

AGENDA

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

Village Hall

7:00 p.m.

January 3, 2012

Roll Call

1. Resolution Authorizing the Village Manager to Enter into a Contract to Join the South Suburban (Geographic Information System) GIS Consortium
2. Resolution Approving a Citizen Participation Plan to Support the Illinois “Ike” Disaster Recovery Program Grant
3. Resolution Adopting a Residential Antidisplacement and Relocation Assistance Policy to Support the Illinois “Ike” Disaster Recovery Program Grant
4. Purchase of Tractor Mower

Mayor’s Comments

Manager’s Comments

Trustee’s Comments

Attorney’s Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall

AGENDA BRIEFING

DATE: December 16, 2011

TO: Mayor Ostenburg
Board of Trustees

FROM: Ken Eyer, P.E., Director of Public Works
Hildy L. Kingma, AICP, Director of Economic Development and Planning

RE: Resolution Authorizing the Village Manager to enter into a contract to join the South Suburban GIS Consortium

BACKGROUND/DISCUSSION:

Early in 2011, the U.S. Department of Housing and Urban Development awarded the South Suburban Mayors and Managers Association (SSMMA) a \$2.4 million Sustainable Communities grant to support the work of the Chicago Southland Green TIME Zone, including information management, code development, land acquisition, and land banking. The information management element of the grant has resulted in the creation of a regional geographic information system (GIS), known as the South Suburban GIS Consortium. The Consortium will make it possible for communities throughout the SSMMA service area to have access to the mapping and data capabilities of a GIS that might otherwise be cost prohibitive.

The Department of Public Works (DPW) budgeted \$31,000 for the purchase and implementation of a GIS during the current fiscal year. After much research and discussion, DPW has determined that the most cost effective way to implement GIS in a timely manner is to join the Consortium. DPW recommends that the Village join the Consortium at the Tier Two level at an annual fee of \$7,987.20. This will provide the Village with access to all data input by the Consortium, as well as unlimited staff support for those departments that want to take advantage of the GIS but do not have the staff capacity to input data or conduct analyses with the mapping and data sets. Data that can be input to the GIS for analysis can include all public infrastructure, building permit data, zoning, police and fire calls for service, and much more.

Funding for the first year of membership in the South Suburban GIS Consortium will be funded with the budgeted amount in the DPW budget. The Department will also purchase a global positioning system (GPS) device to enable the Village to locate utilities and other facilities in the field and add them to the GIS map. Future years of membership in the Consortium will be funded as part of the Capital Plan and budget guidelines.

The Director of Information Services for the SSMMA will be at the Board meeting to make a brief presentation on the South Suburban GIS Consortium. The Village Attorney has reviewed and approved the attached resolution.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules Agenda of January 3, 2012.

RESOLUTION No. _____

**A RESOLUTION AUTHORIZING THE VILLAGE TO JOIN THE
SOUTH SUBURBAN GIS CONSORTIUM AND APPOINTING THE OFFICIAL
REPRESENTATIVE OF THE VILLAGE OF PARK FOREST TO THE
SOUTH SUBURBAN GIS CONSORTIUM STEERING COMMITTEE**

WHEREAS, the Village of Park Forest (“Village”) is a member of the South Suburban Mayors and Managers Association, an Illinois not-for-profit corporation whose members consist of the mayors and managers of 42 south suburban Illinois communities (“SSMMA”); and

WHEREAS, SSMMA has established a Geographic Information System (“GIS”) database which serves as the foundation for all mapping and geographic information systems application development performed by the SSMMA, and

WHEREAS, the Village and other members of the SSMMA have formed a consortium, “the South Suburban GIS Consortium,” to address mapping and spatial data needs of south suburban communities; and

WHEREAS, SSMMA desires to recover the incremental costs of providing GIS data services to the public and member municipalities; and

WHEREAS, the SSMMA Executive Board has set forth fees to cover software maintenance and GIS staff time incurred during the daily operation of the South Suburban GIS Consortium; and

