

AGENDA

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

Village Hall

7:00 p.m.

March 4, 2013

Roll Call

1. A Resolution Authorizing the Execution of an Intergovernmental Agreement Between the Village of Park Forest and the Village of Richton Park
2. An Ordinance Amending Ordinance No. 1964 Adopting the Annual Budget for the Year Commencing July 1, 2012 and ending June 30, 2013
3. A Resolution Adopting Fiscal Policies for the 2013/2014 Fiscal Year Budget
4. Local Debt Recovery Program
5. Collections Contract Amendment
6. Future Use of Former Wildwood School Property

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: February 26, 2013

TO: Mayor John Ostenburg
Board of Trustees

FROM: Thomas K. Mick,
Village Manager

RE: **A RESOLUTION AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF PARK FOREST AND THE VILLAGE OF RICHTON PARK**

BACKGROUND/DISCUSSION:

Over the past several years, severe rainfall incidents have resulted in periodic instances where the Village of Richton Park representatives have had to pump water from a detention pond in the Farm Trace sub-division which is located on the far southeast side of their community. When this pumping has occurred, residents on several of the “S” Streets (Sioux, Somonauk, Shawnee, etc.) in the southwest part of Park Forest have suffered from flooding in streets, parkways and even into their homes. This part of Park Forest abuts Richton Park in close proximity to the Farm Trace sub-division.

It is Richton Park’s determination that the detention pond in Farm Trace was inadequately engineered for the storm water detention needs of this new subdivision. Over the past couple of years, Richton Park has worked to develop solutions for this issue. Over the course of 2012, a state grant was secured to further storm water detention capacity in an open space due east of the Farm Trace sub-division. In conjunction with building out the storm water detention capacity of this open space, Richton Park is seeking to install a 60” storm water culvert. This culvert would assist in accumulated storm water runoff by-passing the Farm Trace sub-division toward the detention pond.

Proceeding east/west along Steger Road and north/south along Crawford Avenue, Park Forest has a twelve-inch water main line which runs all the way to the former Hidden Meadows golf course property. This water main was installed in the mid-1980’s. For the above-referenced Richton Park plan to take place, approximately 100 linear feet of the Park Forest water main will need to be relocated. In summary, the water main will drop down in elevation under the ground (or buried deeper) so that the Richton Park storm water culvert might pass over it. Plans for this work are attached and have been reviewed by Park Forest Public Works Staff and storm water engineering consultants from Baxter & Woodman.

To accommodate the relocation of Park Forest water main, the attached intergovernmental agreement has been developed. Highlights of the agreement include the following:

- The most recent/finalized construction plans, dated December 21, 2012, are included as an addendum.
- An easement agreement is included as an attachment related to the Village's water mains in Richton Park's right-of-way.
- Richton Park agrees to cover all legal and engineering costs encountered by Park Forest.
- Richton Park agrees to indemnify and hold Park Forest harmless for any claims arising out of the work performed.
- Richton Park permanently assumes all maintenance responsibilities with respect to the water main (re)located within the project area.
- Richton Park agrees that pumping of water out of the Farm Trace sub-division detention pond will be prohibited. Consent for pumping during any emergency flooding conditions must be sought in writing by Richton Park and approved by Park Forest.

The construction work is anticipated to take three months assuming Park Forest consent is granted. The attached enabling resolution, intergovernmental agreement and corresponding easement agreement have been drafted/reviewed by Village Attorney Paul Stephanides.

SCHEDULE FOR CONSIDERATION:

This matter will appear on the Agenda of the Rules Meeting of March 4, 2013 for Board discussion.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN
INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF PARK FOREST AND THE VILLAGE OF RICHTON PARK**

WHEREAS, the Village of Richton Park (“Richton Park”) is currently engaged in a stormwater management improvement program in the southeast quadrant of Richton Park; and

WHEREAS, in order to complete its improvement program, Richton Park needs to construct a storm sewer line in an area in which the Village of Park Forest (“Park Forest”) maintains a water main as more fully set forth in the Intergovernmental Agreement attached hereto and incorporated herein by reference; and

WHEREAS, Richton Park will need to relocate approximate Park Forest’s water main, and Park Forest is agreeable to granting Richton Park authority to relocated Park Forest’s water main subject to the terms of the Intergovernmental Agreement; and

WHEREAS, attached to the Intergovernmental Agreement is an Easement Agreement which grants Park Forest the continuing authority to maintain the subject water main in Richton Park’s right-of-way; and

WHEREAS, Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, authorize units of local government to contract or otherwise associate among themselves to obtain or share services, to exercise, combine or transfer any power or function, in any manner not prohibited by law; and

WHEREAS, Richton Park and Park Forest are public agencies as that term is defined in Section 2 of the Intergovernmental Cooperation Act, 5 ILCS 220/2, and are thus authorized to enter into the Intergovernmental Agreement; and

WHEREAS, the Mayor and Board of Trustees of the Village have determined that it is in the best interests of the Village to enter into the Intergovernmental Agreement.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of their home rule authority, as follows:

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

Section 2. Approval of Intergovernmental Agreement. The Intergovernmental Agreement, attached hereto and incorporated herein by reference, is hereby approved in substantially the form attached, subject to the review and approval of the Village Attorney.

Section 3. Execution of Intergovernmental Agreement. The Village Manager is directed and authorized to execute the Intergovernmental Agreement, and the Permanent Easement Agreement attached thereto, in substantially the form attached and the Village Clerk is directed and authorized to attest the signature of the Village Manager. The Village Manager and the Village Clerk are directed and authorized to execute any and all other documents as may be necessary to effectuate the purposes of the Agreement

Section 4. Severability and Repeal of Inconsistent Motions, Resolutions and Ordinances. 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 existing motions, resolutions and ordinances of the Village are hereby repealed insofar as they may be inconsistent with the provisions of this Resolution.

Section 5. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval.

PASSED this ____ day of _____ 2013.

APPROVED:

ATTEST:

MAYOR

VILLAGE CLERK

INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement is dated this ____ day of _____, 2013, by and between the Village of Park Forest, Cook and Will Counties, Illinois ("Park Forest") and the Village of Richton Park, Cook County Illinois ("Richton Park").

RECITALS

A. Richton Park is currently engaged in a stormwater management improvement program in the southeast quadrant of Richton Park.

B. In order to effectively conduct its improvement program, Richton Park needs to construct a storm sewer line in the areas shown on **Exhibit A** attached hereto and made a part hereof (the "Project Areas").

C. The Project Areas are located within the Steger Road right-of-way ("R-O-W") west of Richton Square Road, and east of Park Forest's air relief valve vault, and west of Central Park Avenue and east of Ridgeway Avenue. The Steger Road R-O-W is under the jurisdiction of Richton Park.

D. Park Forest currently owns and maintains a 12" water main within the Project Areas (the "Water Main"). In order for Richton Park to move forward with its project, it is necessary for Richton Park to relocate approximate 100' of the Water Main in accordance with engineering plans prepared by Clark Dietz, Inc., said plans dated December 21, 2012, incorporated herein by reference as though fully set forth.

E. Park Forest is agreeable to granting Richton Park authority to complete the above described work and to proceed, provided (i) Richton Park agrees to assume all costs associated with the work, including, but not limited to, engineering, legal and other associated costs; (ii) Richton Park agrees to indemnify and hold Park Forest harmless for any claims arising out of the

work performed; (iii) Richton Park permanently assumes all maintenance responsibilities with respect to the Water Main located within the Project Areas.

F. Accordingly, it is the purpose of this Agreement to set forth the rights and responsibilities of the parties with respect to the work to be performed in the Project Areas.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN PARK FOREST AND RICHTON PARK, as follows:

Section 1: Incorporation of Recitals. The recitals set forth hereinabove are incorporated as if set forth fully herein.

Section 2: Authorization to Relocate Water Main.

2.1. Park Forest hereby grants Richton Park the authority to relocate the Water Main under that portion of the Steger Road R-O-W shown on **Exhibit A** attached hereto and made a part hereof.

2.2. The purpose of said authorization is to allow Richton Park to (a) relocate the Water Main as shown on **Exhibit A**; and (b) allow Richton Park to construct a storm sewer within the Project Area.

2.3. Prior to the commencement of any work to adjust/relocate the water main, Richton Park shall forward its finalized current engineering and construction plans and specifications for the work set forth herein to Park Forest for Park Forest's review and approval.

2.4. Richton Park's construction work is anticipated to take 90 days. Richton Park shall require its contractors to conform to Park Forest's requirements with respect to starting/ending time and traffic control measures for any of the contract work to be performed within the Village limits of Park Forest.

2.5. Richton Park and Park Forest shall execute a Permanent Easement Agreement in substantially the form attached as **Exhibit B**, incorporated herein by reference as though fully set forth, in order for Park Forest to continue to locate its Water Main that is the subject of this Agreement in its current location.

Section 3: Water Main Maintenance. Richton Park hereby agrees to permanently maintain, repair and replace the Water Main within the Project Areas at the expense of Richton Park (hereinafter referred to as “Maintenance Activities”). Any such Maintenance Activities shall take place at the direction of Park Forest and shall conform to specifications and requirements as set forth by Park Forest and Park Forest engineering employees/consultants.

Section 4: Prohibition on Certain Pumping Activities by Richton Park Without the Consent of Park Forest .

4.1. Once Richton Park completes its stormwater management improvement program as set forth in this Agreement, it will discontinue pumping storm water in any manner which might cause the run-off from such pumping to cause flooding in the area of Park Forest east of Central Park and north of Steger Road in Park Forest, commonly referred to as the Sioux Street area, without the consent of Park Forest.

4.2. Because any such consent will only be necessitated by emergency flooding conditions, consent from Park Forest may be issued from Park Forest’s Village Manager, or as directed by the Park Forest Village Manager, via e-mail or facsimile to the Village Manager of Richton Park pursuant to Section 6.1 below.

Section 5: Indemnification and Hold Harmless; Reimbursement; Continued Cooperation.

5.1. In further consideration of the authority granted hereby, Richton Park agrees to indemnify, defend and hold harmless Park Forest, its officers, agents and employees for any and

all claims and injuries arising out of (a) the construction work set forth in this Agreement pursuant to the authority granted from Park Forest to Richton Park; and (b) any Maintenance Activities conducted by Richton Park pursuant to this Agreement, including attorneys' fees, costs and expenses.

5.2. Richton Park shall require any contractor performing any work within the Project Area pursuant to this Agreement to carry liability insurance and name Park Forest as an additional insured under such policies to the same extent that Richton Park obtains such insurance for Richton Park itself. Richton Park shall furnish copies of certificates of insurance evidencing coverage for any contractor performing any work within the Project Area for Richton Park.

5.3. This indemnification does not apply to any acts of negligence or willful and wanton misconduct committed by Park Forest.

5.4. Richton Park will reimburse Park Forest for all legal and engineering fees incurred by Park Forest in connection with the review of this Agreement and the plans referenced in this Agreement.

5.5. The parties, through their respective managers and engineering staffs, shall periodically meet (at least twice annually) at the request of either party for purposes of proposing additional storm water management measures to benefit the general geographic areas of both Villages addressed in this Agreement.

Section 6: Notice.

6.1. All notices, demands, requests for reimbursement or other communications under or in respect to this Agreement shall be in writing and shall be deemed to have been given when

the same are deposited in the United States mail and sent by first class mail, postage prepaid, by hand delivery, by e-mail or by facsimile to the Parties at their respective addresses as follows:

To the Village of Park Forest:

Thomas K. Mick
Village Manager
Village of Park Forest
350 Victory Drive
Park Forest, Illinois 60466
Email: tmick@VOPF.com
Facsimile: 708-503-8560

To the Village of Richton Park:

De'Carlton E. Seewood
Village Manager
Village of Richton Park
4455 Sauk Trail
Richton Park, Illinois 60471
Email: dseewood@richtonpark.org
Facsimile: 708-481-8980

6.2. The Parties may designate in writing from time to time substitute addresses or persons in connection with required notices.

Section 7: Entire Agreement.

7.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

Section 8: Severability.

8.1. If any of the provisions of this Agreement are determined by a court of competent jurisdiction to be invalid, such provisions shall be deemed to be stricken, and such adjudication shall not affect the validity of the remainder of the terms of this Agreement as a whole or of any section, subsection, sentence or clause not adjudged to be invalid.

Section 9: Effective Date.

9.1. The effective date of this Agreement shall be the date of execution by the Village Manager of Park Forest.

Section 10: Binding Authority.

10.1. The individuals executing this Agreement on behalf of Park Forest and Richton Park represent that they have the legal power, right, and actual authority to bind their respective party to the terms and conditions of this Agreement.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have each caused this Agreement to be executed by proper officers duly authorized to execute the same as of the date set forth beneath the signatures of their respective officers set forth below.

Village of Park Forest, Illinois

Village of Richton Park, Illinois

By: _____
Thomas K. Mick
Village Manager

By: _____

Date: _____

Date: _____

Attest:

Attest:

Sheila McGann
Village Clerk

EXHIBIT A

STORM SEWER LINE PLAN

EXHIBIT B

PROPERTY ADDRESS:

P.I.N. _____

**Return to:
Village Clerk
Village of Park Forest
350 Victory Drive
Park Forest, Illinois 60466**



(for recorder's use only)

**PERMANENT EASEMENT AGREEMENT BETWEEN
THE VILLAGE OF RICHTON PARK AND THE VILLAGE OF PARK FOREST**

THIS PERMANENT EASEMENT AGREEMENT is entered into this _____ day of _____, 2013, by and between the Village of Richton Park, Cook County, Illinois (hereinafter referred to as "Grantor"), and the Village of Park Forest, Cook and Will Counties, Illinois (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, Grantor is the owner of certain real property legally described in Exhibit A and depicted in Exhibit B, both attached hereto and incorporated herein by reference (hereinafter referred to as the "Easement Premises"); and

WHEREAS, Grantee has determined that it is in the public interest to acquire easement rights on, over and across the Easement Premises for an existing water main; and

WHEREAS, Grantor has agreed to grant Grantee a permanent easement for the existing water main located on the Easement Premises.

NOW, THEREFORE, in consideration of the premises and the mutual promises contained herein, the parties hereby agree that:

1. **RECITALS INCORPORATED.** The foregoing recitals are incorporated herein by reference as though fully set forth.

2. **EASEMENT GRANT.** Grantor grants to Grantee a permanent easement over, upon, along, under, through, and across the Easement Premises, legally described in Exhibit A and depicted in Exhibit B for an existing water main, including, but not limited to, the construction, installation, operation, maintenance, repair, replacement, relocation and removal of the water main.

3. **EASEMENT USE.** Grantor further grants to the Grantee and any of its officers, agents, representatives, employees, licensees, successors, assigns and contractors, the perpetual right, privilege and authority to enter upon the Easement Premises set forth in paragraph 2 above, either by vehicle or on foot to survey, construct, reconstruct, test, repair, inspect, maintain, renew, operate, replace, relocate and remove its water main described herein on the Easement Premises, together with the right of access across the Grantor's property for necessary workers and equipment to do any of the required work.

4. **EASEMENT CONDITIONS.** This grant of easement shall be subject to the conditions that:

- a) No permanent buildings shall be constructed or placed on the Easement Premises;
- b) Grantor shall have the right to install landscaping, gardens, shrubs, driveways, sidewalks, parking lots, ingress and egress roadways on the Easement Premises that do not then or later conflict with the aforesaid uses or rights.

c) Grantee shall have the right from time to time to clear all obstructions from the surface and subsurface as may be required incident to the grant herein given on the Easement Premises that interferes with the operation or use of its water main facilities described herein.

d) All construction by any entity within the Easement Premises shall be performed in accordance with the applicable law.

e) Grantor reserves the right of access across the Easement Premises

5. **RESTORATION.** Grantee or its designees shall, upon completion of any work by Grantee authorized by this Agreement, restore the surface(s) of the Easement Premises and any other property owned by Grantor that may have been disturbed by said work to the same or better condition than that which existed prior to the beginning of any work, including the replacement of any turf areas, driveways, sidewalks, parking lot pavement and ingress and egress roadway pavement.

6. **HOLD HARMLESS.** Grantee shall indemnify, defend and hold Grantor harmless from any and all any and all claims and injuries arising solely out of Grantee's work on the Easement Premises, including attorneys' fees, costs and expenses.

7. **NOTICE.** Any notice required to be given pursuant to this Agreement shall be by personal delivery, a nationally recognized overnight delivery service, by facsimile or email as follows:

To GRANTOR: De'Carlton E. Seewood
Village Manager
Village of Richton Park
4455 Sauk Trail
Richton Park, IL 60471
Email: dseewood@richtonpark.org
Facsimile: (708) 481-8980

To GRANTEE: Thomas K. Mick, Village Manager
Village of Park Forest
350 Victory Drive
Park Forest, Illinois 60466
Email: tmick@vopf.com
Facsimile: (708) 503-8560

All notices shall be deemed given upon the time of delivery or transmission by facsimile. Either party by notice to the other may change or add persons and places where notices are to be sent or delivered pursuant to the provisions of this paragraph.

7. **RUNNING OF BENEFITS AND BURDENS.** All provisions of this instrument, including the benefits and burdens, run with the land and are binding upon the successors, tenants and representatives of the parties hereto.

8. **HOMESTEAD WAIVER.** Grantor releases and waives all rights under the Homestead Exemption laws of the State of Illinois.

9. **ENTIRE AGREEMENT.** This instrument contains the entire agreement between the parties relating to the rights granted herein and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect, and modifications to this Agreement must be in writing and must be signed by all parties to this Agreement.

10. **COVENANT RUNNING WITH THE LAND.** This easement and the promises contained in this Agreement shall be a covenant running with the land and shall be binding upon

Grantor and Grantee and any of their lessees, successors in interest, heirs devisees and assigns from and after the date of execution by the parties.

11. **LAW GOVERNING.** The laws of the State of Illinois shall govern the terms of this Agreement both as to interpretation and performance.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

GRANTOR – VILLAGE OF RICHTON PARK

Attest:

By: _____
(Print Name)
(Title)

By: _____
(Print Name)
(Title)

State of Illinois)
)
County of Cook)

The foregoing instrument was acknowledged before me by _____ and _____, this _____ day of _____, 2013, A.D.

- NOTARY SEAL -

Notary Public

GRANTEE – VILLAGE OF PARK FOREST

Attest:

By: _____
Thomas K. Mick
Village Manager

By: _____
Sheila McGann
Village Clerk

State of Illinois)
)
County of Cook)

The foregoing instrument was acknowledged before me by Thomas K. Mick and Sheila McGann, this _____ day of _____, 2013, A.D.

- NOTARY SEAL -

Notary Public

This instrument was prepared by: Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd, 9550 Bormet Drive, Suite 201, Mokena, Illinois 60448.

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B

DEPICTION OF EASEMENT PREMISES

VILLAGE OF RICHTON PARK COOK COUNTY, ILLINOIS

FARM TRACE BYPASS STORM SEWER & DETENTION BASIN

Clark Dietz
ENGINEERS

118 SOUTH CLINTON STREET
SUITE 800
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

CHRIS R. GHEYS
062-053715
REGISTERED
PROFESSIONAL
ENGINEER
OF
ILLINOIS

SIGNED

PROJECT TITLE
VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN
COOK COUNTY, IL

DESIGNED BY: BRU
DRAWN BY: TBS
CHECKED BY: CRB
DATE CHECKED: 10/18/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

12-21-12 FOR BID
11-28-12 REVIEW COMMENTS
11-20-12 REVIEW COMMENTS
8/08/12 DETENTION LOCATION
7/14/10 PARK FOREST COMMENTS
4/29/10 P.F. WATER MAIN
8/27/09 MWRD COMMENTS
DATE REVISION

DRAWING TITLE
COVER

PROJECT No.
R0130143

DRAWING No.
1

SHEET 1 OF 16 SHEETS

TYPICAL GENERAL NOTES

- The MWRD Local Sewer Systems Section Field Office must be notified at least two (2) working days prior to the commencement of any work (call 708-588-4033).
- Elevation datum is USGS
Conversion equation: N/A
- All floor drains shall discharge to the sanitary sewer system. No floor drains.
- All downspouts and footing drains shall discharge to the storm sewer system. No footing drains and downspouts.
- All sanitary sewer pipe materials and joints (and storm sewer pipe materials and joints in a combined sewer area) shall conform to:

COMMENTS

- Required in all cases.
- State if CCD or USGS; or provide conversion equation if other datum is used.
- If none, state "no floor drains".
- If none, state "no footing drains and downspouts".
- Required in all cases. Specify pipe material and joint specifications. If project is in a combined sewer area, include storm sewer.

Pipe Material Spec.

Material	Joint Spec.
Uncoated Clay Pipe	C-425
VCP C-70	C-425
VCP (No-Bell) C-700	D-1784

The following materials are allowed on a qualified basis. (When one of these materials is used for sewer construction, a special condition will be added to the Permit.)

Pipe Material Spec.	Joint Spec.
PVC Corrugated with a smooth interior, 4"-18" dia.	D-3212 or D-2855
PVC Profile Gravity Sewer, PVC F-794	D-3212 or D-2855
PVC Composite/Trench Pipe, 8"-15" dia.	D-2680 or D-3212
Type PS-46 PVC Gravity Sewer, F-789	D-3212 or D-2855

(Must meet the performance requirements of D-3034, SDR-26)

High Density Polyethylene (HDPE) Plastic Pipe. Polyethylene (HDPE) Sewer Pipe shall conform to Type III, Class B (or better), category 5, Grade P24 as defined in ASTM D-1248 and / or D-3350 with a cell classification PE 34534C or higher. The joining method shall conform to ASTM D-2657.

Concrete Pipe C-14

RCP C-76	C-443
ACP C-428	D-1869

ABS Sewer Pipe

Solid Wall 6" dia. SDR 23.5	D-2751
ABS D-2751	D-2751

ABS Composite/Trench Pipe

8"-15" dia.	D-2680
ABS D-2680	D-2680

PVC Gravity Sewer Pipe

6"-15" dia. SDR 26	D-3212 or D-2855
D-3034	D-3212 or D-2855

18"-27" dia. F40y = 46

F-479	D-3212 or D-2855
-------	------------------

CISP A-74

DIP A-21.51	C-564
	A-21.11

NOTE: The District has approved less common pipe materials on a qualified basis in addition to those above. Please contact the District if considering using pipe not listed above.

- All sanitary sewer construction (and storm sewer construction in combined sewer areas), requires stone bedding with stone 1/4" to 1" in size, with minimum bedding thickness equal to 1/4 the outside diameter of the sewer, but not less than five (5) inches nor more than eight (8) inches. Material shall be CA-11 or CA-13 and shall be extended at least 12" above the top of the pipe when using PVC.

- Can be omitted if EDOT equiv. CA 11 or 13 bedding detail is submitted.
- Alternatively, if a detail is provided, the general note should make a reference to that detail.
- Not required for the ductile iron pipe.
- Can also be concrete embedment.

- "Band Seal" or similar flexible-type couplings shall be used in the connection of sewer pipes of dissimilar materials.

- Required in all cases.
- Alternatively, if a detail is provided, the general note should make a reference to that detail.

- When connecting to an existing sewer main by means other than an existing wye, tee, or an existing manhole, one of the following methods shall be used:

- Required in all cases.
- Alternatively, if a detail is provided, the general note should make a reference to that detail.

1. Circular saw-cut of sewer main by proper tools ("blower-top" machines or similar) and proper installation of hub-wye saddle or hub-tee saddle.
2. Remove an entire section of pipe (breaking only the top of one bell) and replace with a wye or tee branch section.
3. With pipe cutter, neatly and accurately cut out desired length of pipe for insertion of proper fitting, using "Band Seal" or similar couplings to hold it firmly in place.

