working days after receipt of order.

If after seven calendar days of liquidated damages assessment, the vendor has still failed to deliver, local governmental units shall have the right to terminate their order tons and purchase salt or abrasives from another source or take action consistent with public safety as needed to continue daily business. Any and all additional costs may be collected from the original vendor, in addition to any liquidated damages.

All deliveries shall be covered with approved weatherproof materials. The vendor shall ensure that the delivery person inspects the inside of the trailer and ensure that all salt is removed from the trailer before leaving a delivery point. The vendor will also ensure all weights and measures shown on delivery tickets are correct. Local governmental units reserve the right to require that delivery trucks occasionally be directed to a scale in the vicinity of the delivery point as a check on delivered truckloads.

Deliveries of rock salt containing any foreign material such as mud, rocks, grader teeth, wood, tarpaulins, etc., may be rejected at the delivery site. In the event that any foreign material is discovered in dumped deliveries, the salt and foreign matter may be reloaded onto the cartage hauler's truck by the local governmental unit and returned for credit, or the vendor shall immediately ship a specification compliant load of replacement salt, or issue a refund to the governmental unit consistent with the contract price.



In December 2011 the contract vendor shall have in place stockpile(s) located in or near Illinois covering 100% of the tonnage awarded for the northern regions of the State, and in January of 2012 the contract vendor shall have in place stockpile(s) located in or near Illinois covering 100% of the total tonnage awarded for all regions of the State. At our discretion, we will inspect the stockpiles to ensure that these stockpiles are in sufficient quantities, and that the commitments to the stockpiles are with the users of this contract.

The contract price shall remain firm for the entire contract period for up to the 120-% guaranteed limit, unless otherwise changed by mutual agreement. The contract price for purchases made in excess of the 120-% guaranteed limit is subject to increase if vendor's costs for providing rock salt increase by more than 5%. Contract vendor must submit to CMS documentation justifying the increase for acceptance for implementation.

Unless an emergency exists, those local governmental units under the 120-% purchase threshold will receive salt deliveries prior to those local governmental units over their 120% purchase threshold. In the case of an emergency, efforts will be made to have the vendor ship enough salt to aid affected local governmental units through the emergency.

The Department of Central Management Services requested pricing for an enhanced rock salt option in the invitation for bid, and Enhanced Rock Salt 2011-2012 availability is not provided for within this season's contract renewal process with this vendor.

You are under contractual obligation to purchase the requested tonnage of rock salt from the vendor awarded your location and the purchase of an enhanced rock salt from another vendor will not lessen this agreement, and will be in addition to your required purchase.

It is hoped that this information will be beneficial to you in the utilization of this contract. If you have any further questions concerning the rock salt contract, please feel free to contact me at (217) 782-8091.

Sincerely,

Wayne Hsley, CPPB, Buyer
Bureau of Strategic Sourcing

GovSalt.doc

VILLAGE OF PARK FOREST

MEMORANDUM

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

FROM: Thomas K. Mick,
Village Manager

DATE: August 11, 2011

RE: AN ORDINANCE AMENDING CHAPTER 6 (“ALCOHOLIC BEVERAGES”) OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST, COOK AND WILL COUNTIES, ILLINOIS

BACKGROUND/DISCUSSION:

As the Board is aware, Freedom Hall is home to various types of cultural arts programming. From time to time, it has been referenced by patrons that it would be nice if the facility had beer/wine beverages available for purchase during program intermissions. Such is the case in other similar venues such as the Center for Performing Arts at GSU. Currently, Village Ordinance does not allow for beer/wine sales at Freedom Hall; though they can provide free of charge if approved as part of the permitting process.

In accordance with Village Code of Ordinances, a Class B-2 liquor license would be needed to allow for the sale of wine and beer at Freedom Hall. Liquor licenses in Park Forest are controlled by Chapter 6 of the Village Code of Ordinances. Currently, the following six (6) establishments/addresses currently hold a liquor license in the community:

- CVS 1 Main Street
- 7-Eleven 425 Sauk Trail
- Tattlers 90 S. Orchard Drive
- Stop & Shop 2599 S. Western Avenue
- Park Forest Tennis & Health Club Westwood & Sauk Trail
- Walgreens 15 South Orchard Drive

The Liquor Commissioner has been briefed on this item in preparation for bringing to the full Village Board for discussion and consideration. Village practice has been to maintain only the number of available liquor licenses that are needed to serve the existing businesses that have been approved for liquor licenses. Therefore, in order to allow Freedom Hall to sell wine and beer it is necessary to increase the number of liquor licenses available. As such, the attached Ordinance would amend Village Code to allow for a maximum of seven (7) liquor licenses in Park Forest.