WHEREAS, the South Suburban GIS Consortium has created a Steering Committee (“GIS Steering Committee”) with voting representation from each of the member communities. Each community receives one vote, and voting allows the members to set and approve the activities of the Consortium, including without limitation the establishment and development of goals, long-range planning, and activities of the GIS Consortium; the allocation, distribution and administration of funds that may be received by the GIS Consortium; requests and applications for, and participation with other agencies and organizations in, requests and applications for, funds or other assistance; the selection and engagement of consultants, professionals and contractors; and the selection and purchase of insurance; and

WHEREAS, the Village desires to join the South Suburban GIS Consortium in order to meet its mapping and spatial data needs; and

WHEREAS, the Village desires to authorize the Village Manager to serve as, or to appoint another individual to serve as, the official representative of the Village to the South Suburban GIS Consortium Steering Committee; and

WHEREAS, the Village’s participation in the South Suburban GIS Consortium is authorized by the Intergovernmental Cooperation Act, 5, ILCS 2201 *et seq.* (2011), and by Article III, Section 10 of the Illinois Constitution of 1970; and

WHEREAS, all data created for each respective municipality of the South Suburban GIS Consortium is deemed as intellectual property of the Village, subject to and protected by applicable law.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST in the exercise of their home rule powers as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Consortium Membership. The Village is authorized to join the Suburban GIS Consortium. The Village Manager is further directed and authorized to execute any and all other documents as may be necessary to effectuate the purposes of joining the Consortium.

Section 3. Membership Fee. Membership in the South Suburban GIS Consortium is based on a Tier structure. The Village agrees to commit to Tier 2 for the initial 2012 calendar year at the set price of \$7,987.20, payable in one lump sum.

Section 4. Membership Term. The Village's term of membership in the South Suburban GIS Consortium shall be on an annual calendar year basis. The Village may terminate its membership in the Consortium at the end of any annual calendar year term with written notice to the Consortium and/or by not paying any subsequent annual calendar year membership fee.

Section 5. Village Representative on the GIS Consortium Steering Committee. The Village Manager is authorized to serve as the official representative of the Village of Park Forest to the South Suburban GIS Consortium Steering Committee. Alternatively, the Village Manager is authorized to appoint, by a letter of appointment sent to the Consortium, an individual to serve as the Official Representative of the Village of Park Forest to the South Suburban GIS Consortium Steering Committee.

Section 6. Reports to the Village Board. The Village's official representative pursuant to Section 5 above shall provide regular reports to the Village Board regarding the activities of the South Suburban GIS Consortium and the Steering Committee, including any funds awarded and received by the South Suburban GIS Consortium and the geographic distribution of such funds allocated by the South Suburban GIS Consortium, and shall annually provide the draft budget and work plan for the South Suburban GIS Consortium to the Mayor and Village Board.

Section 7. Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All resolutions, ordinances and motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 8. **Effective Date.** This Resolution shall take effect from and after its adoption and approval.

APPROVED:

ATTEST:

Mayor

Clerk

AGENDA BRIEFING

DATE: December 20, 2011

TO: Mayor Ostenburg
Board of Trustees

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

RE: Resolution Approving a Citizen Participation Plan to Support the Illinois "Ike"
Disaster Recovery Program Grant

BACKGROUND/DISCUSSION:

Through the Village's involvement in the South Suburban Housing and Community Development Collaborative, the Village was awarded a \$236,250 grant through the Illinois "Ike" Disaster Recovery Program. These funds will be used to demolish a minimum of 23 vacant, blighted homes primarily in the Eastgate Neighborhood.

One condition of the Grant Agreement is that the Village must have adopted a Citizen Participation Plan prior to the distribution of funds. The attached Resolution describes the required Citizen Participation Plan that will allow for public input into the use of these funds. This resolution was provided by the Illinois Department of Commerce and Economic Opportunity, the grantor agency for the Illinois "Ike" Disaster Recovery Program.

The Village Attorney has reviewed the attached Resolution.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules Agenda of January 3, 2012.