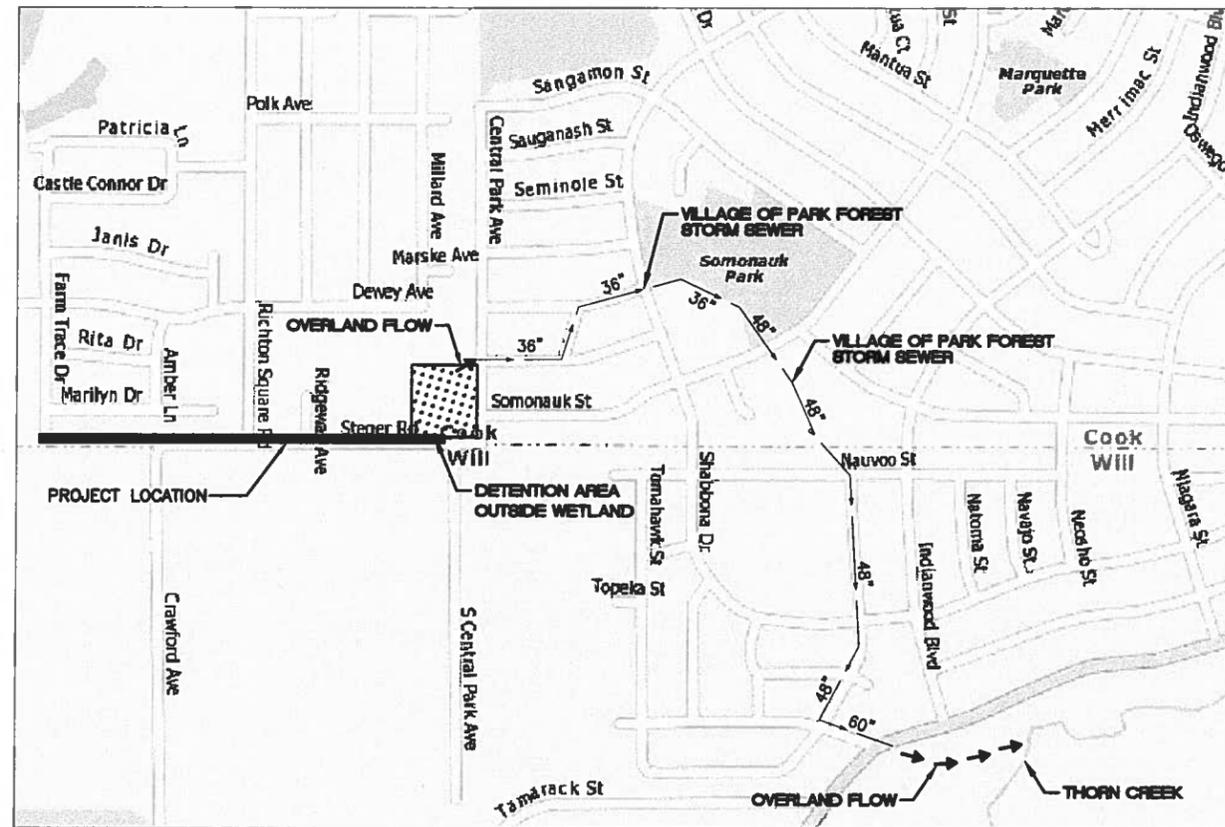
- Required in all cases.
- Alternatively, if a detail is provided, the general note should make a reference to that detail.

- All existing septic systems shall be abandoned. Abandoned tanks shall be filled with granular material or removed.

- Use when existing septic system is to be abandoned.

- All sanitary manholes, (and storm manholes in combined sewer areas), shall have a minimum inside diameter of 48 inches, and shall be cast in place or pre-cast reinforced concrete.

- Required in all cases.
- Alternatively, if a detail is provided, the general note should make a reference to that detail.

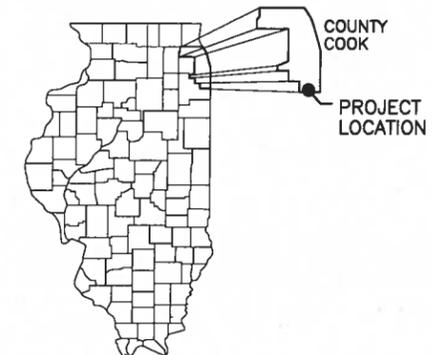


LOCATION MAP
SCALE: NONE

INDEX OF SHEETS

- 1 COVER
- 2 GENERAL NOTES
- 3-7 PLAN AND PROFILE
- 8 CROSS SECTIONS
- 9-10 EROSION CONTROL PLAN
- 11-15 STANDARD DETAILS
- 16 DETENTION POND

THE VILLAGE OF PARK FOREST SHALL BE NOTIFIED 48 HOURS PRIOR TO THE BEGINNING OF ANY CONSTRUCTION OPERATIONS.



STATE LOCATION MAP

J.U.L.I.E.
JOINT UTILITY LOCATION INFORMATION FOR EXCAVATION
1-800-892-0123

GENERAL

1. THE CONTRACTOR SHALL NOTIFY ALL LOCAL UTILITY COMPANIES INCLUDING:

"JULIE"
COMMONWEALTH EDISON COMPANY
AMERITECH
KINDER MORGAN
AT&T CABLE SERVICES
NICOR
VILLAGE OF RICHTON PARK
VILLAGE OF PARK FOREST

72 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION. SAID UTILITY COMPANIES WILL ESTABLISH, ON THE GROUND, THE LOCATION OF UNDERGROUND PIPES, MAINS, CONDUITS OR CABLES ADJOINING OR CROSSING PROPOSED CONSTRUCTION.

2. THE CONTRACTOR SHALL NOTIFY THE VILLAGE OF RICHTON PARK PUBLIC WORKS DEPARTMENT (708/481-8950) AND THE ENGINEER (262/657-1550) A MINIMUM OF 24 HOURS IN ADVANCE OF PERFORMING ANY WORK. RE-NOTIFICATION SHALL BE REQUIRED IF ANY PHASE OF WORK IS SUSPENDED FOR MORE THAN TWO (2) DAYS. THE CONTRACTOR SHALL ALSO NOTIFY THE VILLAGE OF PARK FOREST PUBLIC WORKS DEPARTMENT (708/503-7702) A MINIMUM OF 48 HOURS IN ADVANCE OF ANY WORK ON OR ADJACENT TO THE 12-INCH WATER MAIN.

3. THE FOLLOWING CODES AND STANDARDS, AS APPLICABLE, SHALL GOVERN CONSTRUCTION UNDER THIS CONTRACT:

- a. STATE OF ILLINOIS, DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", LATEST EDITION AND THE "SUPPLEMENTAL SPECIFICATION AND RECURRING SPECIAL PROVISIONS", LATEST EDITION AND ALL SUBSEQUENT REVISIONS THERETO, HEREIN AFTER REFERRED TO AS THE HIGHWAY SPECIFICATIONS.
- b. STATE OF ILLINOIS, "STANDARD SPECIFICATIONS FOR WATER AND SEWER MAIN CONSTRUCTION", LATEST EDITION AND ALL SUBSEQUENT REVISIONS THERETO, HEREINAFTER REFERRED TO AS THE STANDARD SPECIFICATIONS.
- c. "STANDARD SPECIFICATIONS FOR TRAFFIC CONTROL ITEMS", LATEST EDITION AND ALL SUBSEQUENT REVISIONS THERETO.

4. THE CONTRACTOR SHALL PROVIDE TRAFFIC CONTROL IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS", STATE OF ILLINOIS, AND SECTION 107.14 OF THE HIGHWAY STANDARDS. BARRICADES AND OTHER REQUIRED TRAFFIC CONTROL SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION, UNLESS OTHERWISE SPECIFIED.

5. THE CONTRACTOR SHALL COMPLY WITH APPLICABLE STATE, FEDERAL, AND LOCAL CODES AND OBTAIN ALL NECESSARY LICENSES AND PERMITS.

6. UTILITIES SHOWN IN THE PLANS ARE FOR THE CONTRACTOR'S CONVENIENCE AND ARE APPROXIMATE ONLY. THE UTILITIES ARE LOCATED FROM THE BEST AVAILABLE INFORMATION. THE CONTRACTOR SHALL VERIFY IN THE FIELD ALL TYPES, SIZES AND LOCATIONS OF EXISTING UTILITIES.

7. CAUTION: THERE MAY BE OVERHEAD AND BURIED POWER LINES WHICH COULD POSSIBLY INTERFERE OR BE A SAFETY HAZARD WITH EQUIPMENT OPERATIONS.

8. ROADWAY ACCESS & THROUGH PASSAGE FOR EMERGENCY VEHICLES SHALL BE MAINTAINED AT ALL TIMES.

9. ANY LOOSE MATERIAL DEPOSITED IN DITCHES OR GUTTERS SHALL BE REMOVED BEFORE THE END OF EACH WORKING DAY. THIS WORK WILL NOT BE PAID FOR SEPARATELY BUT WILL BE CONSIDERED INCIDENTAL TO THE CONTRACT.

10. IT IS THE CONTRACTOR'S RESPONSIBILITY TO RESTORE ALL FEATURES DISTURBED DURING CONSTRUCTION TO THEIR ORIGINAL STATE, OR BETTER. ALL RESTORATION WORK REQUIRED BEYOND THE SCOPE OF THE PLANS AND SPECIFICATIONS SHALL BE DONE AT THE CONTRACTOR'S EXPENSE UNLESS WORK WAS DONE AT THE DIRECTION OF THE ENGINEER AND COMPENSATION WAS AGREED UPON PRIOR TO EXECUTION OF WORK.

11. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL NECESSARY PAVEMENT OPENINGS AND CONSTRUCTION DEBRIS LEFT IN THE PUBLIC RIGHT-OF-WAY WITH LIGHTED DEVICES. THE CONTRACTOR SHALL MAINTAIN HIGH VISIBILITY OF ALL TEMPORARY HAZARDS TO PEDESTRIANS AND MOTORISTS. REMOVAL OF ANY SUCH TEMPORARY HAZARDS SHALL BE DONE AS SOON AS POSSIBLE.

12. UTILITY SERVICES TO RESIDENTS OR BUSINESSES WHICH ARE INTERRUPTED BY CONSTRUCTION SHALL BE RESTORED AT THE EXPENSE OF THE CONTRACTOR SO THAT NO SERVICE IS INTERRUPTED FOR MORE THAN FOUR (4) HOURS. IF TEMPORARY SERVICE IS REQUIRED, THE EXPENSE FOR SAME SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.

13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING ALL STREETS USED BY THE CONTRACTOR, SUBCONTRACTORS, AND SUPPLIERS CLEAN AND FREE OF ALL DIRT, MUD, AND OTHER CONSTRUCTION DEBRIS, AND WILL BE REQUIRED TO CLEAN THEM AS IS NECESSARY IN ORDER TO MAINTAIN THEM IN A SAFE, DRIVABLE CONDITION. ALL STREETS SHALL BE THOROUGHLY CLEANED AT THE END OF EACH WORKDAY. THE CONTRACTOR SHALL BE ESPECIALLY RESPONSIVE TO REQUESTS FROM THE ENGINEER, ENGINEER'S REPRESENTATIVE, DIRECTOR OF PUBLIC WORKS, POLICE AND FIRE DEPARTMENTS, OR ANY OFFICIAL OF THE OWNER TO PRACTICE GOOD HOUSEKEEPING THROUGHOUT THE DURATION OF THIS PROJECT. THIS WORK WILL NOT BE PAID FOR SEPARATELY BUT SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION, UNLESS OTHERWISE SPECIFIED.

14. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN EXISTING FIELD CONDITIONS BEFORE BIDDING THE PROJECT.

15. IF THE CONTRACTOR, IN THE COURSE OF THE WORK, FINDS ANY DISCREPANCIES BETWEEN THE PLANS AND THE PHYSICAL CONDITIONS OF THE LOCALITY, OR ANY ERRORS OR OMISSIONS IN THE PLANS OR IN THE LAYOUT AS GIVEN BY THE ENGINEER, IT SHALL BE HIS DUTY TO IMMEDIATELY INFORM THE ENGINEER, IN WRITING, AND THE ENGINEER WILL PROMPTLY VERIFY THE SAME. ANY WORK DONE AFTER SUCH A DISCOVERY, UNTIL AUTHORIZED, WILL BE AT THE CONTRACTOR'S RISK.

GENERAL (CONT.)

- 16. BEFORE ACCEPTANCE BY THE OWNER AND FINAL PAYMENT, ALL WORK SHALL BE INSPECTED AND APPROVED BY THE OWNER OR HIS REPRESENTATIVE.
- 17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF ALL SETBACKS, EASEMENTS, AND DIMENSIONS SHOWN HERON BEFORE BEGINNING CONSTRUCTION.
- 18. THE ENGINEER AND OWNER ARE NOT RESPONSIBLE FOR THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES, TIME OF PERFORMANCE, PROGRAMS OR FOR ANY SAFETY PRECAUTIONS USED BY THE CONTRACTOR. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR EXECUTION OF HIS WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS AND SPECIFICATIONS.
- 19. THE CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING ITEM AND/OR MATERIAL INSIDE OR OUTSIDE THE PROJECT LIMITS DUE TO CONSTRUCTION OPERATIONS. ALL STREET SURFACES, DRIVEWAYS, CULVERTS, CURB AND GUTTERS, ROADSIDE DRAINAGE DITCHES AND OTHER STRUCTURES THAT ARE DISTURBED OR DAMAGED IN ANY MANNER AS A RESULT OF CONSTRUCTION SHALL BE REPLACED OR REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS.
- 20. REMOVED PAVEMENT, SIDEWALK, CURB AND GUTTER, ETC. SHALL BE DISPOSED OF AT THE OFF-SITE LOCATIONS PROVIDED BY THE CONTRACTOR AT HIS OWN EXPENSES.

DEMOLITION

- 1. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES THAT ARE INTENDED TO CONTINUE TO PROVIDE SERVICE WHETHER THESE UTILITIES ARE SHOWN ON THE PLAN OR NOT.
- 2. THE CONTRACTOR SHALL COORDINATE WORK TO ENSURE ACCESS TO ADJACENT PROPERTIES AT ALL TIMES.
- 3. THE CONTRACTOR IS RESPONSIBLE FOR DAMAGE TO ANY EXISTING ITEM AND/OR MATERIAL INSIDE OR OUTSIDE THE PROJECT LIMITS DUE TO CONSTRUCTION OPERATIONS. ALL STREET SURFACES, DRIVEWAYS, CULVERTS, CURB AND GUTTERS, ROADSIDE DRAINAGE DITCHES AND OTHER STRUCTURES THAT ARE DISTURBED OR DAMAGED IN ANY MANNER AS A RESULT OF CONSTRUCTION SHALL BE REPLACED OR REPAIRED IN ACCORDANCE WITH THE SPECIFICATIONS.
- 4. ALL PAVEMENT, CURB AND GUTTER, SIDEWALK AND BIKE PATH REMOVALS SHALL BE MADE BY MEANS OF A STRAIGHT SAW CUT JOINT. THE COST OF THE SAW CUT SHALL NOT BE PAID FOR SEPARATELY, BUT SHALL BE CONSIDERED INCIDENTAL TO THE UNIT COST OF THE REMOVAL.

STORM SEWER

- 1. THE CONTRACTOR SHALL FIELD VERIFY LOCATIONS, SIZES AND APPLICABLE INVERTS OF EXISTING UTILITIES FOR PROPOSED CONNECTIONS PRIOR TO CONSTRUCTION.
- 2. ALL STORM STRUCTURES SHALL BE CLEANED OF ANY ACCUMULATION OF SILT, DEBRIS, OR FOREIGN MATTER OF ANY KIND, AND SHALL BE FREE FROM SUCH ACCUMULATIONS PRIOR TO FINAL ACCEPTANCE. CLEANING MAY ALSO BE REQUIRED DURING THE COURSE OF THE CONSTRUCTION OF THE PROJECT IF IT IS DETERMINED THAT THE SILT AND DEBRIS TRAPS ARE NOT FUNCTIONING PROPERLY.
- 3. STRUCTURES FOR STORM SEWERS SHALL BE IN ACCORDANCE WITH THESE IMPROVEMENT PLANS AND THE APPLICABLE STANDARD SPECIFICATIONS, WHERE GRANULAR TRENCH BACKFILL IS REQUIRED AROUND THESE STRUCTURES; THE COST SHALL BE CONSIDERED AS INCIDENTAL AND SHALL BE INCLUDED IN THE CONTRACT UNIT PRICE FOR THE STRUCTURE.
- 4. IF THERE IS AN INTERNAL DROP IN THE STRUCTURE THERE MUST BE A SMOOTH TRANSITION FROM THE PIPE TO THE INVERT (I.E. CHANNEL THE FLOW FROM THE PIPE TO THE MANHOLE INVERT).
- 5. STORM SEWER MANHOLES SHALL BE PRECAST STRUCTURES, WITH THE DIAMETER DEPENDENT ON THE PIPE SIZE AND WITH THE APPROPRIATE FRAME AND LIDS (SEE CONSTRUCTION STANDARDS). LIDS SHALL BE IMPRINTED "STORM SEWER" AND "VILLAGE OF RICHTON PARK".
- 6. ALL FRAMES FOR STORM AND SANITARY SEWERS AND VALVE VAULTS COVERS AND B-BOXES ARE TO BE ADJUSTED TO MEET THE FINAL FINISHED GRADE UPON COMPLETION OF FINISHED GRADING AND FINAL INSPECTIONS.
- 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DEWATERING ANY EXCAVATION FOR THE INSTALLATION OF THE SEWER OR WATER SYSTEMS. ANY DEWATERING ENCOUNTERED SHALL BE INCIDENTAL TO THE RESPECTIVE UNDERGROUND UTILITY.
- 8. ANY ANTICIPATED COST OF SHEETING SHALL BE REFLECTED IN THE CONTRACT AMOUNTS. NO ADDITIONAL COST WILL BE ALLOWED FOR SHEETING OR BRACING.
- 9. THE COST OF MAKING STORM SEWER CONNECTIONS TO EXISTING OR PROPOSED SEWER SHALL BE INCIDENTAL TO THE COST OF THE STORM SEWER BEING CONNECTED.

GRADING

- 1. THE CONTRACTOR SHALL MAINTAIN PROPER SITE DRAINAGE AT ALL TIMES DURING THE COURSE OF CONSTRUCTION, AND PREVENT STORM WATER FROM RUNNING INTO OR STANDING IN EXCAVATED AREAS.
- 2. ALL PROPOSED ELEVATIONS SHOWN ON THE PLANS ARE FINISHED GRADE ELEVATIONS. FINAL GRADING SHALL BE WITHIN 0.1' OF GRADE INDICATED ON THE PLANS.
- 3. THE GRADING AND CONSTRUCTION OF THE SITE IMPROVEMENTS SHALL NOT CAUSE PONDING OF STORM WATER. ALL AREAS ADJACENT TO THESE IMPROVEMENTS SHALL BE GRADED TO ALLOW POSITIVE DRAINAGE.
- 4. UPON COMPLETION OF THE SURFACE IMPROVEMENTS, THE CONTRACTOR SHALL RESTORE ALL OPEN SPACE, PARKWAY, LANDSCAPE AREAS AND OTHER NONSTRUCTURAL AREAS DISTURBED BY THE CONSTRUCTION OPERATIONS. RESTORATION SHALL CONFORM TO SECTION 252 OF THE "STANDARD SPECIFICATIONS."
- 5. INSTALL SILT CONTROL MEASURES BEFORE BEGINNING SITE WORK, THESE MEASURES SHALL BE MAINTAINED THROUGHOUT CONSTRUCTION.
- 6. INSTALL ALL APPROPRIATE TREE PROTECTION MEASURES PRIOR TO GRADING.

STANDARD SYMBOLS			
EXISTING SYMBOLS		PROPOSED SYMBOLS	
	EXISTING STORM STRUCTURE		PROPOSED STORM STRUCTURE
	EXISTING FLARED END SECTION		PROPOSED FLARED END SECTION
	EXISTING DITCH LINE		PROPOSED SWALE CENTER LINE
	EXISTING STORM SEWER		PROPOSED STORM SEWER
	EXISTING MINOR CONTOUR		PROPOSED MINOR CONTOUR
	EXISTING MAJOR CONTOUR		PROPOSED MAJOR CONTOUR
	EXISTING SPOT ELEVATION		PROPOSED SPOT ELEVATION
	EXISTING TREE		REMOVE AND REPLACE EXISTING TREE
	EXISTING TREE LINE		PROJECT LIMITS
	EXISTING FENCE		SILT FENCE
	EXISTING GUARD RAIL		
	EXISTING ELECTRIC STRUCTURE		
	EXISTING TELEPHONE BOX		
	EXISTING POWER POLE		
	EXISTING GUY WIRE		
	EXISTING SIGN		
	EXISTING WATER VALVE VAULT		
	EXISTING FIRE HYDRANT		



118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN
COOK COUNTY, IL.

DESTONED BY: SRU
DRAWN BY: TGS
CHECKED BY: CRG
DATE CHECKED: 10/18/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

12-21-12 FOR BID
11-28-12 REVIEW COMMENTS
11-20-12 REVIEW COMMENTS
6/08/12 DETENTION LOCATION
7/14/10 PARK FOREST COMMENTS
4/29/10 P.F. WATER MAIN
8/27/09 MWRD COMMENTS
DATE REVISION

DRAWING TITLE
GENERAL NOTES,
& TYPICALS

PROJECT No.
R0130143

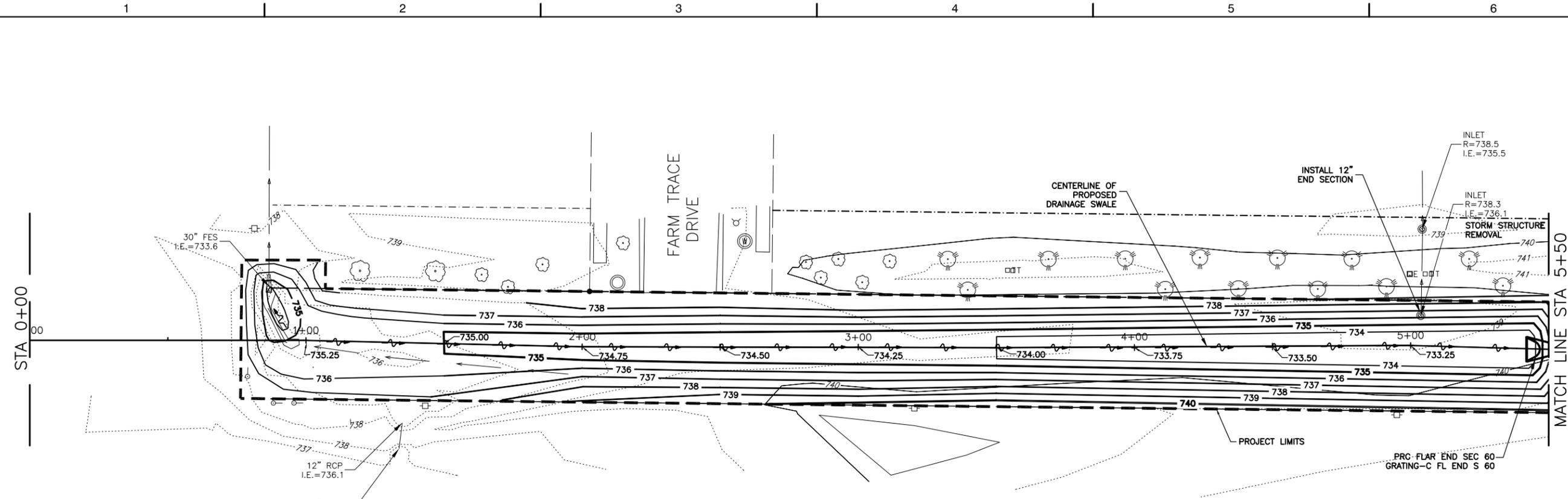
DRAWING No.
2

SHEET 2 OF 16 SHEETS



Know what's below.
Call before you dig.