Should there be Village Board action taken in favor of this additional liquor license, Village Staff would then carry out the additional due diligence of securing the appropriate license from the State of Illinois and the required insurance coverage.

SCHEDULE FOR CONSIDERATION: This item will be on the agenda for Final Reading at the Regular Board meeting of August 15, 2011.

MEMORANDUM

To: Tom Mick, Village Manager

From: Chuck Sabey, Cultural Arts Supervisor

Date: July 11, 2011

Re: Freedom Hall Liquor License

Freedom Hall is requesting a liquor license to sell liquor at the Freedom Hall Main Series events (usually 6 – 7 shows per year) between the months of September – May annually. The sales would be limited to beer and wine, prior to shows and at intermission (if the show has one). It is anticipated that annual sales would be in the range of \$1,000 - \$3,000 (6 shows @ \$150 - \$500).

The request is based on numerous patrons having asked if we serve beer or wine at our shows. This seems to be the accepted standard at other performance venues in the Chicago land area. Additionally, many patrons arrive at our theatre well in advance of the show starting time and to have the option to purchase beer or wine would enhance the experience of attending a performance at Freedom Hall.

ORDINANCE _____

**AN ORDINANCE AMENDING CHAPTER 6 (“ALCOHOLIC BEVERAGES”),
ARTICLE II (“LICENSES”), SECTION 6-49 (“NUMBER LIMITED”)
OF THE CODE OF ORDINANCES, VILLAGE OF PARK FOREST,
COOK AND WILL COUNTIES, ILLINOIS**

WHEREAS, the Code of Ordinances of the Village of Park Forest (“Village Code”) provides that “the number of licenses in effect at any one time for the sale of liquor shall not exceed five for the total of classes A-1, A-2, B-1 and B-2”; and

WHEREAS, there are currently six (6) liquor licenses in the Village of Park Forest; and

WHEREAS, an additional liquor license has been requested for Freedom Hall, conducting business as a Village cultural arts venue located at 410 Lakewood Boulevard; and

WHEREAS, the submitted application has been reviewed by the Liquor Commissioner and by Village Staff, and the application has been found to be in good standing; and

WHEREAS, the Village seeks to amend the number of A-1, A-2, B-1 and B-2 liquor licenses in the Village to ~~six (6)~~ seven (7) to allow for the requested additional liquor license as set forth above.

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

Section 1. Code of Ordinances Amended. Chapter 6 (“Alcoholic Beverages”), Article II (“Licenses”), Section 6-49 (“Number Limited”) of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, is hereby amended by adding the following underlined words and deleting the stricken language to read as follows:

ARTICLE II. LICENSES

Section 6-49. Number Limited.

(a) Except as otherwise provided in section 6-55, the number of licenses in effect at any one time for the sale of liquor shall not exceed ~~six~~ seven for the total of classes A-1, A-2, B-1 and B-2.

(b) However, if any license is revoked or any licensee fails to operate a business providing for the sale of liquor at the address for which a license is issued for a period in excess of ten days, except in a natural disaster or if a permit for alteration has been applied for, the license may not be reissued and the total number of licenses authorized in this section shall be accordingly reduced in number.

(c) If, however, a licensee sells his business and the buyer applies for a new license at the same address within ten days of the sale, the number of licenses shall not be reduced if the license applied for is granted by the local liquor commissioner.

Section 2. Severability and Repeal of Inconsistent Ordinances. If any provision of this Ordinance, or the application of any provision of this Ordinance, is held unconstitutional or otherwise invalid, such occurrence shall not affect other provisions of this Ordinance, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Ordinance. All ordinances, resolutions or orders, or parts thereof, in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval and publication as required by law.

Passed this _____ day of _____, 2011.

APPROVED:

ATTEST:

MAYOR

VILLAGE CLERK