RESOLUTION No. _____

**A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN
TO SUPPORT THE ILLINOIS “IKE” DISASTER RECOVERY PROGRAM GRANT**

WHEREAS, the Village of Park Forest (“Village”) has been awarded a grant from the Illinois “Ike” Disaster Recovery Program (IDRP) for the purposes of clearance and demolition of properties that are determined to be a slum and blight on the community; and

WHEREAS, the IDRP grant agreement requires the Village to adopt certain resolutions and policies prior to the disbursement of funds.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST in the exercise of their home rule powers as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Adoption of Citizen Participation Plan. The Village hereby adopts the Citizen Participation Plan (“Plan”) set forth in Section 3 below to provide for the involvement of all residents of the community in the composition, implementation and assessment of its Illinois “Ike” Disaster Recovery Program (IDRP) grant. A copy of the Plan shall be made available to the public upon request.

Section 3. Citizen Participation Plan. As part of the IDRP citizen participation requirements and to maximize citizen interaction, the Village shall:

1. Provide citizens with reasonable and timely access to local meetings, information and records relating to the proposed IDRP project.
2. Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income in areas in which funds are proposed to be used.
3. Provide for a procedure for responding to citizens’ complaints regarding activities carried out utilizing IDRP funds. A written response to every citizen complaint will be sent within 15 working days of the complaint
4. Identify how the needs of non-English speaking residents and persons with disabilities will be met in the case of public hearings.
5. Maintain a record of all complaints, written responses, Public Hearing notices and minutes, and any other Citizen Participation documentation.

Section 4. Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All resolutions, ordinances and motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. **Effective Date.** This Resolution shall take effect from and after its adoption and approval.

APPROVED:

ATTEST:

Mayor

Clerk

AGENDA BRIEFING

DATE: December 20, 2011

TO: Mayor Ostenburg
Board of Trustees

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

RE: Resolution Adopting a Residential Antidisplacement and Relocation Assistance Policy to Support the Illinois “Ike” Disaster Recovery Program Grant

BACKGROUND/DISCUSSION:

Through the Village’s involvement in the South Suburban Housing and Community Development Collaborative, the Village was awarded a \$236,250 grant through the Illinois “Ike” Disaster Recovery Program. These funds will be used to demolish a minimum of 23 vacant, blighted homes primarily in the Eastgate Neighborhood.

One condition of the Grant Agreement is that the Village must have adopted a Residential Antidisplacement and Relocation Assistance Policy prior to the distribution of funds. The attached Resolution authorizes the Mayor to sign the Policy that is included. Note, however, that all homes to be demolished with this grant are vacant and severely blighted. Therefore, the Policy also includes a certification that “the Village anticipates no displacement or relocation activities will be necessitated by this project”.

This resolution was provided by the Illinois Department of Commerce and Economic Opportunity, the grantor agency for the Illinois “Ike” Disaster Recovery Program. The Village Attorney has also reviewed the attached Resolution and Policy.

SCHEDULE FOR CONSIDERATION: This item will appear on the agenda of the Rules Agenda of January 3, 2012.

RESOLUTION No. _____

**A RESOLUTION ADOPTING A RESIDENTIAL ANTIDISPLACEMENT AND
RELOCATION ASSISTANCE POLICY TO SUPPORT THE
ILLINOIS “IKE” DISASTER RECOVERY PROGRAM GRANT**

WHEREAS, the Village of Park Forest (“Village”) has been awarded a grant from the Illinois “Ike” Disaster Recovery Program (IDRP) for the purposes of clearance and demolition of properties that are determined to be a slum and blight on the community; and

WHEREAS, the IDRP grant agreement requires the Village to adopt certain resolutions and policies prior to the disbursement of funds.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE BOARD OF TRUSTEES OF THE VILLAGE OF PARK FOREST in the exercise of their home rule powers as follows:

Section 1. Recitals Incorporated. The above recitals are incorporated herein as though fully set forth.

Section 2. Adoption of Policy. The Village hereby adopts the attached Residential Antidisplacement and Relocation Assistance Policy (“Policy”) as required by the Illinois “Ike” Disaster Recovery Program (IDRP) grant. A copy of the Policy shall be made available to the public upon request.