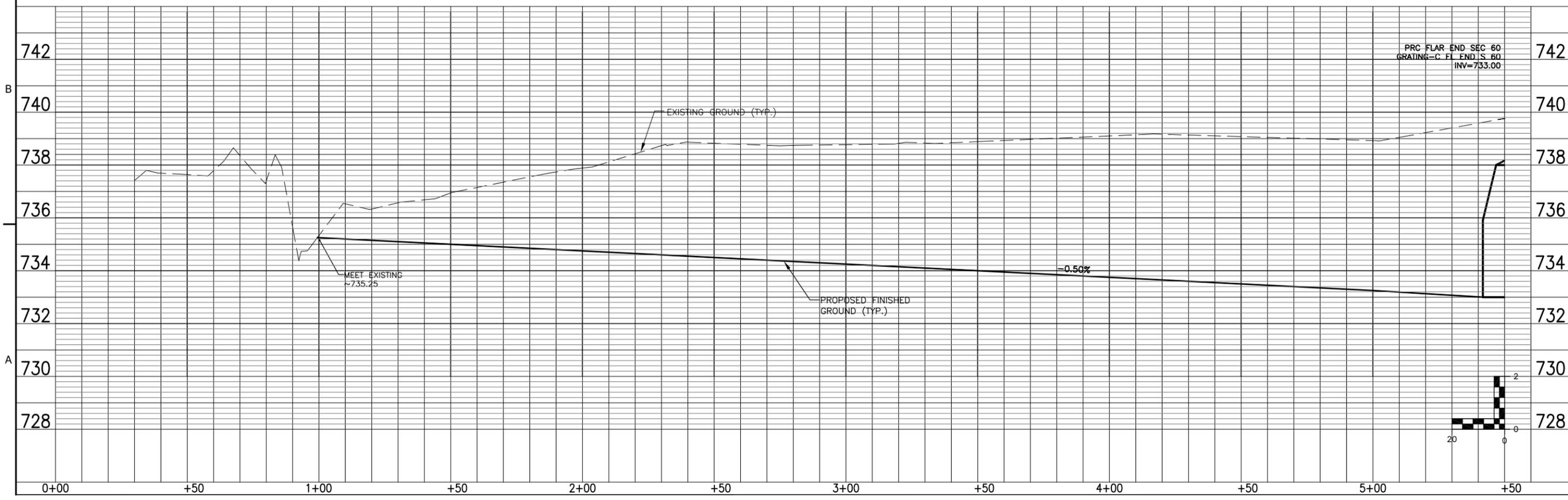
WITH THE FOLLOWING:
COUNTY _____ COOK
TOWNSHIP NAME OR NO. _____ T 35N, R 13E
SECTION NO. _____ 35
48 HOURS BEFORE YOU
EXCAVATE



DEMOLITION NOTES:

- = TO BE REMOVED
- = TREE REMOVAL
- = CLASS D PATCHES, TYPE IV, 4 INCH

PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

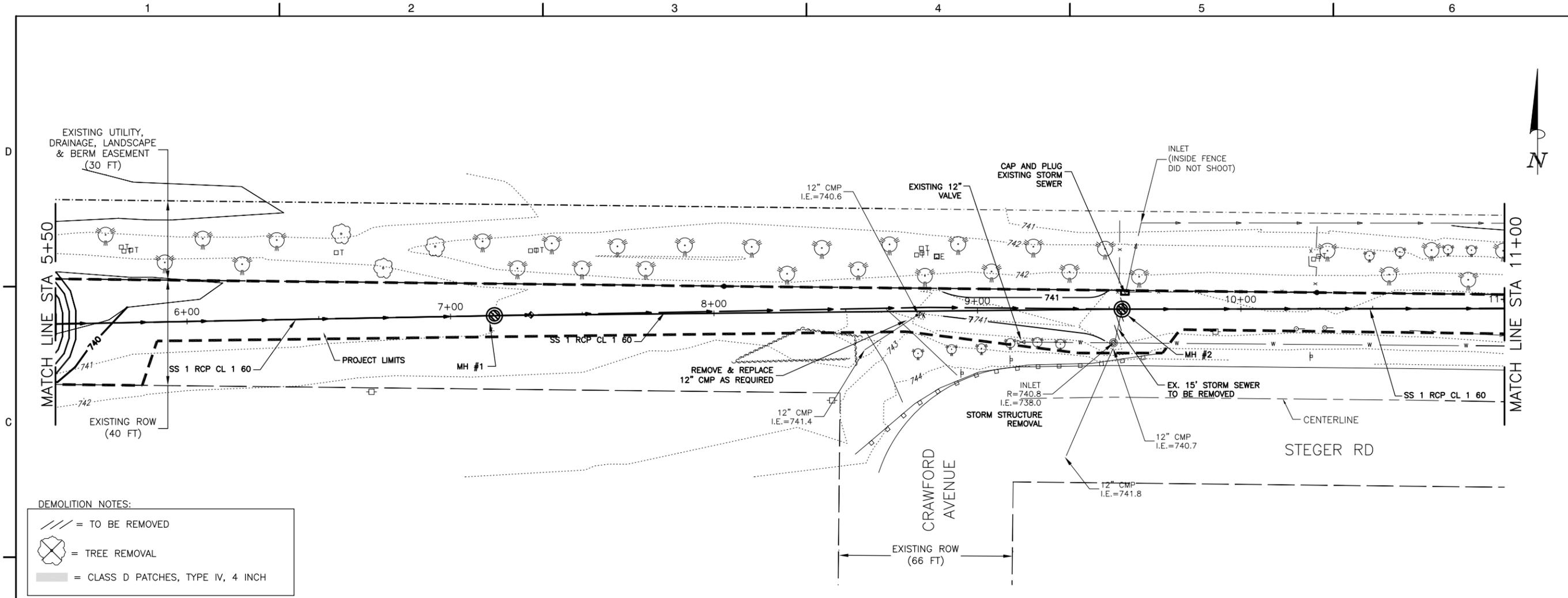


DESIGNED BY: SRU
DRAWN BY: CTM
CHECKED BY: CRG
DATE CHECKED: 7/20/09

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

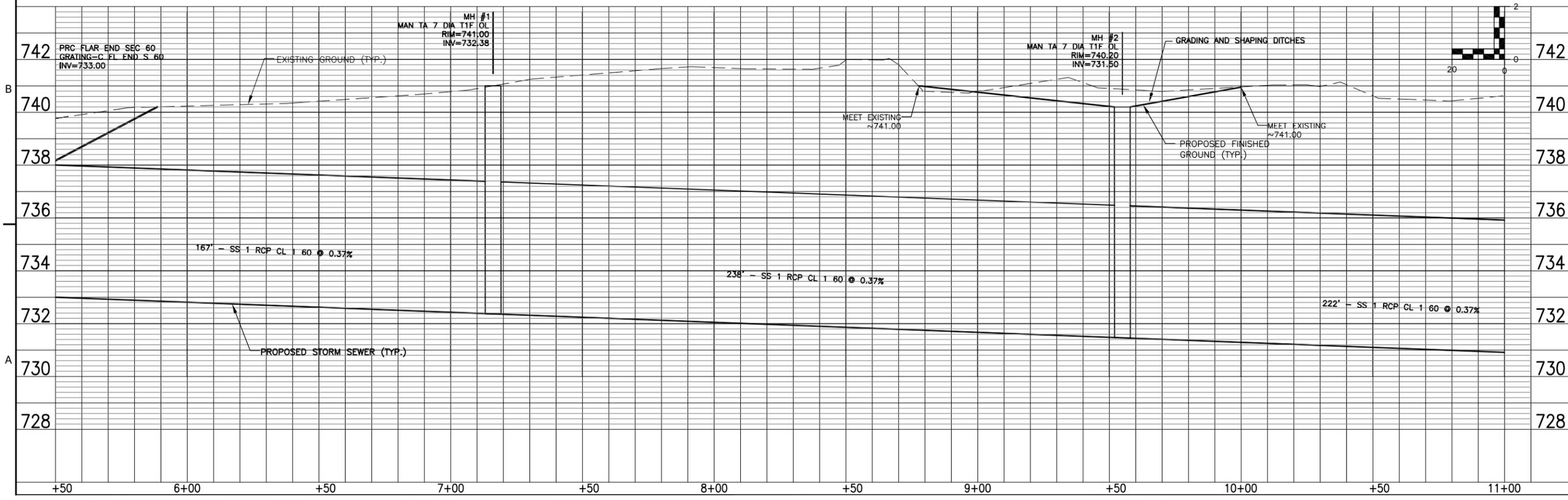
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS
DATE	REVISION

DRAWING TITLE
PLAN & PROFILE



DEMOLITION NOTES:
 // = TO BE REMOVED
 ⊗ = TREE REMOVAL
 ■ = CLASS D PATCHES, TYPE IV, 4 INCH

PROJECT TITLE
**VILLAGE OF RICHTON PARK
 FARM TRACE BYPASS STORM
 SEWER & DETENTION BASIN**
 COOK COUNTY, IL.



DESIGNED BY: SRU
 DRAWN BY: CTM
 CHECKED BY: CRG
 DATE CHECKED: 7/20/09
 NOTE: DIMENSIONAL DATA
 IS NOT TO BE OBTAINED BY
 SCALING ANY PORTION OF
 THIS DRAWING.

12-21-12 FOR BID	
11-28-12 REVIEW COMMENTS	
11-20-12 REVIEW COMMENTS	
6/08/12 DETENTION LOCATION	
7/14/10 PARK FOREST COMMENTS	
4/29/10 P.F. WATER MAIN	
8/27/09 MWRD COMMENTS	
DATE	REVISION

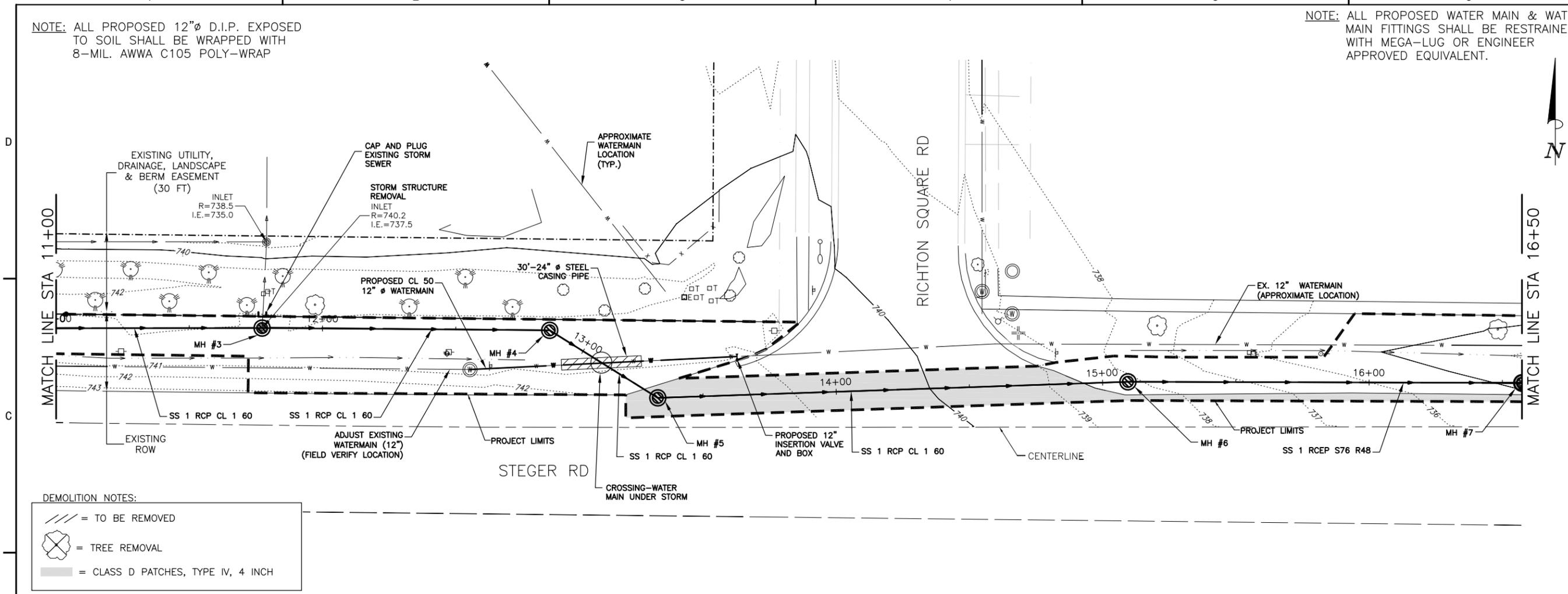
DRAWING TITLE
PLAN & PROFILE

PROJECT No.
R0130143
 DRAWING No.
4
 SHEET 4 OF 16 SHEETS

NOTE: ALL PROPOSED 12" Ø D.I.P. EXPOSED TO SOIL SHALL BE WRAPPED WITH 8-MIL. AWWA C105 POLY-WRAP

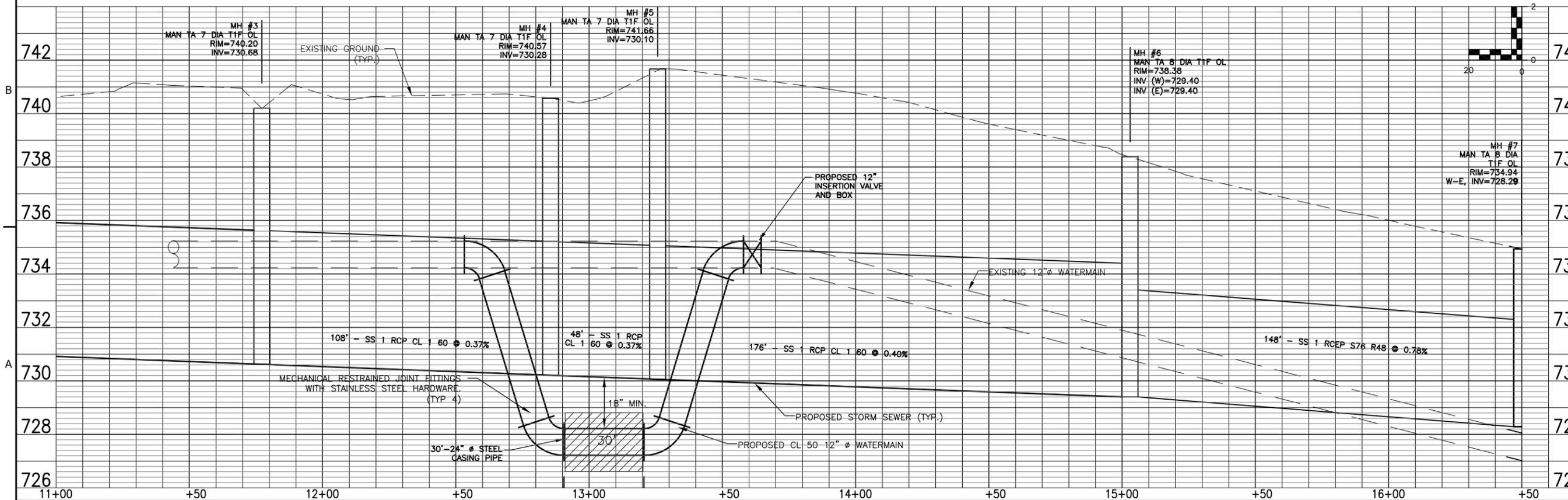
NOTE: ALL PROPOSED WATER MAIN & WATER MAIN FITTINGS SHALL BE RESTRAINED WITH MEGA-LUG OR ENGINEER APPROVED EQUIVALENT.

Clark Dietz
ENGINEERS
DESIGN FIRM REGISTRATION No. 184-000450
118 SOUTH CLINTON STREET SUITE 600 CHICAGO, IL 60661
PHONE : 312.648.9900 FAX : 312.648.0204



DEMOLITION NOTES:

- = TO BE REMOVED
- = TREE REMOVAL
- = CLASS D PATCHES, TYPE IV, 4 INCH



PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

DESIGNED BY: SRU
DRAWN BY: CTM
CHECKED BY: CRG
DATE CHECKED: 7/20/09

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

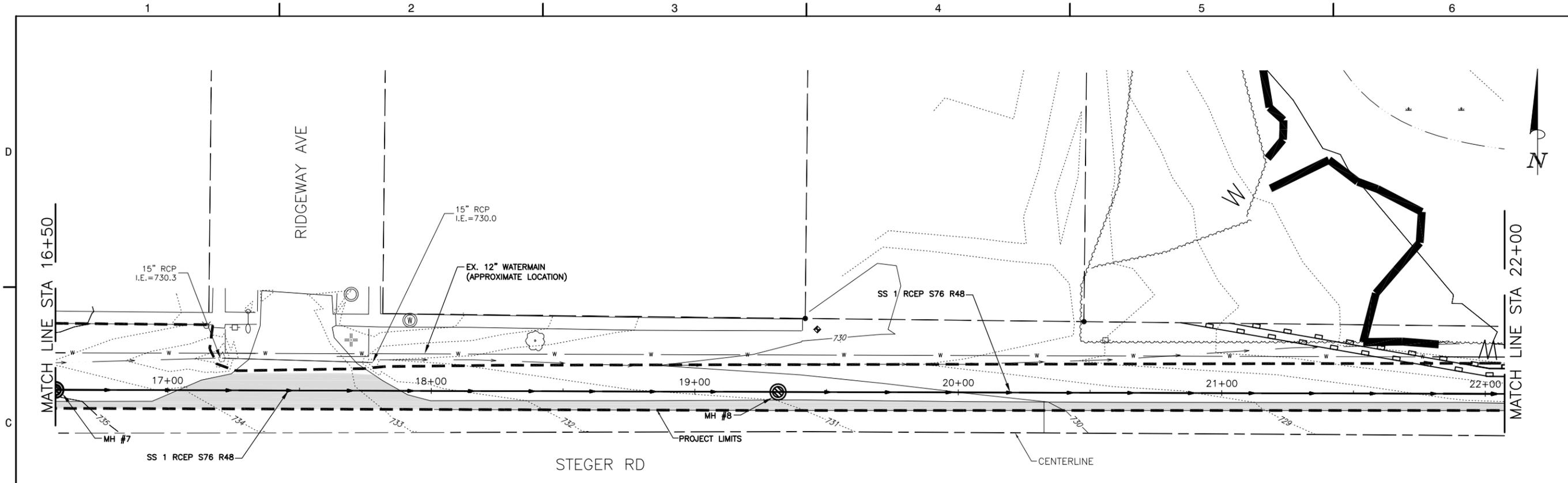
DATE	REVISION
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS

DRAWING TITLE
PLAN & PROFILE

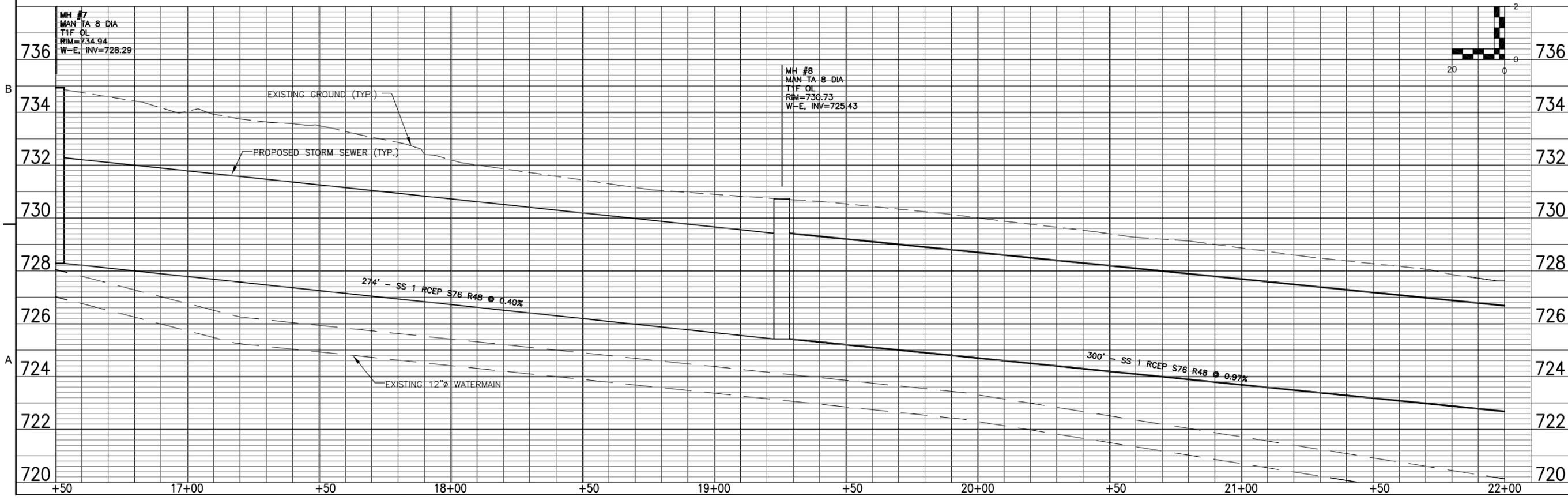
PROJECT No.
R0130143

DRAWING No.
5

SHEET 5 OF 16 SHEETS



DEMOLITION NOTES:
 // = TO BE REMOVED
 ⊗ = TREE REMOVAL
 █ = CLASS D PATCHES, TYPE IV, 4 INCH

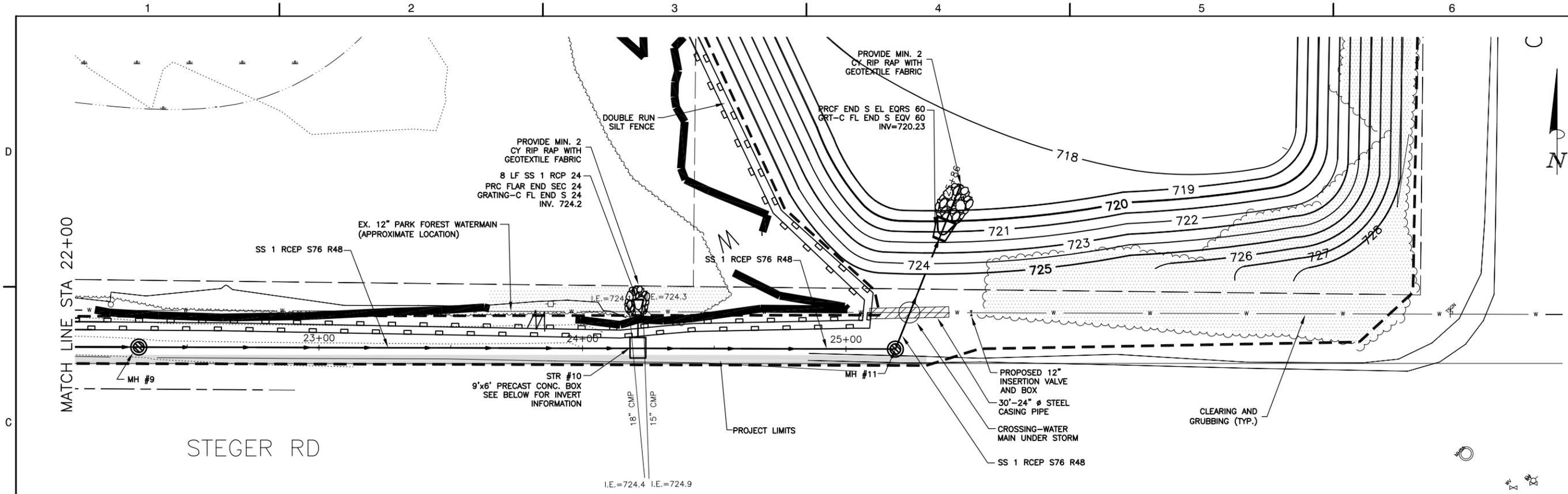


DESIGNED BY: SRU
 DRAWN BY: CTM
 CHECKED BY: CRG
 DATE CHECKED: 7/20/09

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

DATE	REVISION
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS

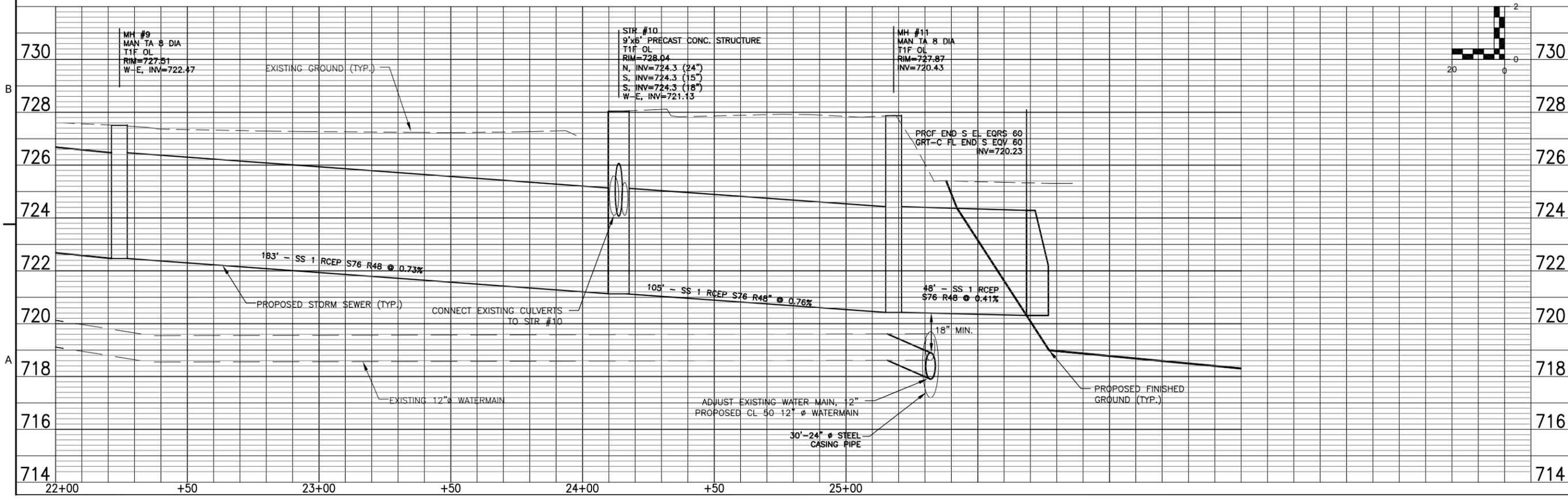
DRAWING TITLE
PLAN & PROFILE



Clark Dietz
ENGINEERS
DESIGN FIRM REGISTRATION
No. 184-000450
118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

DEMOLITION NOTES:
 = TO BE REMOVED
 = TREE REMOVAL
 = CLASS D PATCHES, TYPE IV, 4 INCH



DESIGNED BY: SRU
 DRAWN BY: CTM
 CHECKED BY: CRG
 DATE CHECKED: 7/20/09
 NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

DATE	REVISION
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS

DRAWING TITLE
PLAN & PROFILE

PROJECT No.
R0130143
 DRAWING No.
7
 SHEET 7 OF 16 SHEETS

1

2

3

4

5

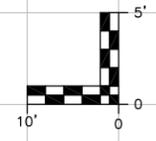
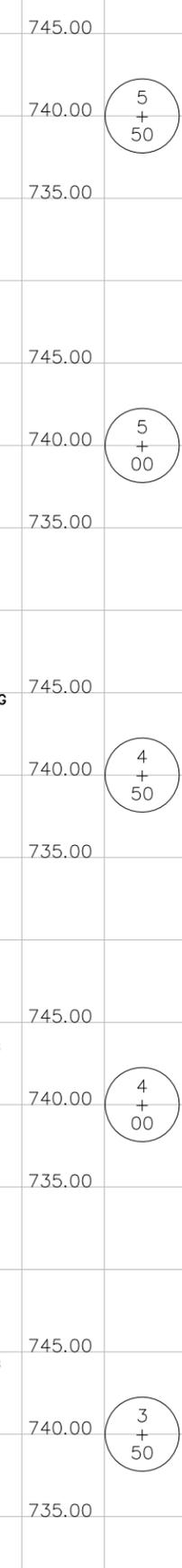
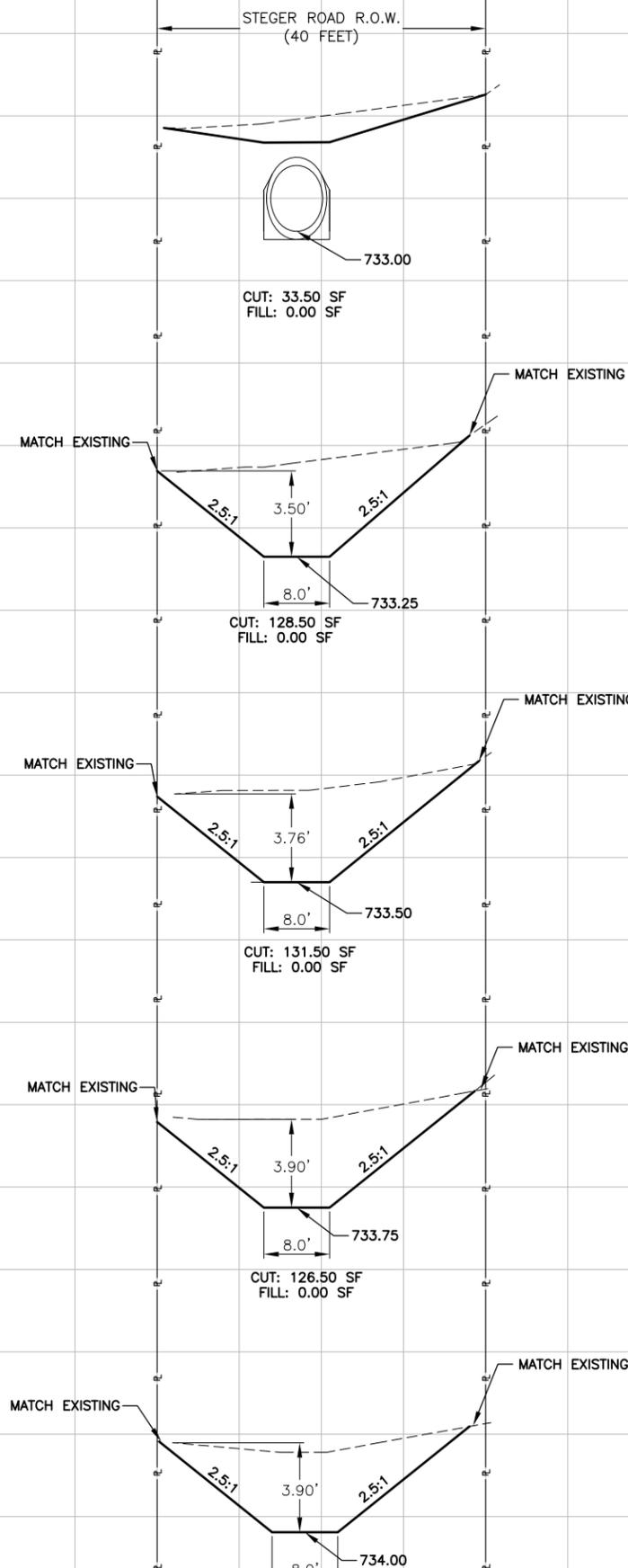
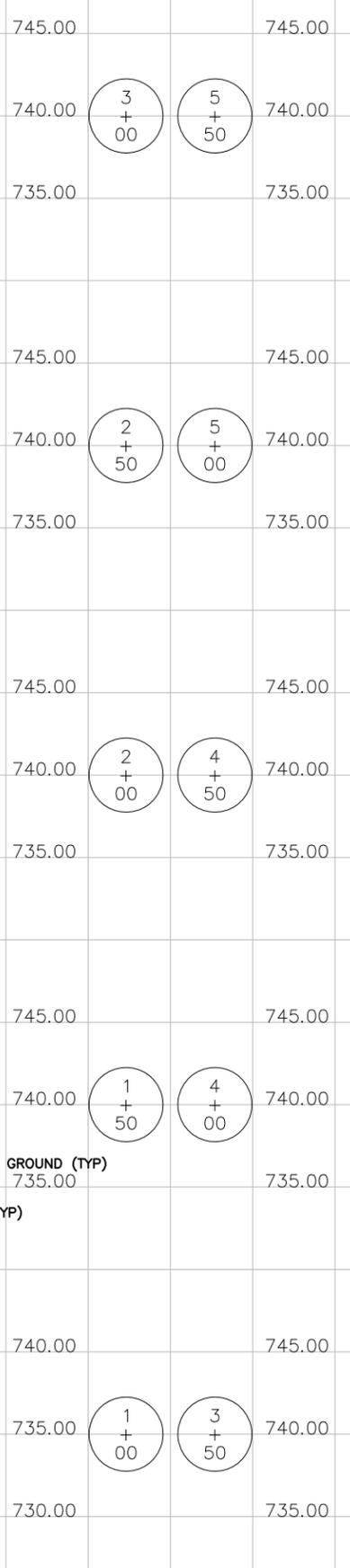
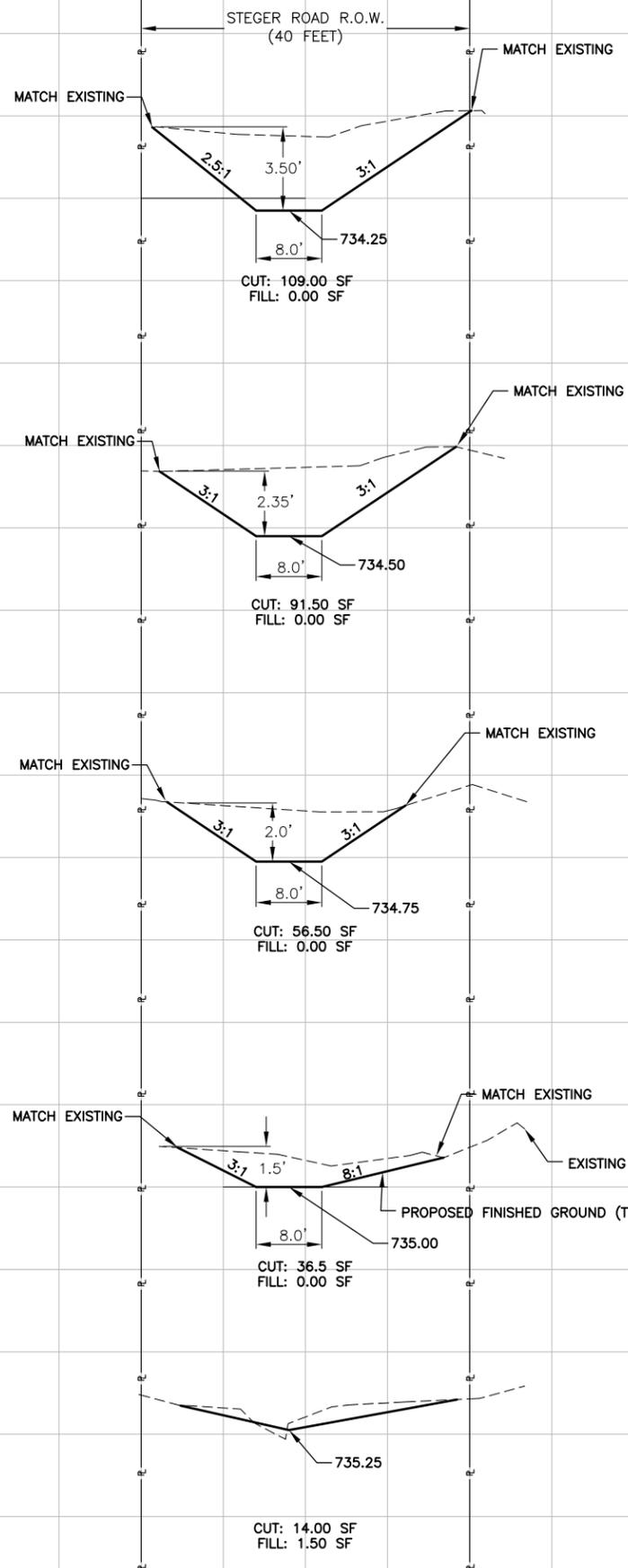
6

D

C

B

A



118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN
COOK COUNTY, IL.

DESIGNED BY: SRU
DRAWN BY: CTM
CHECKED BY: CRG
DATE CHECKED: 7/20/09

NOTE: DIMENSIONAL DATA
IS NOT TO BE OBTAINED BY
SCALING ANY PORTION OF
THIS DRAWING.

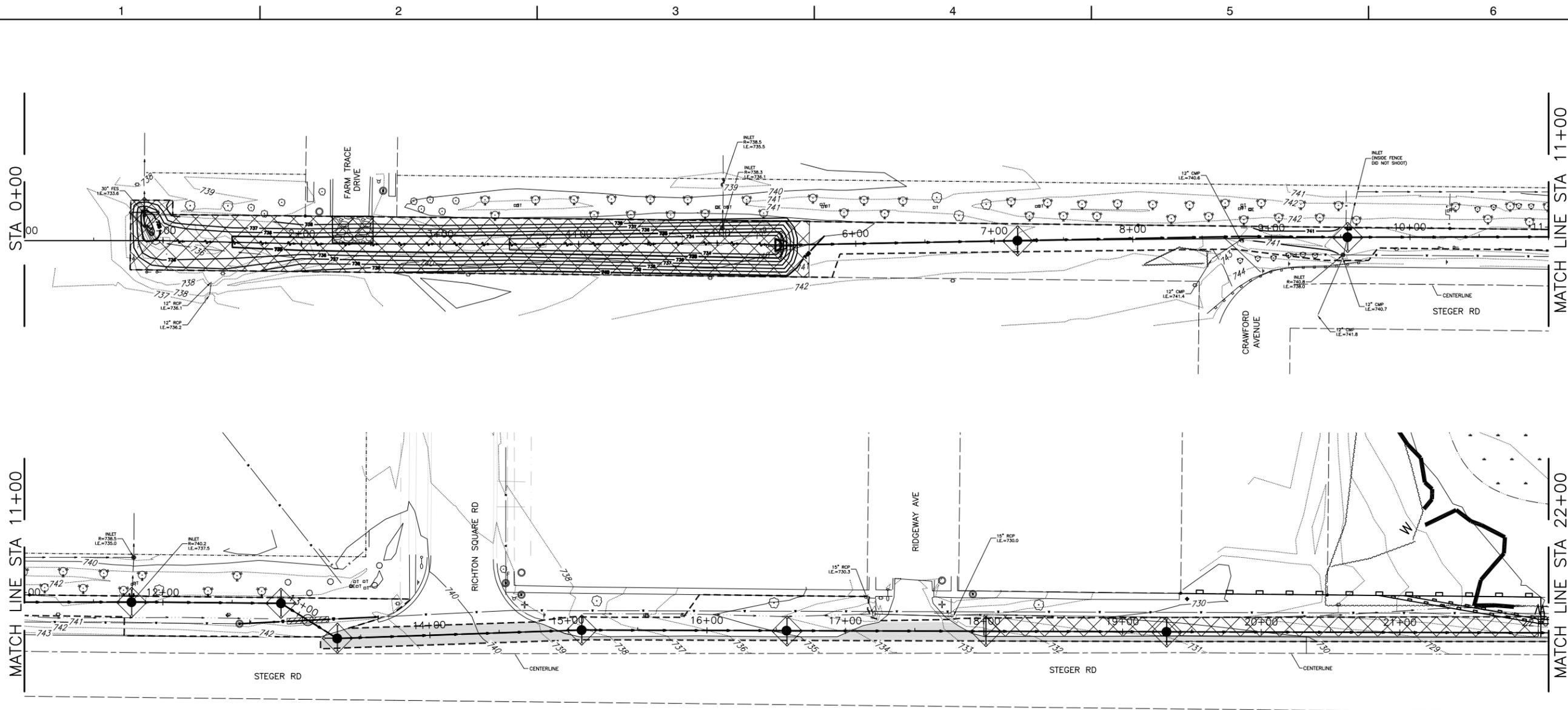
12-21-12 FOR BID
11-28-12 REVIEW COMMENTS
11-20-12 REVIEW COMMENTS
6/08/12 DETENTION LOCATION
7/14/10 PARK FOREST COMMENTS
4/29/10 P.F. WATER MAIN
8/27/09 MWBD COMMENTS
DATE REVISION

CROSS SECTION

PROJECT No.
R0130143

DRAWING No.
8

SHEET 8 OF 16 SHEETS



SEDIMENTATION AND EROSION CONTROL NOTES

- A. SOIL DISTURBANCE SHALL BE CONDUCTED IN SUCH A MANNER AS TO MINIMIZE EROSION. SOIL STABILIZATION MEASURES SHALL CONSIDER THE TIME OF YEAR, SITE CONDITIONS AND THE USE OF TEMPORARY OR PERMANENT MEASURES.
- B. SOIL EROSION AND SEDIMENT CONTROL FEATURES SHALL BE CONSTRUCTED PRIOR TO THE COMMENCEMENT OF HYDROLOGIC DISTURBANCE OF UPLAND AREAS.
- C. DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT MEASURES WITHIN 14 CALENDAR DAYS OF THE END OF ACTIVE HYDROLOGIC DISTURBANCE, OR REDISTURBANCE.
- D. AREAS OR EMBANKMENTS HAVING SLOPES GREATER THAN OR EQUAL TO 3H:1V, AND APPROVED BY THE ENFORCEMENT OFFICER, SHALL BE STABILIZED WITH SOD, MAT OR BLANKET IN COMBINATION WITH SEEDING.
- E. EROSION CONTROL BLANKET SHALL BE REQUIRED ON ALL INTERIOR DETENTION BASIN.
- F. ALL STORM SEWERS THAT ARE OR WILL BE FUNCTIONING DURING CONSTRUCTION SHALL BE PROTECTED, BY AN APPROPRIATE SEDIMENT CONTROL MEASURE.
- G. ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.
- H. ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES MUST BE MAINTAINED AND REPAIRED AS NEEDED. THE PROPERTY OWNER SHALL BE ULTIMATELY RESPONSIBLE FOR MAINTENANCE AND REPAIR.
- I. A STABILIZED MAT OF AGGREGATE UNDERLAIN WITH FILTER CLOTH (OR OTHER APPROPRIATE MEASURE) SHALL BE LOCATED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE TO OR FROM A PUBLIC RIGHT-OF-WAY, STREET, ALLEY OR PARKING AREA. ANY SEDIMENT OR SOIL REACHING AN IMPROVED PUBLIC RIGHT-OF-WAY, STREET, ALLEY OR PARKING AREA SHALL BE REMOVED BY SCRAPING OR STREET CLEANING AS ACCUMULATIONS WARRANT AND TRANSPORTED TO A CONTROLLED SEDIMENT DISPOSAL AREA.

SEDIMENTATION AND EROSION CONTROL NOTES (CONT.)

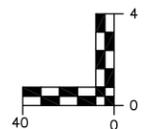
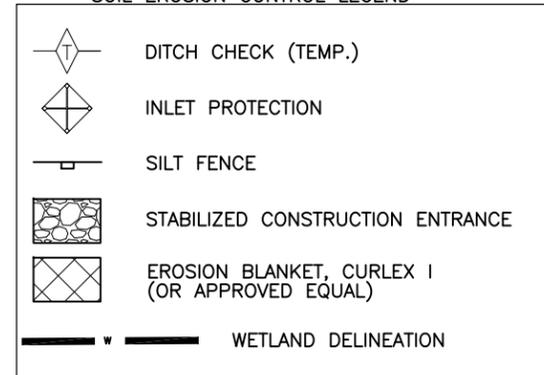
- J. SOIL STOCKPILES SHALL NOT BE LOCATED IN A FLOOD PRONE AREA OR A DESIGNATED BUFFER PROTECTING WATERS OF THE UNITED STATES.
- K. IF DEWATERING SERVICES ARE USED, ADJOINING PROPERTIES AND DISCHARGE LOCATIONS SHALL BE PROTECTED FROM EROSION. DISCHARGES SHALL BE ROUTED THROUGH AN EFFECTIVE SEDIMENT CONTROL MEASURE (E.G. SEDIMENT TRAP, SEDIMENT BASIN, OR OTHER APPROPRIATE MEASURE).
- L. THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL MEASURES MAY BE REQUIRED, AS DIRECTED BY THE ENGINEER OR GOVERNING AGENCY.

CONSTRUCTION SEQUENCING

1. INSTALLATION OF SOIL EROSION AND SEDIMENT CONTROL SE/SC MEASURES
 - A.) SELECTIVE VEGETATION REMOVAL FOR SILT FENCE INSTALLATION
 - B.) SILT FENCE INSTALLATION
 - C.) CONSTRUCTION FENCING AROUND AREAS NOT TO BE DISTURBED
 - D.) STABILIZED CONSTRUCTION ENTRANCE
2. TREE REMOVAL WHERE NECESSARY (CLEAR & GRUB)
3. CONSTRUCT SEDIMENT TRAPPING DEVICES (SEDIMENT TRAPS, BASINS...)
4. STRIP TOPSOIL, STOCKPILE TOPSOIL AND GRADE SITE
5. TEMPORARILY STABILIZE TOPSOIL STOCKPILES (SEED AND SILT FENCE AROUND TOE OF SLOPE)
6. NSTALL STORM SEWER, SANITARY SEWER, WATER AND ASSOCIATED INLET & OUTLET PROTECTION
7. INSTALL TOPSOIL AND FILTER FABRIC
8. ADJUST STORM STRUCTURES
9. PERMANENTLY STABILIZE ALL DISTURBED AREAS
10. REMOVE ALL TEMPORARY SE/SC MEASURES AFTER THE SITE IS STABILIZED WITH VEGETATION

* SOIL EROSION AND SEDIMENT CONTROL MAINTENANCE MUST OCCUR EVERY TWO WEEKS AND AFTER EVERY 1" OR GREATER RAINFALL EVENT

SOIL EROSION CONTROL LEGEND





Clark Dietz
ENGINEERS
DESIGN FIRM REGISTRATION
No. 184-000450
118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204



PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

DESIGNED BY: SRU
DRAWN BY: CTM
CHECKED BY: CRG
DATE CHECKED: 7/20/09
NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS
DATE	REVISION

SEDIMENTATION AND EROSION CONTROL NOTES

- A. SOIL DISTURBANCE SHALL BE CONDUCTED IN SUCH A MANNER AS TO MINIMIZE EROSION. SOIL STABILIZATION MEASURES SHALL CONSIDER THE TIME OF YEAR, SITE CONDITIONS AND THE USE OF TEMPORARY OR PERMANENT MEASURES.
- B. SOIL EROSION AND SEDIMENT CONTROL FEATURES SHALL BE CONSTRUCTED PRIOR TO THE COMMENCEMENT OF HYDROLOGIC DISTURBANCE OF UPLAND AREAS.
- C. DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT MEASURES WITHIN 14 CALENDAR DAYS OF THE END OF ACTIVE HYDROLOGIC DISTURBANCE, OR REDISTURBANCE.
- D. AREAS OR ENBANKMENTS HAVING SLOPES GREATER THAN OR EQUAL TO 3H:1V, AND APPROVED BY THE ENFORCEMENT OFFICER, SHALL BE STABILIZED WITH SOD, MAT OR BLANKET IN COMBINATION WITH SEEDING.
- E. EROSION CONTROL BLANKET SHALL BE REQUIRED ON ALL INTERIOR DETENTION BASIN.
- F. ALL STORM SEWERS THAT ARE OR WILL BE FUNCTIONING DURING CONSTRUCTION SHALL BE PROTECTED, BY AN APPROPRIATE SEDIMENT CONTROL MEASURE.
- G. ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.
- H. ALL TEMPORARY AND PERMANENT EROSION CONTROL MEASURES MUST BE MAINTAINED AND REPAIRED AS NEEDED. THE PROPERTY OWNER SHALL BE ULTIMATELY RESPONSIBLE FOR MAINTENANCE AND REPAIR.
- I. A STABILIZED MAT OF AGGREGATE UNDERLAIN WITH FILTER CLOTH (OR OTHER APPROPRIATE MEASURE) SHALL BE LOCATED AT ANY POINT WHERE TRAFFIC WILL BE ENTERING OR LEAVING A CONSTRUCTION SITE TO OR FROM A PUBLIC RIGHT-OF-WAY, STREET, ALLEY OR PARKING AREA. ANY SEDIMENT OR SOIL REACHING AN IMPROVED PUBLIC RIGHT-OF-WAY, STREET, ALLEY OR PARKING AREA SHALL BE REMOVED BY SCRAPING OR STREET CLEANING AS ACCUMULATIONS WARRANT AND TRANSPORTED TO A CONTROLLED SEDIMENT DISPOSAL AREA.