Section 3. Authorization to Execute Policy. The Mayor is directed and authorized to execute the attached Policy and any and all related documents.

Section 4. Severability and Repeal of Inconsistent Ordinances, Resolutions and Motions. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Resolution. All resolutions, ordinances and motions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Effective Date. This Resolution shall take effect from and after its adoption and approval

APPROVED:

ATTEST:

Mayor

Clerk

**RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN
FOR THE VILLAGE OF PARK FOREST, ILLINOIS**

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the Village of Park Forest (“Village”).

However, in the event of displacement as a result of a federally funded award, the Village will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the Village will make public and submit to the Illinois Department of Commerce and Economic Opportunity (DCEO) the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:

2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph (h)(1) above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate of voucher for rental assistance.

i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;

j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph (h)(2) above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and

k. The right of appeal to the executive director of DCEO where a claim for assistance under subparagraph (h)(2) above, is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.

l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

m. Consistent with the goals and objectives of activities assisted under the Act, the Village will take the following steps to minimize the displacement of persons from their homes:

1. All public facilities projects (water, sewer, gas, etc.) will be designed so that there will be not displacement of any residences or business;

2. No homes will be demolished that can be reasonably rehabilitated; and

3. There will be no displacement of any residential or business occupants on CDBG projects.

CERTIFICATION OF COMPLIANCE

The Village anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the Village certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Signature: _____
John A. Ostenburg, Mayor

Date of Adoption

AGENDA BRIEFING

TO: Mayor John Ostenburg
Board of Trustees

FROM: Rob Gunther, Parks Superintendent

RE: Tractor Mower Purchase

DATE: December 27, 2011

BACKGROUND/DISCUSSION Mower Rebuild vs. Purchase:

The Village has two 11 foot cut (Toro Co.) tractor mowers to mow the ball fields and parks. The oldest of these, purchased in 1997, began using large quantities of motor oil this past season. Investigation showed that the engine must be rebuilt. The estimate from Reinders, the Toro supplier for Illinois, to do this is \$18,622. This mower has approximately 5,500 hours of operation. To give perspective, this would be the equivalent of running a car at full throttle for 1½ hours each work day for 14 years. I also discussed with Reinders the purchase of a new mower to replace this unit. Reinders has the Illinois State Purchase Contract for mowers. A new replacement unit is \$41,888 under the Illinois State Purchase Contract.

I have discussed the merits of rebuilding this unit with the shop foreman at Reinders and with our staff. He has not suggested that we would be squandering our money to rebuild the engine, but there are several things that need to be taken into account. The most significant would be the potential of some other component such as the transaxle needing to be replaced. Next would be the ongoing replacement of parts such as wheel casters and blade spindles that wear more quickly as a machine ages. Lastly, I expect that we could only reasonably expect another three to five years of service from this mower.

As to the purchase of a new mower, in 2013 new emissions regulations take effect that will add an anticipated 10% to the current cost of a new mower, and in three to five years it would seem reasonable to expect the cost of a new unit to be approaching \$50,000. The other mower was purchased in 2007 and should be in service until 2019 or longer. The Village has purchased three Toro mowers since 1990 and each has proved to be reliable.

The following alternatives appear to be available:

1. Spend the \$18,622 to repair the current machine and have it available for the 2012 mowing season.
2. Budget approximately \$42,000 to replace the mower next fiscal year and go without the mower for the 2012 season, or
3. Ask the Board for a budget amendment to purchase the new mower now for \$42,000 having it available for the 2012 season.

Both the repair cost and the purchase cost would come out of the Vehicle Services Fund. Finance Director, Dankowski has suggested there are sufficient monies in the fund to cover the purchase of a new machine now and we believe this would be the best long term decision for the Village. Therefore, we recommend approval of purchase of a Toro model 4000D mower from Reinders on the State of Illinois contract price of \$41,888.00 out of the Vehicle Services Fund.

SCHEDULE FOR CONSIDERATION:

This item will appear on the Board Rules meeting of January 3, 2012 for discussion and the Regular meeting of January, 17, 2012 for final approval.