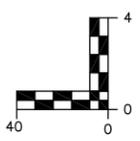
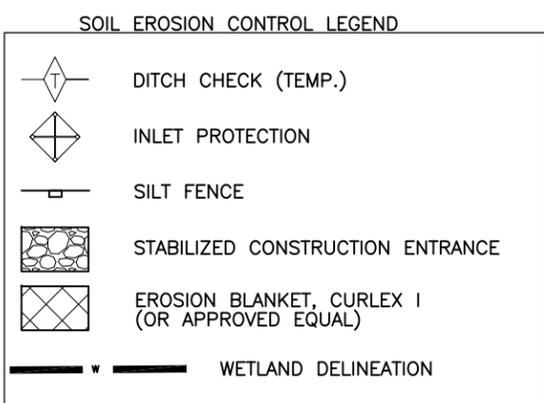
SEDIMENTATION AND EROSION CONTROL NOTES (CONT.)

- J. SOIL STOCKPILES SHALL NOT BE LOCATED IN A FLOOD PRONE AREA OR A DESIGNATED BUFFER PROTECTING WATERS OF THE UNITED STATES.
- K. IF DEWATERING SERVICES ARE USED, ADJOINING PROPERTIES AND DISCHARGE LOCATIONS SHALL BE PROTECTED FROM EROSION. DISCHARGES SHALL BE ROUTED THROUGH AN EFFECTIVE SEDIMENT CONTROL MEASURE (E.G. SEDIMENT TRAP, SEDIMENT BASIN, OR OTHER APPROPRIATE MEASURE).
- L. THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL MEASURES MAY BE REQUIRED, AS DIRECTED BY THE ENGINEER OR GOVERNING AGENCY.

CONSTRUCTION SEQUENCING

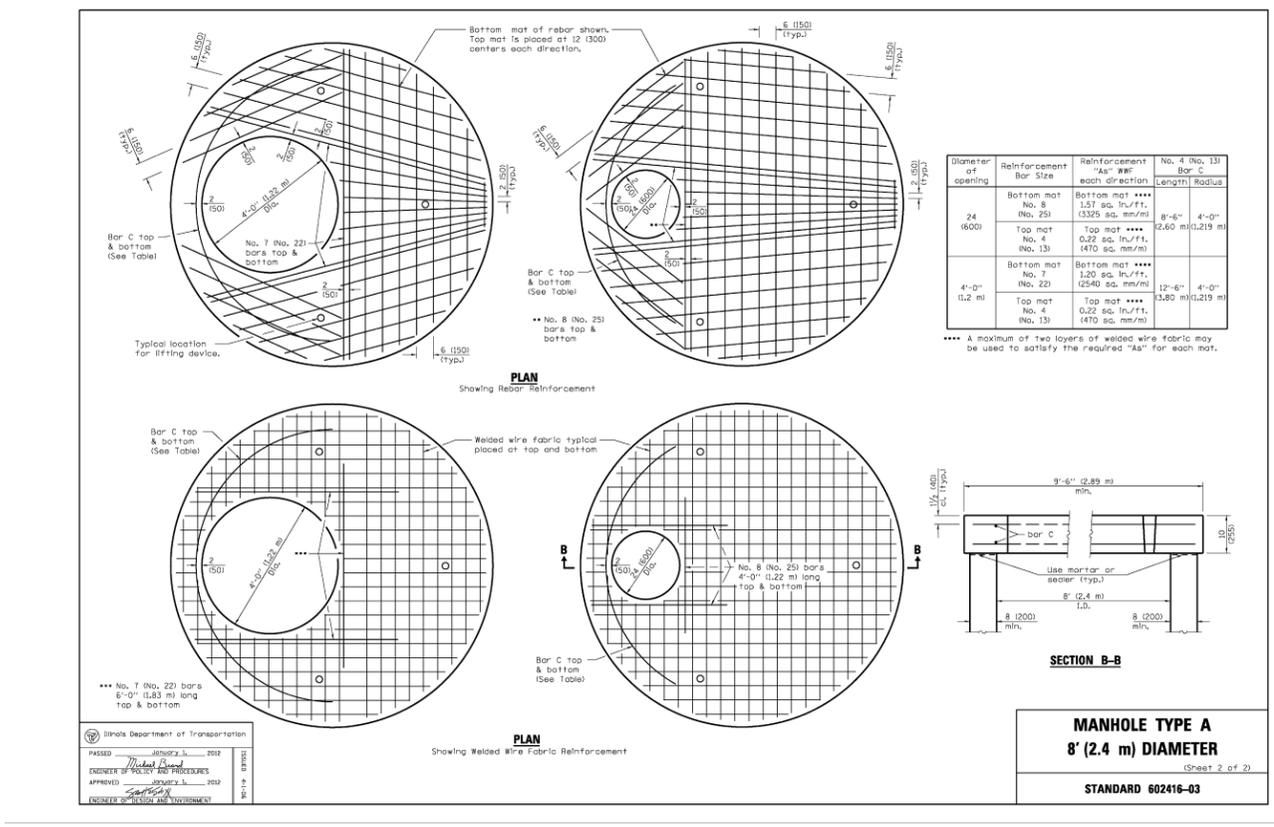
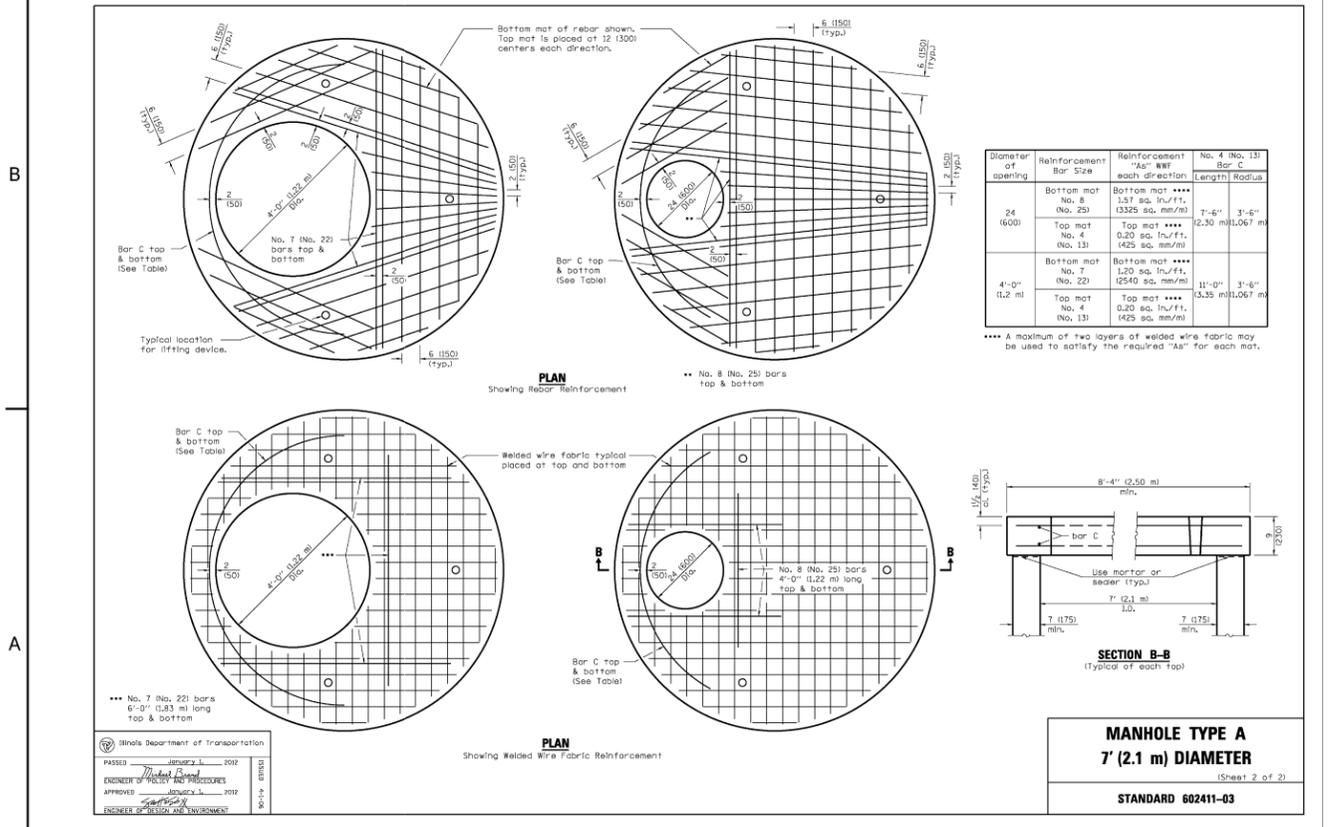
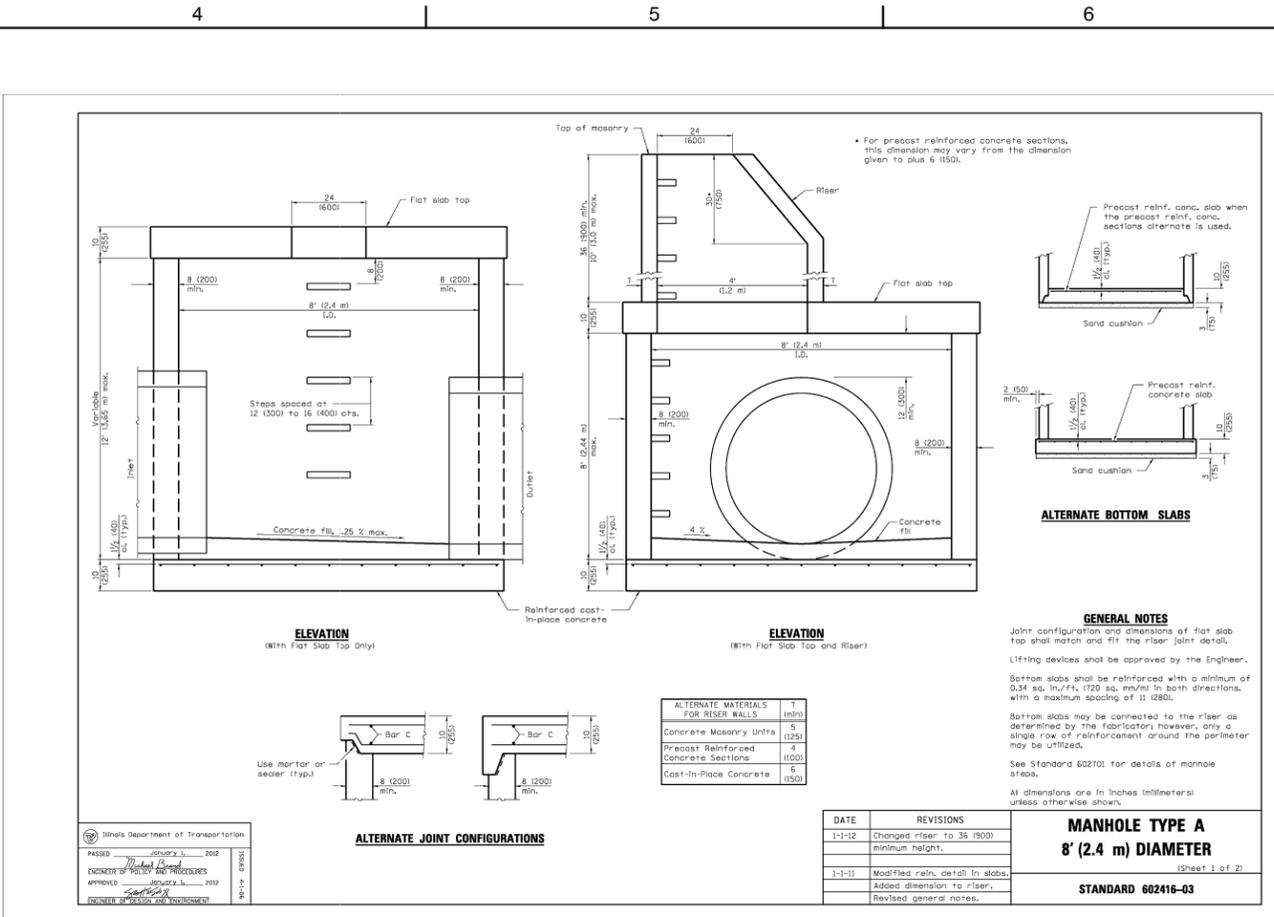
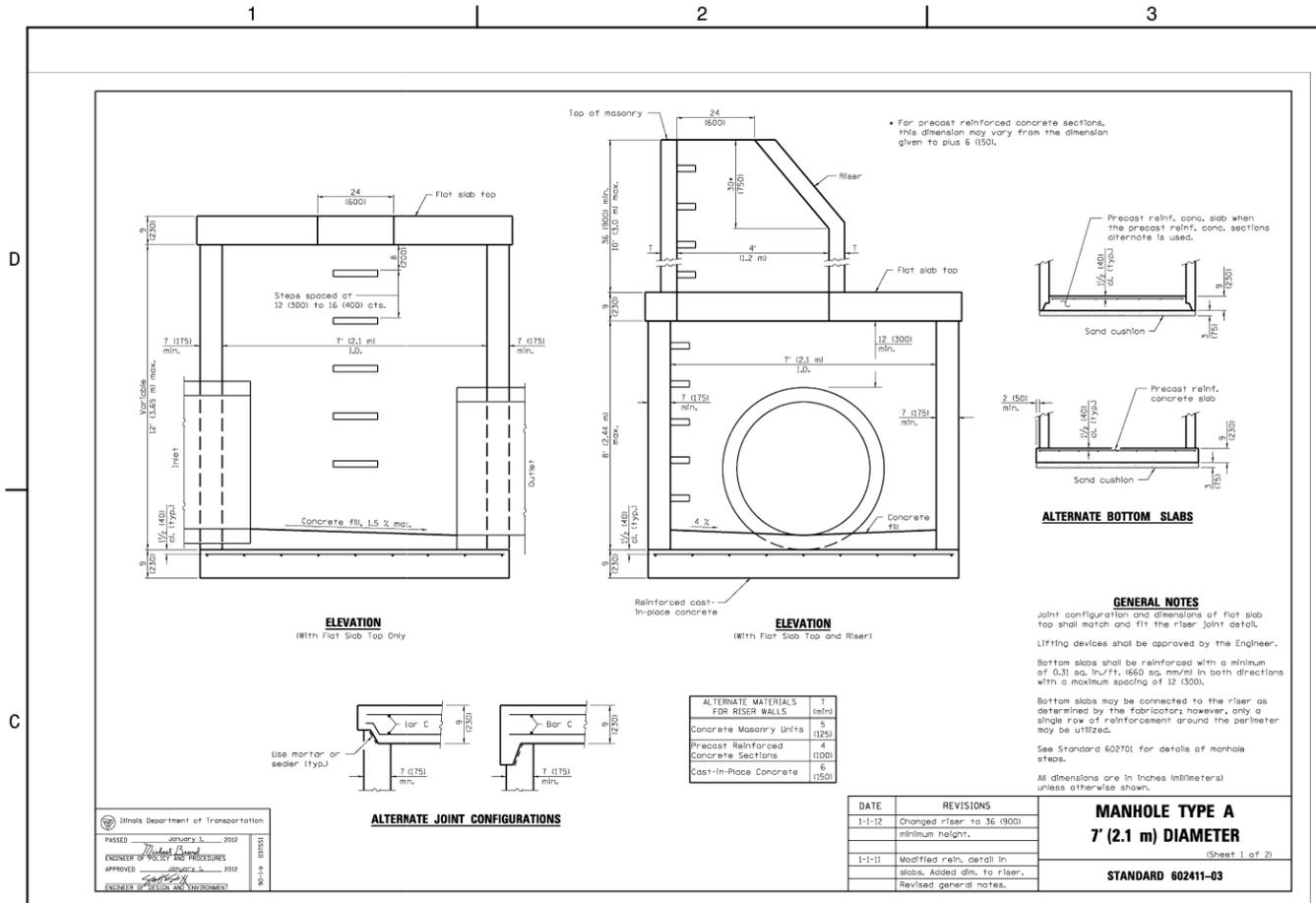
1. INSTALLATION OF SOIL EROSION AND SEDIMENT CONTROL SE/SC MEASURES
 - A.) SELECTIVE VEGETATION REMOVAL FOR SILT FENCE INSTALLATION
 - B.) SILT FENCE INSTALLATION
 - C.) CONSTRUCTION FENCING AROUND AREAS NOT TO BE DISTURBED
 - D.) STABILIZED CONSTRUCTION ENTRANCE
2. TREE REMOVAL WHERE NECESSARY (CLEAR & GRUB)
3. CONSTRUCT SEDIMENT TRAPPING DEVICES (SEDIMENT TRAPS, BASINS...)
4. STRIP TOPSOIL, STOCKPILE TOPSOIL AND GRADE SITE
5. TEMPORARILY STABILIZE TOPSOIL STOCKPILES (SEED AND SILT FENCE AROUND TOE OF SLOPE)
6. INSTALL STORM SEWER, SANITARY SEWER, WATER AND ASSOCIATED INLET & OUTLET PROTECTION
7. INSTALL TOPSOIL AND FILTER FABRIC
8. ADJUST STORM STRUCTURES
9. PERMANENTLY STABILIZE ALL DISTURBED AREAS
10. REMOVE ALL TEMPORARY SE/SC MEASURES AFTER THE SITE IS STABILIZED WITH VEGETATION

* SOIL EROSION AND SEDIMENT CONTROL MAINTENANCE MUST OCCUR EVERY TWO WEEKS AND AFTER EVERY 1" OR GREATER RAINFALL EVENT



DRAWING TITLE
SWPPP

PROJECT No.
R0130143
DRAWING No.
10
SHEET 10 OF 16 SHEETS



118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

DESIGNED BY: SRU
DRAWN BY: TGS
CHECKED BY: CRG
DATE CHECKED: 10/18/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

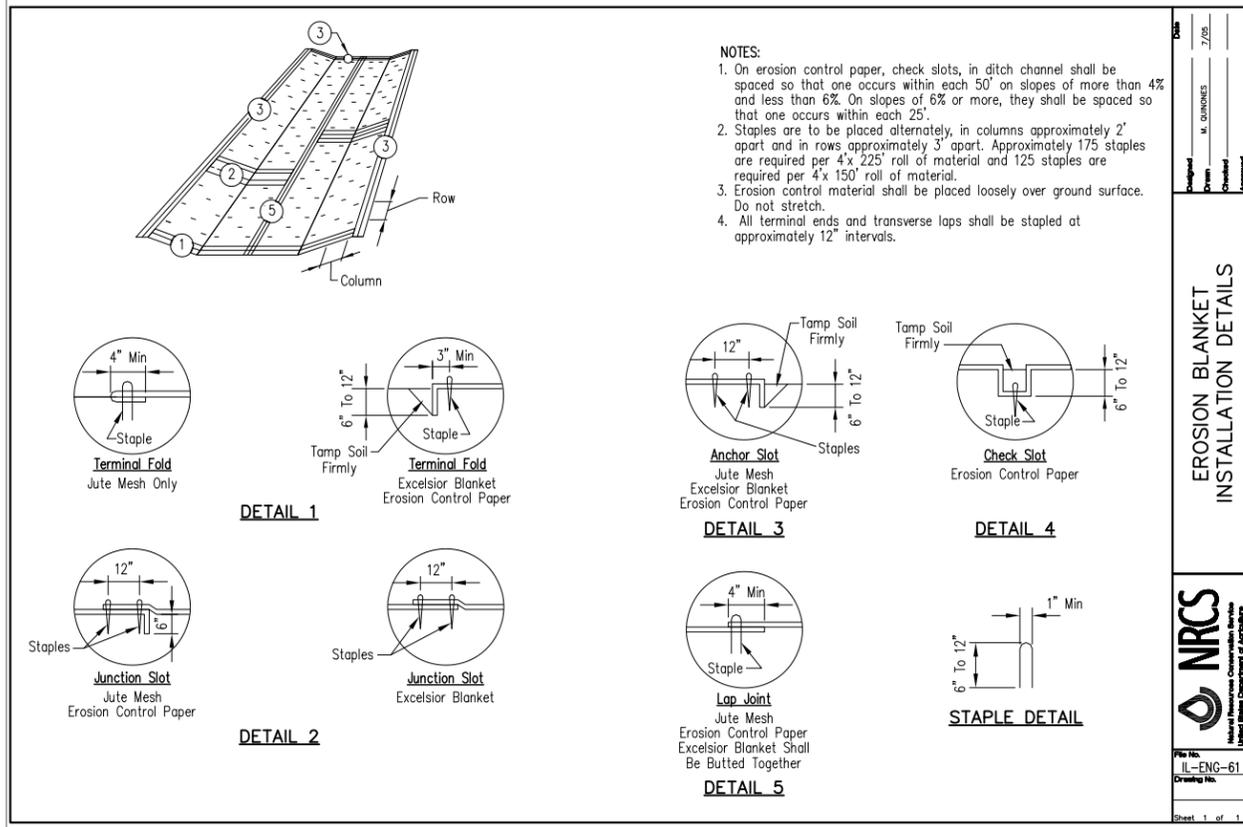
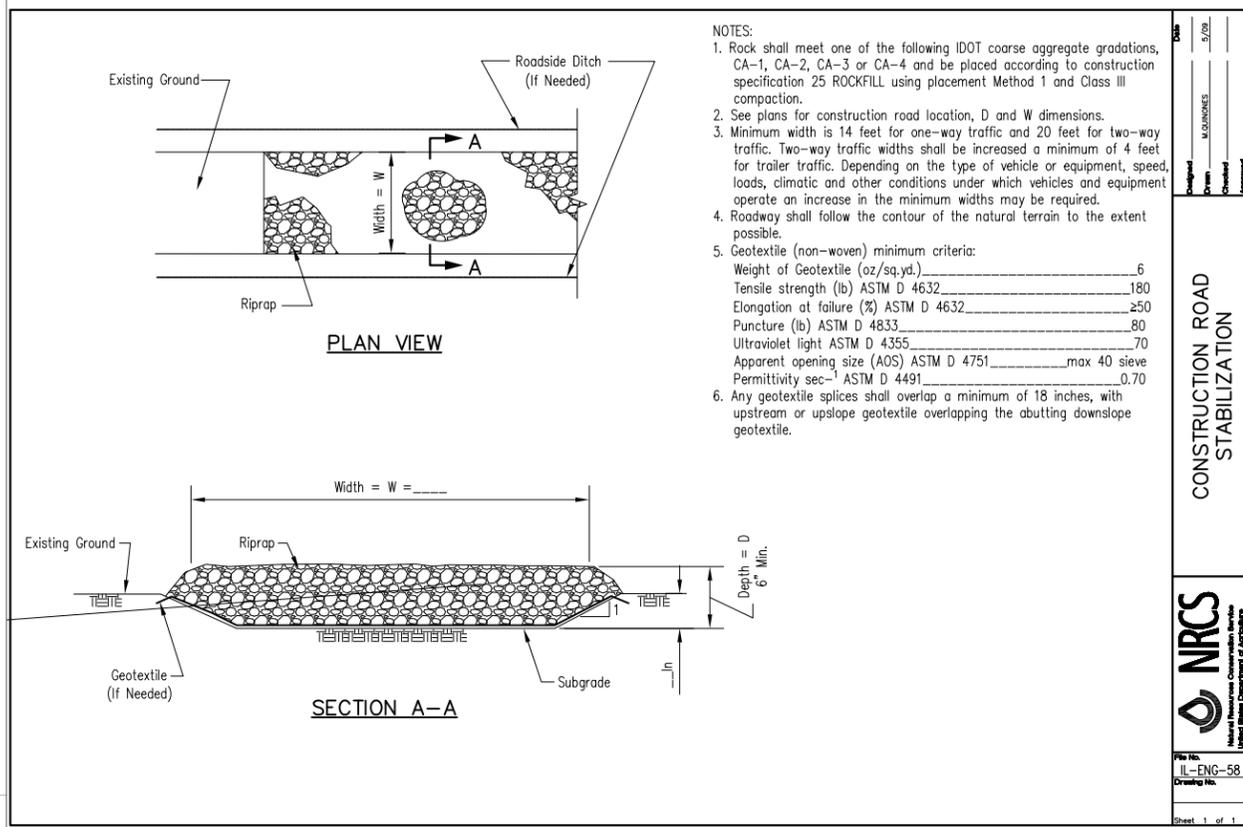
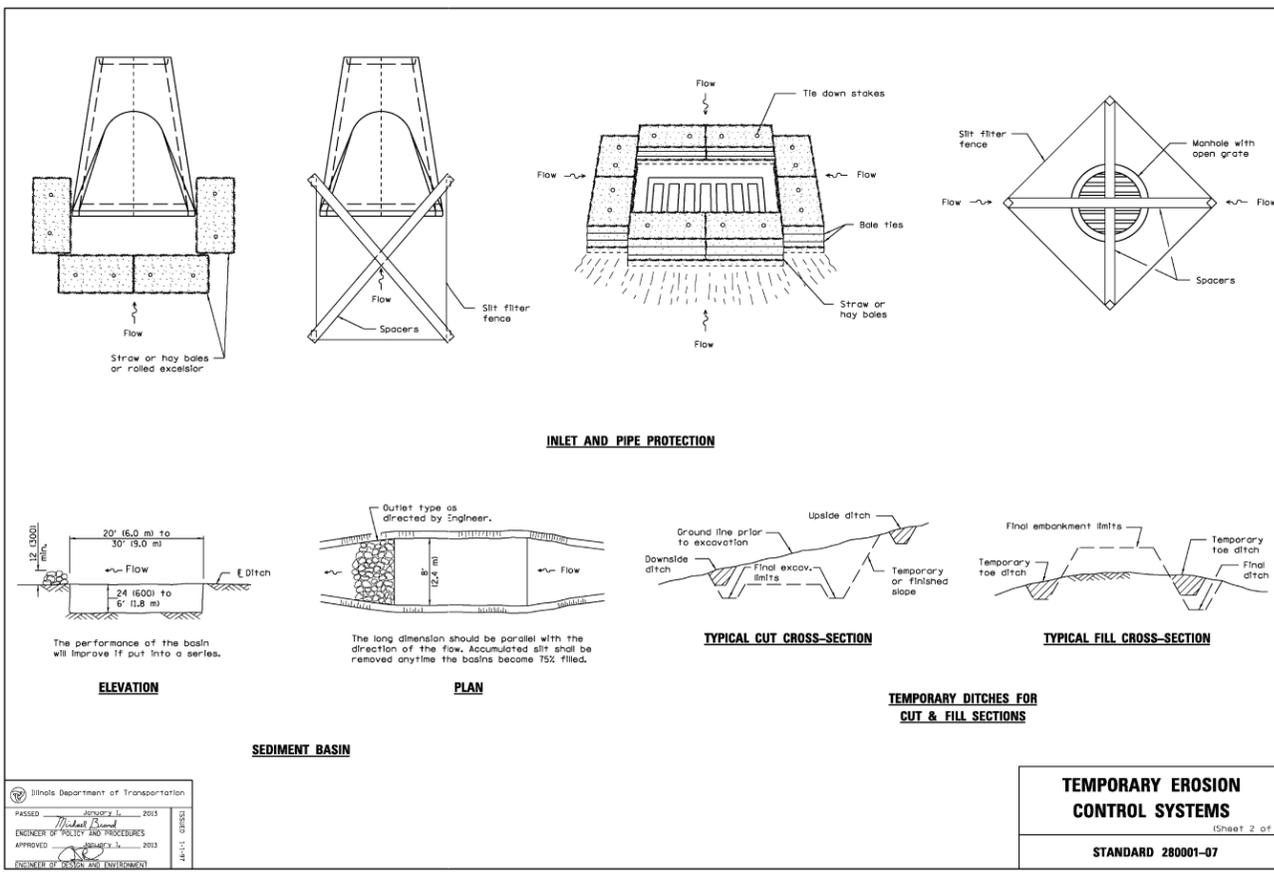
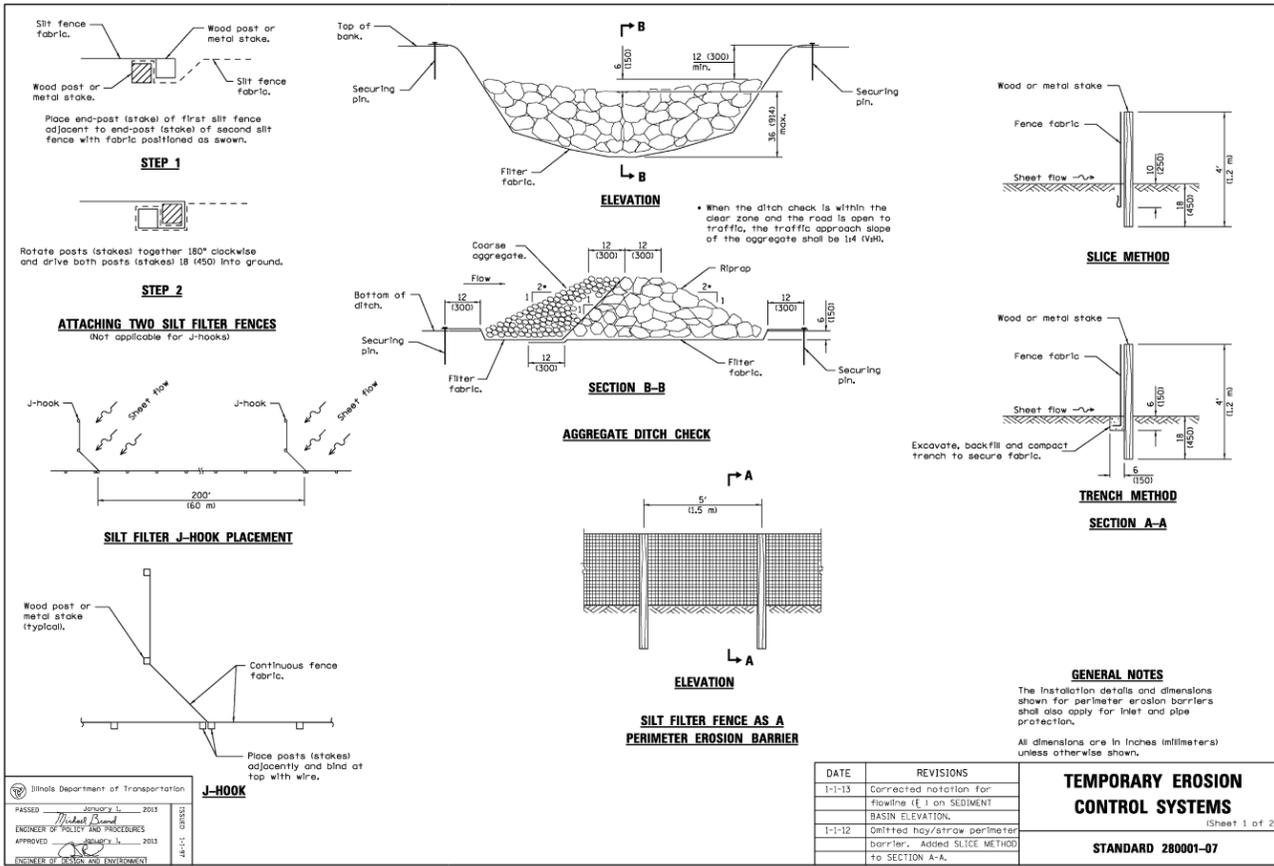
12-21-12 FOR BID
11-28-12 REVIEW COMMENTS
11-20-12 REVIEW COMMENTS
6/08/12 DETENTION LOCATION
7/14/10 PARK FOREST LOCATIONS
4/29/10 P.F. WATER MAIN
8/27/09 MWRD COMMENTS

DATE	REVISION
------	----------

DRAWING TITLE
STANDARD DETAILS

PROJECT No.
R0130143

DRAWING No.
11



118 SOUTH CLINTON STREET
SUITE 800
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN
COOK COUNTY, IL.

DESIGNED BY: SRU
DRAWN BY: TGS
CHECKED BY: CRG
DATE CHECKED: 10/18/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

DATE	REVISION
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST LOCATIONS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS

DRAWING TITLE
STANDARD DETAILS

PROJECT No.
R0130143

DRAWING No.
12



118 SOUTH CLINTON STREET SUITE 600 CHICAGO, IL 60661 PHONE : 312.648.9900 FAX : 312.648.0204

VILLAGE OF RICHTON PARK FARM TRACE BYPASS STORM SEWER & DETENTION BASIN COOK COUNTY, IL.

DESIGNED BY: SRU DRAWN BY: TGS CHECKED BY: CRG DATE CHECKED: 10/18/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

12-21-12 FOR BID 11-28-12 REVIEW COMMENTS 11-20-12 REVIEW COMMENTS 6/08/12 DETENTION LOCATION 7/14/10 PARK FOREST COMMENTS 4/29/10 P.F. WATER MAIN 8/27/09 MWWD COMMENTS

STANDARD DETAILS

PROJECT No. R0130143

DRAWING No.

13

SHEET 13 OF 16 SHEETS

ALTERNATE MATERIALS FOR WALLS	B	C*	T (min)
Concrete Masonry Unit	4'-0" (11.2 m) 5'-0" (15.2 m)	30 (750) 3'-9" (11.5 m)	5 (125) 5 (125)
Brick Masonry	4'-0" (11.2 m) 5'-0" (15.2 m)	30 (750) 3'-9" (11.5 m)	8 (200) 8 (200)
Precast Reinforced Concrete Section	4'-0" (11.2 m) 5'-0" (15.2 m)	30 (750) 3'-9" (11.5 m)	4 (100) 5 (125)
Cast-in-place Concrete	4'-0" (11.2 m) 5'-0" (15.2 m)	30 (750) 3'-9" (11.5 m)	6 (150) 6 (150)

GENERAL NOTES
Bottom slabs shall be reinforced with a minimum of 0.31 sq. ft./ft. (460 sq. mm/m) in both directions with a maximum spacing of 12 (300).
Bottom slabs may be connected to the riser as determined by the fabricator; however, only a single row of reinforcement around the perimeter may be utilized.
See Standard 602701 for details of steps.
See Standard 602601 for optional Precast Reinforced Concrete Flat Slab Top.
All dimensions are in Inches (millimeters) unless otherwise shown.

DATE	REVISIONS
1-1-11	Detailed reinf. in slabs. Added max. limit to height. Revised general notes.
1-1-09	Switched units to English (metric).

MANHOLE TYPE A
STANDARD 602401-03

PIPE DIA.	APPROX. QTY. lbs. (kg)	WALL	A	B	C	D	E	G	R	APPROX. SLOPE
12 (300)	530 (240)	2 (4)	24 (610)	4'-0 1/2" (1.241 m)	6'-0 1/2" (1.851 m)	24 (610)	2 (9)	9 (229)	12 (4)	1:2.4
15 (375)	740 (335)	2 1/2 (6)	27 (686)	3'-10" (1.168 m)	6'-1" (1.854 m)	30 (762)	2 1/2 (6)	11 (280)	11 (280)	1:2.4
18 (450)	990 (450)	2 1/2 (6)	27 (686)	3'-10" (1.168 m)	6'-1" (1.854 m)	30 (762)	2 1/2 (6)	12 (305)	12 (305)	1:2.4
21 (525)	1280 (580)	2 1/2 (6)	27 (686)	3'-10" (1.168 m)	6'-1" (1.854 m)	30 (762)	2 1/2 (6)	13 (330)	13 (330)	1:2.4
24 (600)	1520 (690)	3 (8)	30 (762)	3'-7 1/2" (1.105 m)	6'-1 1/2" (1.871 m)	30 (762)	3 (14)	14 (355)	14 (355)	1:2.5
27 (675)	1930 (875)	3 1/2 (9)	33 (838)	4'-0" (1.219 m)	6'-1 1/2" (1.871 m)	30 (762)	3 1/2 (9)	16 (406)	16 (406)	1:2.4
30 (750)	2190 (990)	3 1/2 (9)	33 (838)	4'-0" (1.219 m)	6'-1 1/2" (1.871 m)	30 (762)	3 1/2 (9)	15 (381)	15 (381)	1:2.5
33 (825)	3200 (1450)	3 1/2 (9)	33 (838)	4'-10 1/2" (1.486 m)	6'-1 1/2" (1.871 m)	30 (762)	3 1/2 (9)	17 1/2 (445)	17 1/2 (445)	1:2.5
36 (900)	4100 (1860)	4 (10)	36 (914)	5'-0" (1.524 m)	6'-1 1/2" (1.871 m)	30 (762)	4 (16)	18 (457)	18 (457)	1:2.5
42 (990)	5380 (2440)	4 1/2 (11)	40 (1016)	5'-3" (1.600 m)	6'-1 1/2" (1.871 m)	30 (762)	4 1/2 (18)	22 (559)	22 (559)	1:2.5
48 (1200)	6550 (2970)	5 (13)	45 (1143)	6'-0" (1.829 m)	6'-1 1/2" (1.871 m)	30 (762)	5 (20)	22 (559)	22 (559)	1:2.5
54 (1350)	8240 (3740)	5 1/2 (14)	48 (1219)	6'-0" (1.829 m)	6'-1 1/2" (1.871 m)	30 (762)	5 1/2 (22)	24 (610)	24 (610)	1:2.0
60 (1500)	8730 (3960)	6 (15)	48 (1219)	6'-0" (1.829 m)	6'-1 1/2" (1.871 m)	30 (762)	6 (24)	24 (610)	24 (610)	1:1.9
66 (1650)	10710 (4860)	6 1/2 (16)	51 (1295)	6'-0" (1.829 m)	6'-1 1/2" (1.871 m)	30 (762)	6 1/2 (26)	24 (610)	24 (610)	1:1.7
72 (1800)	12520 (5690)	7 (18)	54 (1371)	6'-6" (2.030 m)	6'-1 1/2" (1.871 m)	30 (762)	7 (28)	24 (610)	24 (610)	1:1.8
78 (1950)	14770 (6700)	7 1/2 (19)	57 (1448)	7'-6" (2.286 m)	6'-1 1/2" (1.871 m)	30 (762)	7 1/2 (30)	24 (610)	24 (610)	1:1.8
84 (2100)	18160 (8240)	8 (20)	60 (1524)	8'-0" (2.438 m)	6'-1 1/2" (1.871 m)	30 (762)	8 (32)	24 (610)	24 (610)	1:1.6

GENERAL NOTES
All slope ratios are expressed as units of vertical displacement to units of horizontal displacement (V:H).
All dimensions are in Inches (millimeters) unless otherwise shown.

DATE	REVISIONS
1-1-11	Clarified ref. to pipe dia. on section A-A. Changed "inner" to "outer" cage ref. Switched units to English (metric).

PRECAST REINFORCED CONCRETE FLARED END SECTION
STANDARD 542301-03

SPAN	RISE	EDJUV. DIA.	WALL	A	B	C	D	E	H	R	R1	R2	APPROX. SLOPE
23 (584)	14 (356)	18 (450)	2 1/2 (6)	27 (686)	3'-9" (1.143 m)	6'-0" (1.829 m)	36 (914)	5 1/2 (137)	6 (152)	6 (20)	6 (20)	20 (508)	1:3.1
30 (762)	19 (483)	24 (610)	3 (8)	33 (838)	6'-0" (1.829 m)	6'-0" (1.829 m)	42 (1067)	6 1/2 (165)	7 (178)	7 (23)	8 1/2 (216)	26 1/2 (673)	1:2.8
34 (864)	22 (559)	27 (686)	3 1/2 (9)	39 (991)	6'-0" (1.829 m)	6'-0" (1.829 m)	48 (1219)	7 1/2 (191)	8 (203)	8 (26)	9 1/2 (241)	29 1/2 (743)	1:2.9
38 (966)	24 (610)	30 (762)	3 1/2 (9)	42 (1067)	6'-0" (1.829 m)	6'-0" (1.829 m)	54 (1371)	8 (203)	9 (23)	9 (30)	10 1/2 (267)	32 1/2 (828)	1:2.9
45 (1143)	29 (737)	36 (914)	4 (10)	48 (1219)	6'-0" (1.829 m)	6'-0" (1.829 m)	60 (1524)	9 (23)	10 1/2 (267)	12 (30)	12 1/2 (318)	39 1/2 (1000)	1:2.7
53 (1346)	34 (864)	42 (1067)	5 (13)	54 (1371)	6'-0" (1.829 m)	6'-0" (1.829 m)	66 (1676)	10 1/2 (267)	13 (33)	14 1/2 (368)	14 1/2 (368)	41 1/2 (1058)	1:2.6
60 (1500)	38 (966)	48 (1219)	5 1/2 (14)	60 (1524)	6'-0" (1.829 m)	6'-0" (1.829 m)	72 (1829)	11 (28)	14 1/2 (368)	16 1/2 (419)	16 1/2 (419)	43 1/2 (1107)	1:2.7
66 (1650)	43 (1092)	54 (1371)	6 (15)	66 (1676)	6'-0" (1.829 m)	6'-0" (1.829 m)	78 (1981)	12 (30)	16 1/2 (419)	18 (46)	18 1/2 (469)	46 1/2 (1181)	1:2.6
76 (1950)	48 (1219)	60 (1524)	6 1/2 (16)	72 (1829)	6'-0" (1.829 m)	6'-0" (1.829 m)	84 (2133)	13 (33)	18 (46)	20 1/2 (518)	20 1/2 (518)	49 1/2 (1258)	1:2.6

GENERAL NOTES
All slope ratios are expressed as units of vertical displacement to units of horizontal displacement (V:H).
All dimensions are in Inches (millimeters) unless otherwise shown.

DATE	REVISIONS
1-1-09	Switched units to English (metric).
1-1-04	Removed weights.

FRAME AND LIDS TYPE 1
STANDARD 604001-03

DATE	REVISIONS
1-1-09	Switched units to English (metric).
1-1-07	Soft converted metric reinforcement bars.

PRECAST REINFORCED CONCRETE ELLIPTICAL FLARED END SECTION
STANDARD 542306-02

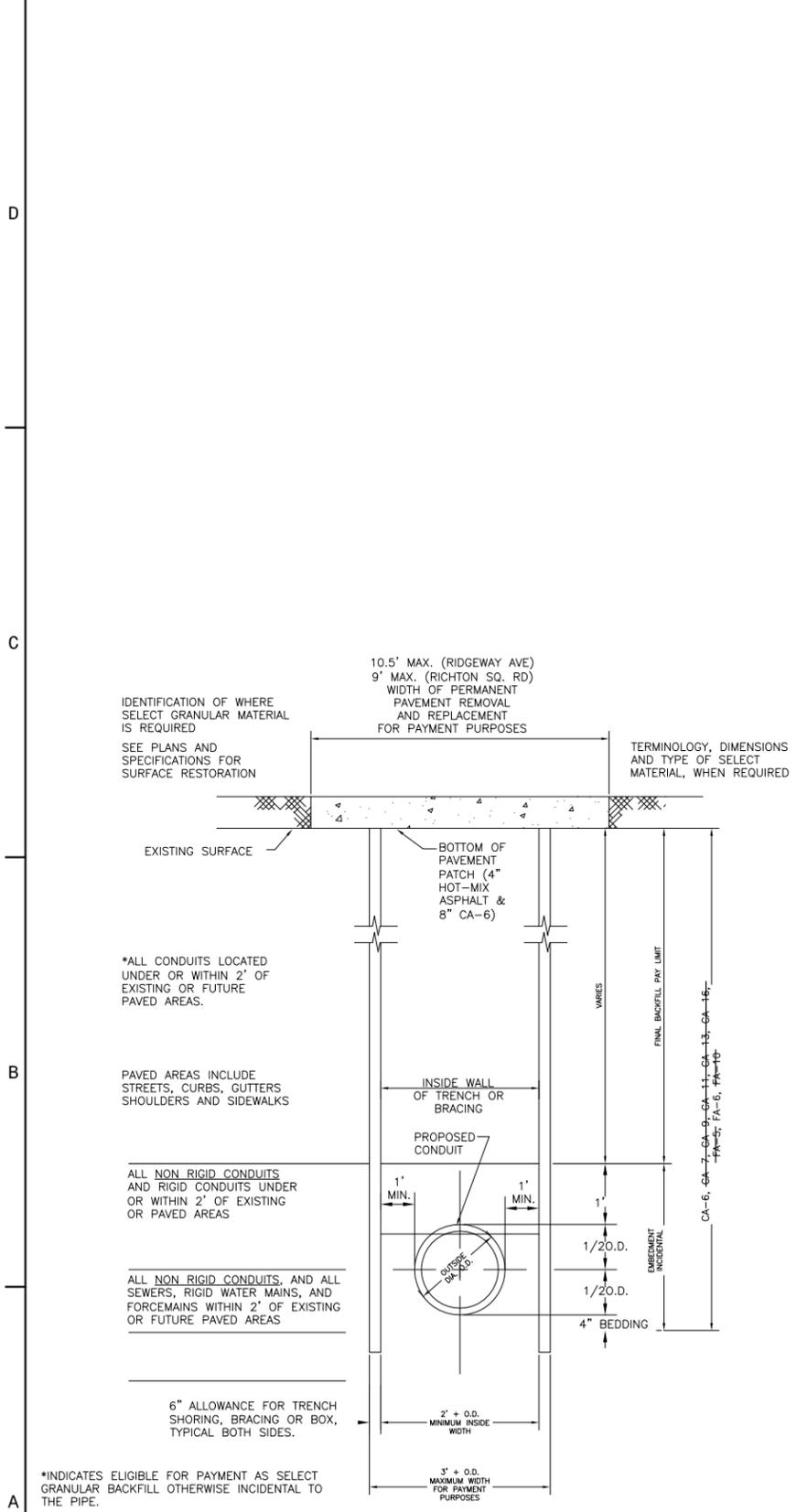


TABLE I

Inside Diameter of Conduit in inches	Maximum Trench Width in Feet For Payment	Bedding C.Y./Foot (INCIDENTAL)	Haunching C.Y./Foot (INCIDENTAL)	Initial Backfill C.Y./Foot (INCIDENTAL)	Final Backfill C.Y./Foot Per Foot Of Depth Where Eligible For Payment
6	3.58	0.04	0.03	0.17	0.13
8	3.78	0.05	0.05	0.19	0.14
10	3.97	0.05	0.06	0.20	0.15
12	4.17	0.05	0.07	0.22	0.15
14	4.36	0.05	0.08	0.24	0.16
15	4.46	0.06	0.09	0.25	0.17
16	4.56	0.06	0.10	0.26	0.17
18	4.75	0.06	0.11	0.29	0.18
20	4.94	0.06	0.12	0.31	0.18
21	5.04	0.06	0.13	0.32	0.19
24	5.33	0.07	0.15	0.35	0.20
27	5.63	0.07	0.17	0.38	0.21
28	5.72	0.07	0.18	0.39	0.21
30	5.92	0.07	0.20	0.41	0.22
33	6.21	0.08	0.22	0.45	0.23
36	6.50	0.08	0.24	0.48	0.24
42	7.08	0.09	0.29	0.56	0.26
48	7.67	0.09	0.35	0.63	0.28
54	8.25	0.10	0.40	0.71	0.31
60	8.83	0.11	0.46	0.79	0.33
66	9.42	0.12	0.52	0.87	0.35
72	10.00	0.12	0.58	0.95	0.37
78	10.58	0.13	0.65	1.04	0.39
84	11.17	0.14	0.72	1.13	0.41
90	11.75	0.15	0.79	1.23	0.44
96	12.33	0.15	0.86	1.32	0.46
102	12.92	0.16	0.94	1.42	0.48
108	13.50	0.17	1.02	1.52	0.50
120	14.67	0.18	1.19	1.73	0.54

NOTES—

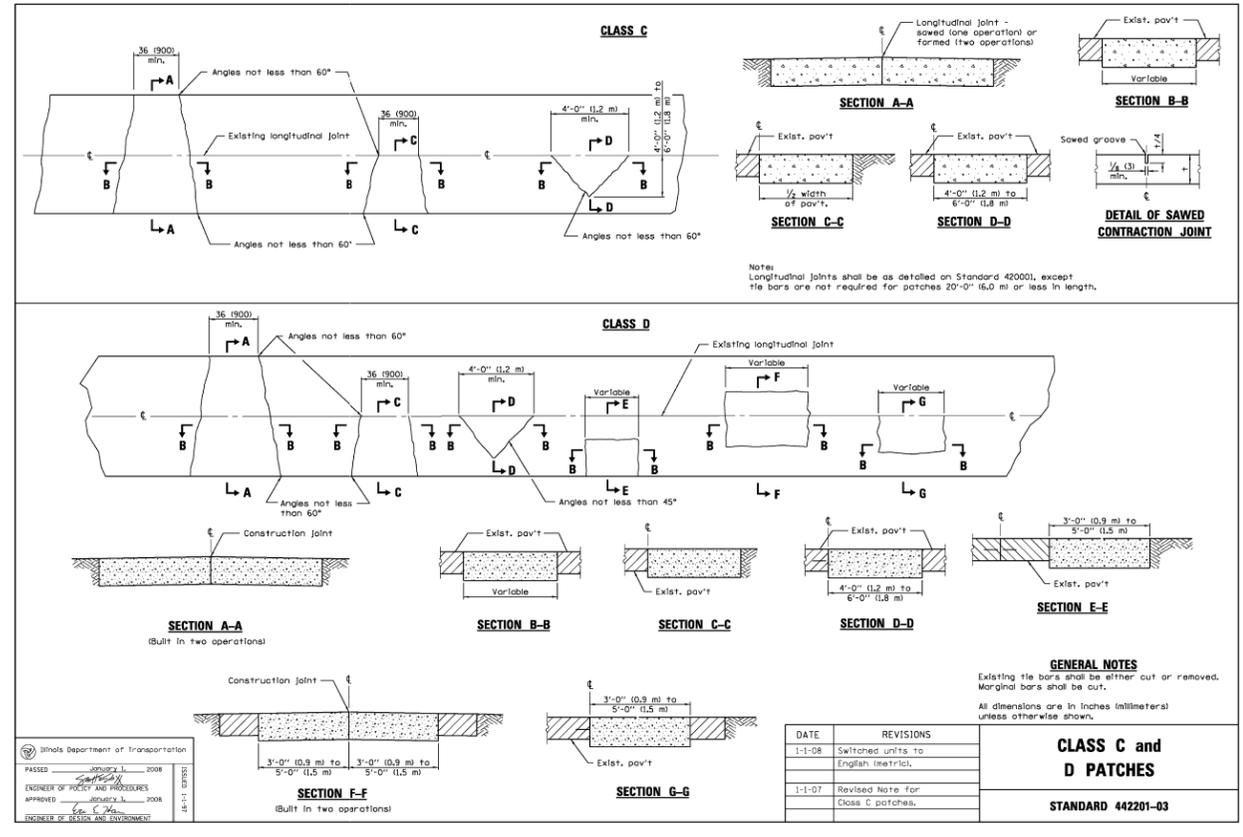
PAY LIMIT
DETAIL
OF CONDUIT
INSTALLATION

PAYMENT QUANTITIES
PER FOOT
OF CONDUIT

NON RIGID CONDUITS ARE DEFINED AS FLEXIBLE THERMOPLASTIC PIPE AND/OR CORRUGATED METAL PIPE.

NOTE: TRENCH BOX SHALL NOT EXTEND BELOW TOP OF PIPE. HOWEVER IT SHALL NOT EXCEED 2 FEET FROM THE BOTTOM OF THE TRENCH.

TRENCH BACKFILL



Illinois Department of Transportation
 PASSED January 1, 2008
 ENGINEER OF PROJECT TAD WIEBOLDT
 APPROVED January 1, 2008
 ENGINEER OF DESIGN AND ENVIRONMENT

DATE	REVISIONS
1-1-08	Switched units to English (metric).
1-1-07	Revised here for Class C patches.

GENERAL NOTES

Existing tie bars shall be either cut or removed. Marginal bars shall be cut.

All dimensions are in inches (millimeters) unless otherwise shown.

CLASS C and D PATCHES

STANDARD 442201-03



118 SOUTH CLINTON STREET
 SUITE 600
 CHICAGO, IL 60661
 PHONE : 312.648.9900
 FAX : 312.648.0204

PROJECT TITLE
**VILLAGE OF RICHTON PARK
 FARM TRACE BYPASS STORM
 SEWER & DETENTION BASIN**
 COOK COUNTY, IL.

DESTIGNED BY: SRU
 DRAWN BY: TGS
 CHECKED BY: CRG
 DATE CHECKED: 10/18/12
 NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

DRAWING TITLE
STANDARD DETAILS

PROJECT No.
R0130143

DRAWING No.
14
 SHEET 14 OF 16 SHEETS



118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN
COOK COUNTY, IL.

DESIGNED BY: SRU
DRAWN BY: TGS
CHECKED BY: CRG
DATE CHECKED: 10/18/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

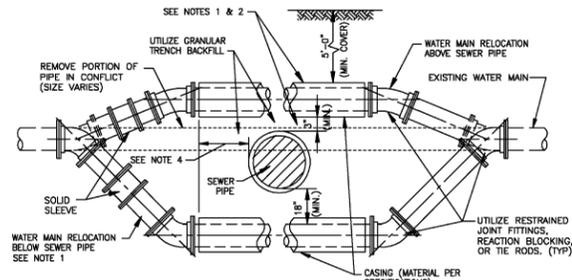
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS
DATE	REVISION

DRAWING TITLE
STANDARD DETAILS

PROJECT No.
R0130143

DRAWING No.
15

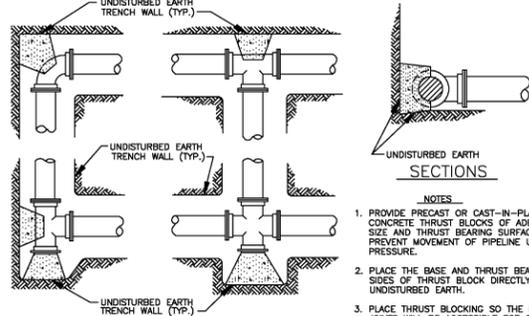
WATER MAIN RELOC-OVER UND.DWG



- NOTES:
1. ONLY TO BE USED IF WATER MAIN CANNOT CROSS ABOVE PROPOSED SEWER AND MAINTAIN THE REQUIRED 18" OF SEPARATION.
 2. WHEN WATER MAIN CROSSES ABOVE SEWER AND MAINTAINS THE REQUIRED 18" OF SEPARATION, THE CASING PIPE IS NOT REQUIRED.
 3. WATER MAIN RELOCATIONS ARE SUBJECT TO INSPECTION AT NORMAL SYSTEM PRESSURE BEFORE BURIAL.
 4. USE ONLY 45 DEGREE BENDS UNLESS OTHERWISE PERMITTED BY THE ENGINEER.
 5. CASING MUST EXTEND A MINIMUM OF 10 FEET BEYOND OUTSIDE EDGE OF SEWER PIPE - ON BOTH SIDES OF SEWER.

WATER MAIN RELOCATION - DUCTILE IRON
NO SCALE

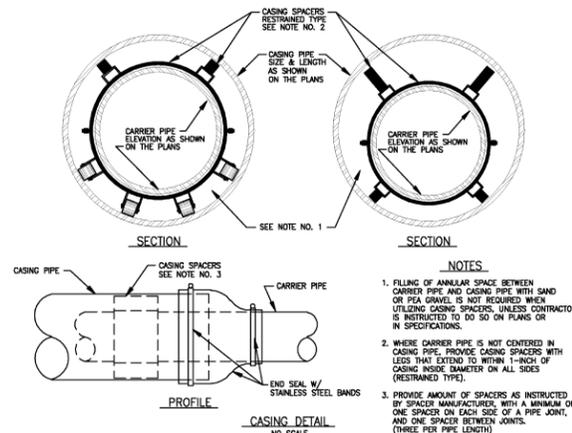
THRUST BLOCK INSTALL.DWG



TYPICAL THRUST BLOCK INSTALLATIONS
NO SCALE

PARK FOREST WATERMAIN DETAILS

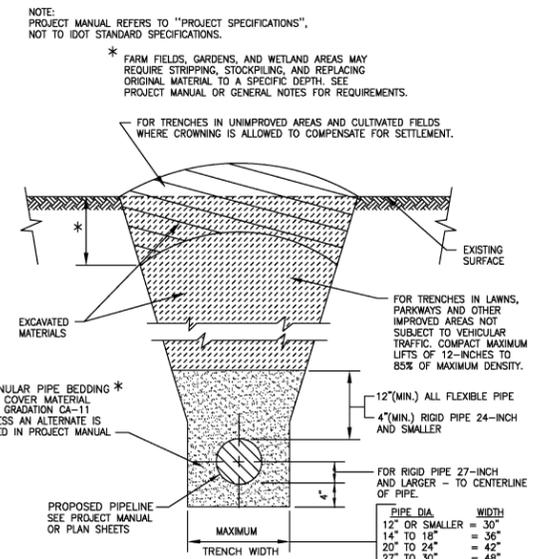
CASING-1.DWG



- NOTES:
1. FILLING OF ANNULAR SPACE BETWEEN CARRIER PIPE AND CASING PIPE WITH SAND OR PEA GRAVEL IS NOT REQUIRED WHEN UTILIZING CASING SPACERS, UNLESS CONTRACTOR IS INSTRUCTED TO DO SO ON PLANS OR IN SPECIFICATIONS.
 2. WHERE CARRIER PIPE IS NOT CENTERED IN CASING PIPE, PROVIDE CASING SPACERS WITH LEGS THAT EXTEND TO WITHIN 1-INCH OF CASING INSIDE DIAMETER ON ALL SIDES (RESTRAINED TYPE).
 3. PROVIDE AMOUNT OF SPACERS AS INSTRUCTED BY SPACER MANUFACTURER WITH A MINIMUM OF ONE SPACER ON EACH SIDE OF A PIPE JOINT, AND ONE SPACER BETWEEN JOINTS. (THREE PER PIPE LENGTH)

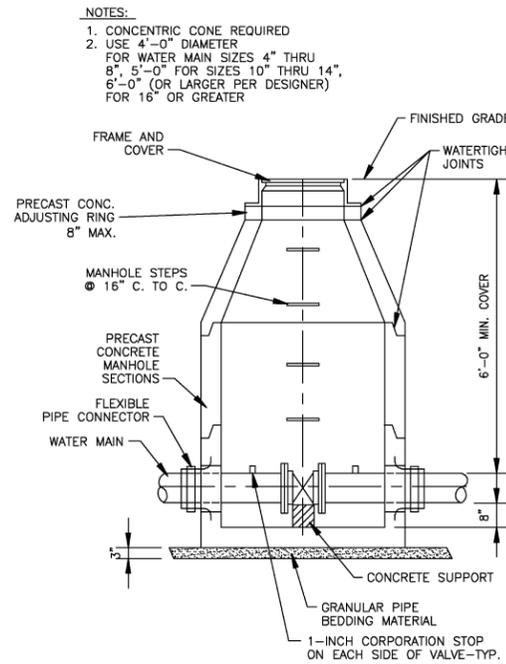
CASING DETAIL
NO SCALE

TRENCH DET-NON PAVE.DWG



TYPICAL TRENCH DETAIL
NO SCALE
FOR NON-PAVED AREAS
* FOR FLEXIBLE THERMOPLASTIC OR HDPE PIPE COMPLY WITH ASTM 2321, CLASS I OR II.
FOR RIGID PIPE COMPLY WITH ASTM C12, BEDDING CLASS B.

VAULT-WATER VALVE.DWG



WATER VALVE VAULT DETAIL
NO SCALE

I:\CORP\BARRWOOD\COM\STANDARDS\AUTODRAW\DETAILS\BARW\INFRASTRUCTURE\WATER MAIN RELOC-OVER UNCLDING Layout1
Plotted: 8/19/2008 3:34 PM By: 362PMP

I:\CORP\BARRWOOD\COM\STANDARDS\AUTODRAW\DETAILS\BARW\COMMON\CASING-1.DWG Layout1
Plotted: 8/19/2008 3:27 PM By: 362PMP

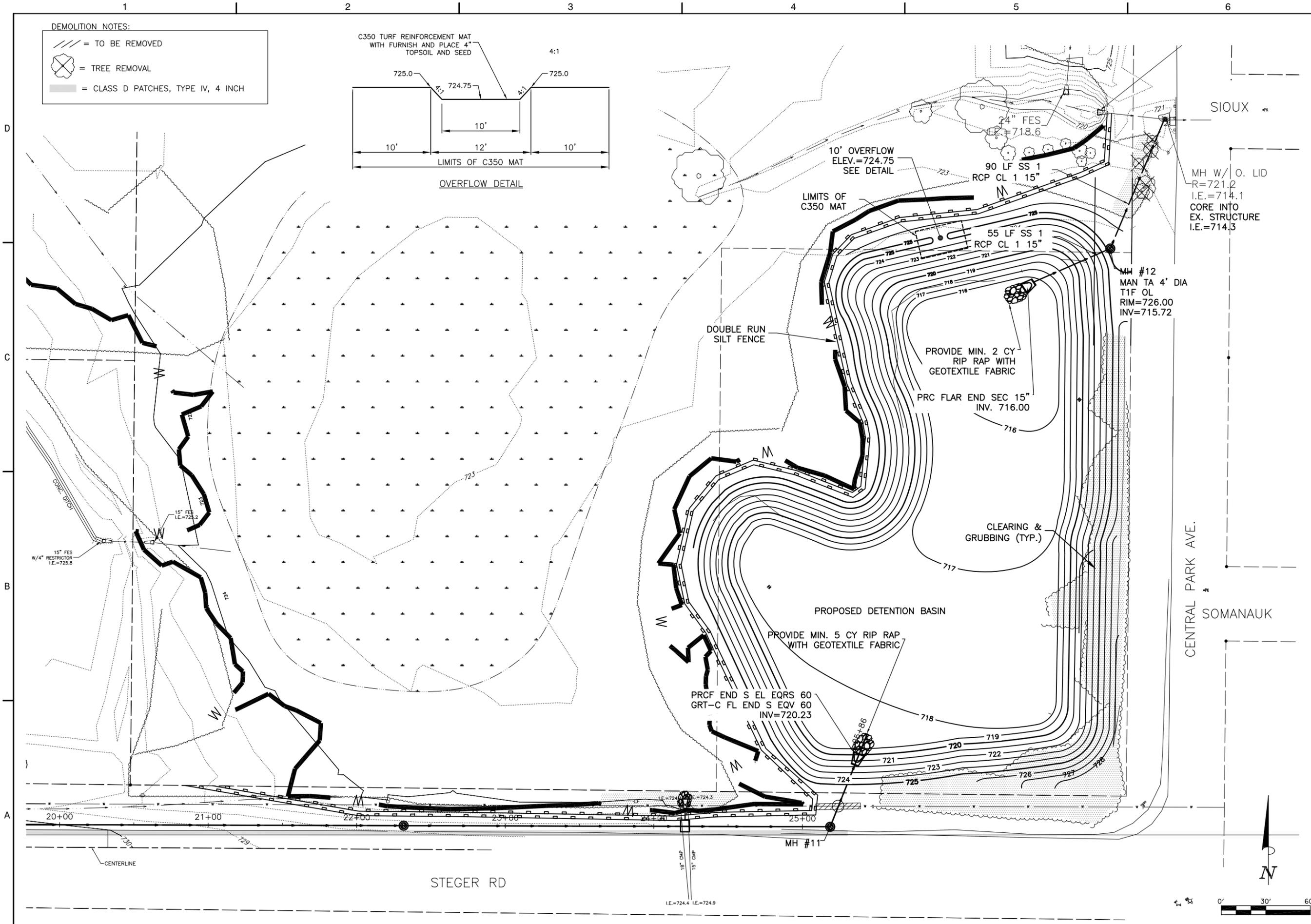
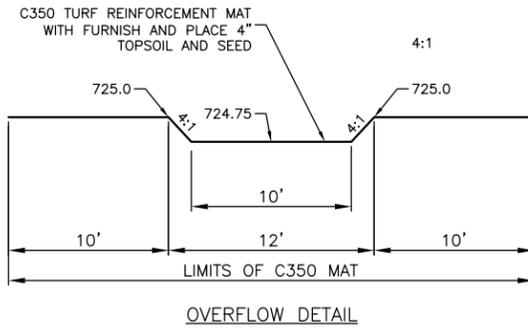
I:\CORP\BARRWOOD\COM\STANDARDS\AUTODRAW\DETAILS\BARW\INFRASTRUCTURE\THRUST BLOCK INSTALLING Layout1
Plotted: 8/19/2008 3:34 PM By: 362PMP

I:\AUTODRAW\DETAILS\BARW\INFRASTRUCTURE\TRENCH DET-NON PAVE.DWG SH3
Plotted: 8/21/2010 3:02 PM By: 362PMP

I:\CORP\BARRWOOD\COM\STANDARDS\AUTODRAW\DETAILS\BARW\COMMON\VAULT-WATER VALVE.DWG Layout1
Plotted: 8/19/2008 3:22 PM By: 362PMP

DEMOLITION NOTES:

-  = TO BE REMOVED
-  = TREE REMOVAL
-  = CLASS D PATCHES, TYPE IV, 4 INCH



Clark Dietz
ENGINEERS
DESIGN FIRM REGISTRATION
No. 184-000450
118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

DESIGNED BY: TGS
DRAWN BY: TGS
CHECKED BY: CRG
DATE CHECKED: 6/8/12
NOTE: DIMENSIONAL DATA
IS NOT TO BE OBTAINED BY
SCALING ANY PORTION OF
THIS DRAWING.

DATE	REVISION
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS

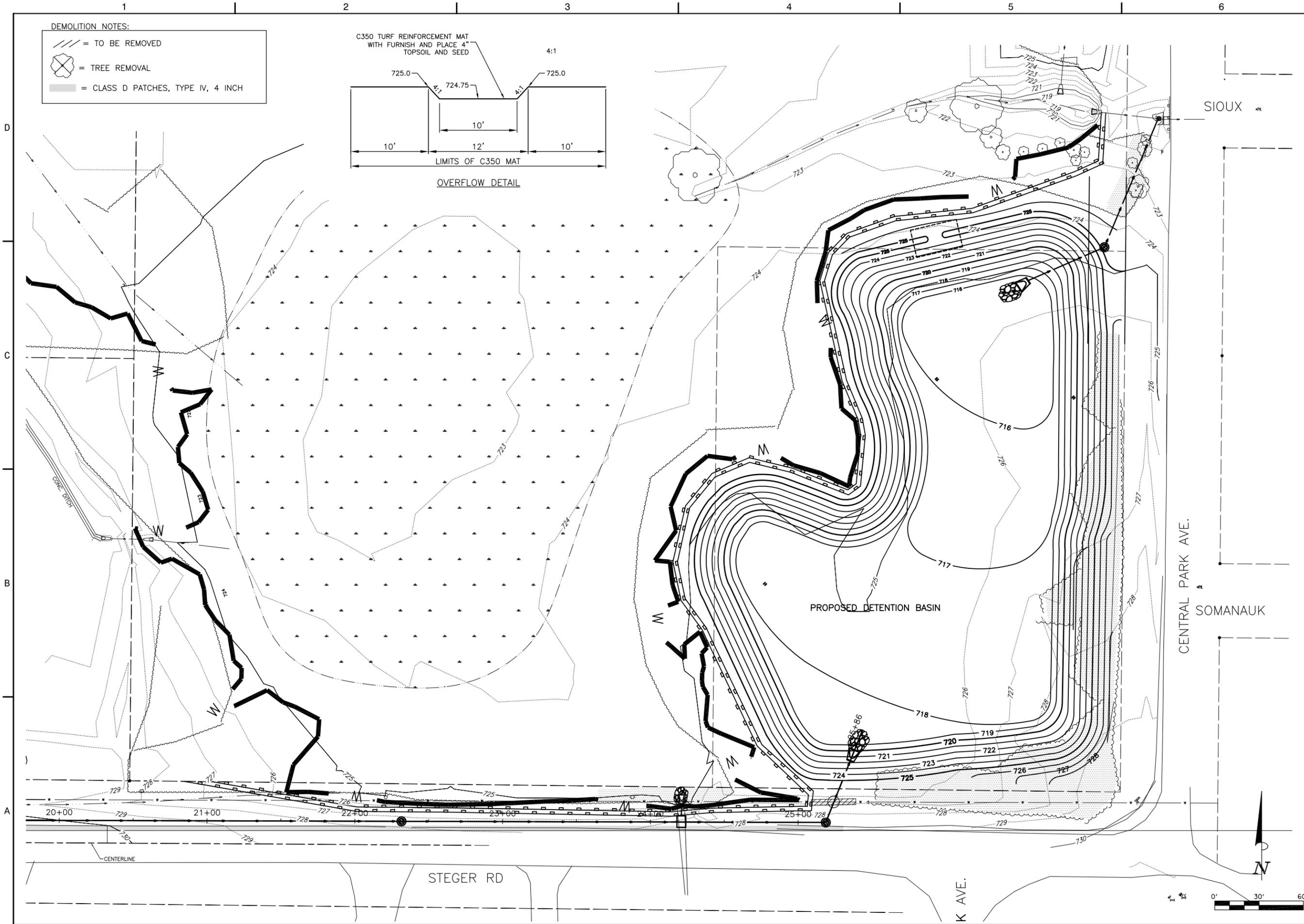
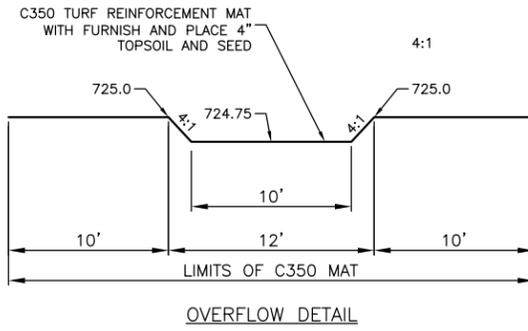
DRAWING TITLE
**DETENTION
BASIN**

PROJECT No.
R0130143

DRAWING No.
16
SHEET 16 OF 16 SHEETS

DEMOLITION NOTES:

-  = TO BE REMOVED
-  = TREE REMOVAL
-  = CLASS D PATCHES, TYPE IV, 4 INCH



Clark Dietz
ENGINEERS
DESIGN FIRM REGISTRATION
No. 184-000450
118 SOUTH CLINTON STREET
SUITE 600
CHICAGO, IL 60661
PHONE : 312.648.9900
FAX : 312.648.0204

PROJECT TITLE
**VILLAGE OF RICHTON PARK
FARM TRACE BYPASS STORM
SEWER & DETENTION BASIN**
COOK COUNTY, IL.

DESIGNED BY: TGS
DRAWN BY: TGS
CHECKED BY: CRG
DATE CHECKED: 6/8/12

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

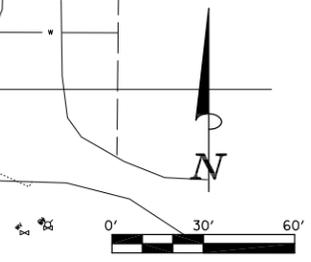
12-21-12	FOR BID
11-28-12	REVIEW COMMENTS
11-20-12	REVIEW COMMENTS
6/08/12	DETENTION LOCATION
7/14/10	PARK FOREST COMMENTS
4/29/10	P.F. WATER MAIN
8/27/09	MWRD COMMENTS
DATE	REVISION

DRAWING TITLE
**DETENTION
BASIN**

PROJECT No.
R0130143

DRAWING No.
16a

SHEET 16 OF 16 SHEETS



AGENDA BRIEFING

DATE: March 1, 2013

TO: Mayor John Osteburg
Board of Trustees

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

RE: AN ORDINANCE AMENDING ORDINANCE NO. 1964 ADOPTING THE ANNUAL BUDGET FOR THE YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013

BACKGROUND/DISCUSSION: Halfway through the fiscal year, expenses and revenues are analyzed. After the analysis, the budget should be amended to include revenues that have been received that were not included in the budget, as adopted, and expenses that have, similarly, been incurred that were unexpected. Budget amendments are required for spending authority. Amendments are requested in the following areas: encumbrances, Board directives, grants, adjustments and other initiatives. These budget amendments were discussed at the Financial Update on Saturday, February 23.

Encumbrances

At the end of a fiscal year, departments are asked to identify those projects or funds that were approved by the Board, but not expended. In order to ensure that the funds are available in the next budget, they are assigned. These funds are noted as an assigned fund balance on page 26 of the Village audit. The process recommended by the Village auditors is for the Board to approve the current year expenditure of these funds by Budget amendment.

The following list details those expenditures that were assigned at June 30, 2012 in the General Fund. These items will be (or were) spent in Fiscal 2013.

ADMINISTRATIVE PURPOSES

20,000	Training -- Computer, Leadership Development
200,000	IRMA Deductible
3,522	Senior Commission Initiative
16,000	Legal Fees
32,000	Payroll Service/Time & Attendance
3,000	Internal Audit
<u>20,000</u>	I/T -- Software Upgrades
294,522	

POLICE

22,615 Youth Programs (20% of FY12 Vehicle Seizure Revenue)
20,000 Capital Expenditures
42,615

RECREATION & PARKS PURPOSES

26,800 Software -- Online Registration Project
23,000 Freedom Hall Capital Outlays
8,200 Urban Forestry/Tree Trimming/Emerald Ash Borer
Rec Center Facility/Equipment/School District Coop
10,000 Projects
68,000

PUBLIC WORKS PURPOSES

35,000 Storm Sewers

ECONOMIC DEVELOPMENT PURPOSES

5,566 TOD Grant

COMMUNITY DEVELOPMENT PURPOSES

53,800 Inspection Software

CAPITAL PROJECTS

15,000 Park Forest Business-Capacity Building Course (CN)
25,000 Additional Projects (CN)
40,000

539,503

Transfer to Capital Projects from Economic Development CN Projects.

Capital Projects \$40,000

Similar to encumbrances, DUI fines are reserved for DUI enforcement. In the prior year \$1,975 was identified as a fund balance reserve.

Police	\$1,975 – DUI Enforcement
--------	---------------------------

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

PEG Fees	\$71,537
----------	----------

Grants

Fire Department

The Fire Department received a Department of Incident Command System/Blue Card Training grant. Village’s match is 10%. The anticipated costs for this year are:

Training Expense	\$13,770
Personnel Costs P.T.	8,400
Grant Revenue	\$19,953

The Fire Department received an automatic extended defibrillator grant. No matching funds required.

Capital Expenditure	\$2,488
Grant Revenue	\$2,488

The Village received a third Enbridge Grant for \$1,000. The Fire Department secured a cooperative agreement in conjunction with Prairie State Fire Academy for the Village to supply materials and Prairie State to provide labor for a training site roof simulator, for a total project value of \$3,071.

Capital	\$1,000
Grant Revenue	\$1,000

The Fire Department also secured a POC Recruitment and Retention grant that funded the new sign outside the fire station. There were no matching funds required.

Sign – Capital	\$51,354
Uniforms	26
Personnel	3,674

Training	1,225	
Grant Revenue		\$56,279

Economic Development

The Village received one year funding of a sustainability coordinator.

Professional Services – Manager’s Office	\$70,000	
Supplies	5,000	
Grant Revenue		\$75,000

CDBG

The Village has been able to secure IKE, NSP and CDBG Grant funds to demolish four commercial buildings and several homes.

Demolition NSP	\$1,993,640	
Demolition IKE	232,000	
IKE Revenue		\$ 232,000
NSP Program Income		1,499,740
CDBG Program Income		493,900

For the commercial demolition, the Village needed to pay engineering costs. These costs will come from available General Fund balance.

Public Works Engineering	\$241,700	
--------------------------	-----------	--

MFT

The Village was able to secure a 70% grant for Blackhawk Drive after the Fiscal 2012/2013 budget year started.

Engineering Blackhawk Drive	\$ 147,500	
Construction – Capital	1,220,552	
Grant Revenue		\$924,386

It was originally thought that the assigned fund balance for the Orchard Project would be transferred to MFT. The Public Works Director recommends that the Village match be paid through the General Fund. Therefore, a budget amendment is needed to eliminate the transfer and budget the costs in Public Works.

Engineering – Public Works	\$ 250,000	
Capital Projects – Public Works	2,200,000	
Eliminate Transfer		\$2,450,000

Other Adjustments

DownTown

The DownTown fund budgeted \$200,000 for roadway improvements around the former Marshall Fields site and down Lester. There is a need for additional lighting on Lester.

Capital Outlay	\$100,000	
----------------	-----------	--

The Cook County Assessor’s Office designated new leasehold PIN (Property Index Numbers) for DownTown spaces. After a successful protest, the following amounts will need to be budgeted.

Legal Fees	\$ 4,588	
Appraisal Fee	3,000	
Property Taxes	135,177	

The Village Board approved a tenant allowance for the Sapphire Room and Heads or Tails in excess of the budget.

Tenant Improvements	\$100,000	
---------------------	-----------	--

The Village sold the Chase Building. Funds will be set aside for taxes and future improvements.

Taxes Payable	\$60,000	
Capital Improvements	35,000	
Broker Commission	51,000	
Chase Sale		\$225,400

This sale will reduce DownTown rent.

DownTown Rent		\$35,822
---------------	--	----------

Aqua Center

Capital Projects related to concrete work on the East and West pools as well as painting of the wood deck was deferred until this year.

Capital Projects	\$20,000	
------------------	----------	--

Sewer

The Sewer fund has sufficient fund balance to purchase a camera saving outside service costs.

Capital	\$61,500
---------	----------

Water Fund

As part of the water rate analysis, it was determined that the payment in lieu of taxes would be eliminated.

Payment in lieu of Taxes	\$189,359
--------------------------	-----------

As part of the Orchard reconstruction, it was discovered that a water main serving the Aqua Center needed replacing. The added costs to the Water Fund were as follows:

Capital	\$53,462
---------	----------

Parks

The Village has been able to secure donations to pay ½ the cost of replacing the observation tower in the wetlands.

Parks Capital	\$10,000
---------------	----------

TIF

The Village received incremental taxes for Norwood prior to 2010 related to the former Currency Exchange. These taxes were protested and a refund was requested from Cook County. A small transfer will be required to eliminate the negative fund balance.

Norwood Taxes	(\$5,685)
Transfer to clear negative fund balance	404

Bond Issuance

The Village Board approved a debt refinancing for TIF and General Obligation debt. The purpose of this refinancing was to save \$730,800 over the remaining life of the debt in interest and shorten the TIF debt payments to match the life of the TIF.

<u>General</u> Proceeds	\$2,657,120
Issuance Cost	\$ 43,327
Debt Repayment	2,610,648

<u>TIF</u>		
Proceeds		\$1,621,819
Issuance Cost	\$ 28,873	
Debt Repayment	1,591,044	

Summary

As noted in the previous discussion, operating revenues and expenditures have stabilized. Roadway and housing grant funded projects will be a major focus through 2012/2013.

Attached to this presentation are the budget amendments for the Library.

SCHEDULE FOR CONSIDERATION: This item is scheduled for Discussion at the Rules Meeting of March 4, 2013.

To: Mary Dankowski, Deputy Village Manager/Finance Director

From: Barbara Osuch, Library Director

Subject: Amendment to FY 2012/2013 Library Budget

February 21, 2013

The Library is requesting an amendment to allow for the expenditure for the FY2012/2013 kids' zone project. The Library Board approved the expenditure of the Endowment Fund to cover capital expenses above the approved budget of \$65,000. The project total is \$131,000.

Expenditure Increase

<u>Account</u>	<u>Item</u>	<u>Amount</u>	<u>Current Budget</u>	<u>Adjusted Budget</u>
03-15-00-56-0000	Other Capital Outlays	\$66,000	\$65,000	\$131,000

We are requesting that this change be included in the Village's budget amendments.

ORDINANCE NO _____

**AN ORDINANCE AMENDING ORDINANCE NO. 1964
ADOPTING THE ANNUAL BUDGET FOR THE YEAR
COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013**

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

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

WHEREAS, the Village of Park Forest adopted its Annual Budget pursuant to Ordinance No. 1964 adopted by the Village Board of Trustees on June 25, 2012; and

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

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

Section I. The following amendments to the 2012/2013 Annual Budget of the Village of Park Forest heretofore adopted, are hereby authorized and directed:

	<u>Current</u> <u>Budget</u>	<u>Dr (Cr)</u> <u>Adjustments</u>	<u>Adjusted</u> <u>Budget</u>
<u>General Fund Revenues</u>			
010000-410000 Federal Grants	(101,702)	(76,232)	(177,934)
010000-410100 State Grants	0	(2,488)	(2,488)
010000-410200 Local Grants	0	(76,000)	(76,000)
010000-450600 Water/Sewer Payment in Lieu of Taxes	(212,040)	189,359	(22,681)

	<u>Current</u> <u>Budget</u>	<u>Dr (Cr)</u> <u>Adjustments</u>	<u>Adjusted</u> <u>Budget</u>
<u>General Fund Expenditures</u>			
010000-580000 Transfer to Other Funds	3,010,036	(2,409,596)	600,440
010100-510400 IRMA Deductible Payments	200,000	200,000	400,000
010100-530000 Professional Services	21,100	90,000	111,100
010100-540000 Operating Supplies	57,500	5,000	62,500
010100-541100 Public Info/Education Supplies	10,000	71,537	81,537
010102-540400 Meeting Expense	7,300	3,522	10,822
010103-530130 Billable Services/Village Attorney	142,000	16,000	158,000
010104-530300 Audit Services	18,336	3,000	21,336
010104-560000 Capital Outlays	70,000	52,000	122,000
010700-540750 DUI Program Supplies	0	1,975	1,975
010700-541100 Public Information/Education	9,500	12,615	22,115
010700-560000 Capital Outlays	195,800	20,000	215,800
010800-500200 Temporary/Part-time Salaries	94,660	12,074	106,734
010800-520300 Training Expense	30,980	14,995	45,975
010800-540900 Uniform Exp/Protective Clothing	18,300	26	18,326
010800-560000 Capital Outlays	46,800	54,842	101,642
011100-560000 Capital Outlays	6,800	26,800	33,600
011104-560000 Capital Outlays	16,000	23,000	39,000
011122-550500 Contractual Grounds Maintenance	150,000	8,200	158,200
011122-560000 Capital Outlays	58,500	10,000	68,500
011125-530800 Instructional Services	56,000	6,000	62,000
011125-540000 Operating Supplies	31,000	4,000	35,000
011125-560000 Capital Outlays	8,000	10,000	18,000
011700-530200 Architectural/Engineering Services	35,000	491,700	526,700
011700-551600 Sewer Maintenance & Supplies	55,300	35,000	90,300
011700-560000 Capital Outlays	110,500	2,200,000	2,310,500
011900-530000 Other Professional Services	27,300	5,566	32,866
012000-560000 Capital Outlays	51,900	53,800	105,700
<u>Library Expenditures</u>			
031500-560000 Capital Outlays	65,000	66,000	131,000
<u>MFT Revenues</u>			
040000-410000 Federal Grants	(5,815,300)	(924,386)	(6,739,686)
040000-420000 Transfer from other Funds	(2,450,000)	2,450,000	0
<u>MFT Expenditures</u>			
041700-560000 Capital Outlays	9,806,288	(1,081,948)	8,724,340

	<u>Current Budget</u>	<u>Dr (Cr) Adjustments</u>	<u>Adjusted Budget</u>
<u>CDBG Revenues</u>			
160000-410400 IKE Grant Revenue	0	(232,000)	(232,000)
160100-410300 NSP Program Revenue	0	(1,499,740)	(1,499,740)
160100-410500 CDBG Program Income	0	(493,900)	(493,900)
<u>CDBG Expenditures</u>			
160000-564000 Demolition: NSP	0	1,993,640	1,993,640
160000-564100 Demolition: IKE	0	232,000	232,000
<u>Debt Service Revenues</u>			
310000-420200 Proceeds of Bond Sales	0	(2,657,120)	(2,657,120)
<u>Debt Service Expenditures</u>			
310100-570200 Other Financing Use-to Escrow	0	2,610,648	2,610,648
310100-570400 Other Financing Use-Issuance Costs	0	43,327	43,327
<u>Capital Projects Revenues</u>			
330000-420000 Transfer from Other Funds	(100,000)	(40,000)	(140,000)
<u>Capital Projects Expenses</u>			
330000-560000 Capital Outlays	60,000	40,000	100,000
<u>Downtown TIF Fund Revenues</u>			
360000-420200 Proceeds of Bond Sales	0	(1,621,819)	(1,621,819)
<u>Downtown TIF Fund Expenditures</u>			
360000-570200 Other Financing Use-to Escrow	0	1,591,044	1,591,044
360000-570400 Other Financing Use-Issuance Costs	0	28,873	28,873
<u>Norwood TIF Fund Revenues</u>			
370000-400203 Property Tax Increment	0	5,685	5,685
370000-420000 Transfer from Other Funds	0	(404)	(404)
<u>Aqua Center Fund Expenditures</u>			
531133-560000 Capital Outlays	20,000	20,000	40,000
<u>Water Fund Expenditures</u>			
601900-531700 Payment in Lieu of Taxes	189,359	(189,359)	0
601952-560000 Capital Outlays	60,000	53,462 *	60,000
<u>Sewer Fund Expenditures</u>			
701900-560000 Capital Outlays	25,000	61,500 *	25,000

	<u>Current Budget</u>	<u>Dr (Cr) Adjustments</u>	<u>Adjusted Budget</u>
<u>DownTown Park Forest Fund Revenues</u>			
800000-450750 Plaza Rent	(600,000)	35,822	(564,178)
800000-460000 Sale of Assets	0	(225,400)	(225,400)
<u>DownTown Park Forest Fund Expenditures</u>			
800000-530000 Professional Services	4,500	54,000	58,500
800000-530100 Legal Services	3,000	4,588	7,588
800000-532500 Property Taxes	0	195,177	195,177
800000-560000 Capital Outlays	273,000	135,000	408,000
800000-564700 Capital Outlays-Tenant	90,000	100,000 *	90,000

* for memo purposes only, expense will be capitalized

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

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

PASSED this _____ day of _____, 2013

AYES: _____

NAYES: _____

ABSENT: _____

APPROVED:

ATTEST:

Village Mayor

Village Clerk

AGENDA BRIEFING

DATE: March 1, 2013

TO: Mayor John Ostenburg
Board of Trustees

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

RE: A RESOLUTION ADOPTING FISCAL POLICIES FOR THE 2013/2014
FISCAL YEAR BUDGET

BACKGROUND/DISCUSSION: One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. Having formally adopted Fiscal Policies were also a note-worthy component of the Illinois Municipal Assistance Program (IMAP) review in 2011. These policies are contained in the Budget Message section of the budget.

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

It has been traditional for the Board to adopt the Fiscal Policies by way of a resolution. Many of the basic policies carry over from year-to-year. Those that are subject to change annually are those that relate to the cap on departmental expenses, salary increases, water/sewer and other rates and policies related to borrowing. For the 2013/2014 Budget Year, the policies in these areas are:

- 1) A 2% increase in Department Expenditures. (Two years of the last four had 0% increases).
- 2) A 2% salary increase for all personnel. The Police contract was approved at 2%. (The Fire union contract is up for negotiation).
- 3) Water rates increase from \$9.73 per 1,000 gallons to \$11.93 per 1,000 gallons based on the Board adopted rate ordinance.
- 4) Sewer rates increased from \$2.60 per 1,000 gallons to \$2.86 per 1,000 gallons on July 1, 2010. **Staff is recommending no increase in sewer rates for the third consecutive fiscal year.** Grant revenue has assisted with Thorn Creek Sanitary District inflow and infiltration requirements.
- 5) Refuse rates will remain at \$19.85 for all of calendar 2012. The current contract expires 12/31/2013

Included in budget guidelines were restrictions in Capital spending.

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

Designation of Fund Balance

The Governmental Accounting Standards Board (GASB) issued a statement that provides detailed requirements for reporting fund balance. The statement allows for restrictions of fund balances. The most restricted category is “committed” funds. The next restriction is “assigned” funds. An assignment designates the governing board’s intent. The process required is to grant authority, through the Fiscal Policies, to an individual to designate assignments. The policies indicate that the Finance Director will assign funds consistent with Board intent. The Assigned Fund balance recommended for Fiscal 2013 is as follows:

Fund balance assigned for	
Orchard Drive reconstruction	\$2,750,000
Eastgate Redevelopment/CN	1,000,000
IRMA Deductible	500,000

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

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

SCHEDULE FOR CONSIDERATION: This matter will appear on the agenda of the Rules Meeting of Monday, March 4, 2013 for discussion.

**A RESOLUTION ADOPTING
FISCAL POLICIES
FOR THE 2013/2014 FISCAL YEAR BUDGET**

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

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest that the Fiscal Policies for 2013/2014, attached hereto, are hereby adopted.

BE IT FURTHER RESOLVED that these Fiscal Policies shall be incorporated into the 2013/2014 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this _____ day of March 2013.

APPROVED:

ATTEST:

Mayor

Village Clerk

BUDGET POLICIES - FISCAL:

Rationale:

Fiscal Policies of the Village of Park Forest are based on the need to establish a mechanism of review and assessment of financial conditions of the Village while addressing certain economic trends. For the coming fiscal year a continued evaluation of trends and services will be needed. The economic trends currently identified include:

- A decline in housing values and an increase in vacant and foreclosed homes reflecting a decline in real estate transfer tax and increase in housing maintenance costs.
- A high level of State-wide unemployment and associated reduced income tax.
- A decline in commercial tax base, specifically sales tax producing entities.
- A reduction in utility tax revenues also associated with a declining commercial base and vacant housing.
- The population reduction in 2010 impacting per capita revenue of income tax, use tax and motor fuel tax.
- The Village's purchase of and conversion of DownTown Park Forest. The DownTown is in a TIF District. In the first few years of the TIF, no increment was generated and the TIF debt was a burden on the taxpayers. Starting in Fiscal 2002, over \$200,000 in Tax Increment was generated by the TIF District. For tax levy year 2003, the Village was able to abate \$325,000 in TIF debt service. For tax levy year 2004 and 2005, the abatement increased to \$350,000. In 2006 through 2008, the Village abated \$450,000. For 2009 the abatement increased to \$500,000. In 2010 the abatement increased to \$650,000 and further increased to \$750,000 in 2011. The 2012 tax abatement for TIF debt service was \$800,000. Incremental taxes relieve the TIF debt service burden on taxpayers. Increasing increment provides further relief.
- In 2008 and again in 2012, the Village took advantage of lower interest rates and favorable financial position to restructure some Village debt. The Village's favorable financial position with adequate reserve balances improved its bond rating from Baa2 to A3. This restructuring will save the Village over \$930,000 in interest and pay off a portion of the TIF debt sooner. In addition, the improved bond rating encourages economic development as noted in the IMAP study.
- The Village's aging infrastructure and plans to address that infrastructure. Construction of a new fire facility was completed in 2005. Build out of the Health Department space in the lower level of Village Hall occurred in 2007. Construction of the new \$15.6 million water plant was completed in Fiscal 2008. A \$2.2 million dollar water main replacement project was funded in Fiscal 2007 along with a \$1.2 million dollar water tower in the Autumn Ridge area. In Fiscal 2011 three projects were funded through

IEPA low interest loans with construction of \$3,299,546 of water main replacement and \$1,311,756 for an excess flow treatment facility and sanitary sewer rehabilitation. In Fiscal 2013 reconstruction of Orchard and resurfacing of Lakewood, Indianwood, North, and Blackhawk streets began. These projects coupled with the Thorn Creek Bridge and the Lincoln Highway landscape enhancement will total \$13,943,334 with \$9,657,184 coming from grant funds and of the \$4,286,150 of Village grant match, \$2,450,000 from CN proceeds, leaving \$1,836,150 of net Village costs or roughly 13% of the total projects.

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

The Fiscal Policies included in the 2013/2014 Budget are designed to address, not necessarily to solve, these trends, and challenges.

Fiscal Policies:

1. Budgetary revenues will be projected at the conservative end of the scale of anticipated revenue.
 - Revenues derived from property taxes are most clearly known because they were determined at the time of the prior year's levy.
 - Sales and income tax projections are based on an analysis of historic trends coupled with known changes.
 - Revenues derived from intergovernmental sources are projected based upon consultation with the appropriate State or County agencies.
 - Grant revenues are budgeted only for approved grants. Budget amendments are made for any pending grants subsequently awarded.
 - Revenues derived from "fee for service" budgetary categories are conservatively estimated. Fees are adjusted based on an evaluation of the cost to provide said services.
2. Budgetary expenditures will reflect a realistic cap on anticipated expenditures. Expenditures will be paid with current revenues and excess fund balances, to the extent available.
3. Department Heads will maintain a total overall increase of 2% over the 2012/2013 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, or IRMA. Nor does it include salary increases.

4. The 2013/2014 Budget will provide for salary steps. It will also provide for a 2% annual salary increase for all Village employees.
5. A level of unassigned fund balance will be maintained in the General Fund sufficient to handle emergency needs, cash flow needs associated with the timing of property tax receipts and unfavorable variances in estimating the revenue and expenditure budget. It is the Village's goal to establish an unassigned fund balance level in the General Fund sufficient to cover three to four months of operations. A three to four month reserve is considered an appropriate reserve level.
6. Potential areas for budget savings for the Fiscal Year ending 2012/2013 will be identified. Fiscal savings identified in the 2012/2013 Budget will not be permitted to "carry over" into the 2013/2014 Budget, unless specifically approved by the Finance Director, but will contribute to the unassigned fund balance.
7. Adequate funding, as determined by a State or independent actuarial study, will be provided for Police and Fire pension funds. For FICA and IMRF obligations, the Village will levy amounts sufficient to cover costs.
8. All departments will be charged an amount sufficient to fund vehicle replacement and maintenance through the Vehicle Services Fund.
9. The Aqua Center and Tennis Club will operate as enterprise funds with fee-generated revenue supporting expenses. Inasmuch as the Aqua Center and Tennis Club are amenities that enhance the quality of life of the residents of the Village and serve to market the community, in the event that fees are insufficient to cover capital and operating expenditures, the Board may decide to use the general tax revenues of the Village for that purpose.
10. Capital expenditures will be planned through the mechanism of a five-year capital plan and budget. The Capital Plan will be updated on an annual basis. Actual capital expenditures will be budgeted contingent upon available revenues. Capital expenditures will be accounted for within departmental budgets.
11. DownTown Park Forest will operate as an enterprise fund. The Board may transfer General Fund monies to cover operating and redevelopment costs. The Village will pay its appropriate share of CAM (Common Area Maintenance) costs.
12. Capital expenditures for DownTown will be prioritized and accomplished as funds are identified for those capital expenditures or with the approval of the Board of Trustees. The Budget for DownTown shall be subject to review at six months.
13. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget, also, does not recommend additional borrowing.

14. User fees, such as charges for water, sewer, and garbage, will be evaluated annually to ensure that fees cover costs, if intended to do so, including maintenance and replacement costs, and that fees are increased in reasonable increments on an annual basis. Water rates were increased effective July 1, 2013 and the following subsequent increases were adopted.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2014	11.93
2015	12.77
2016	13.66
2017	14.61
2018	15.64

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

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2013	19.85

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

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2014	2.86 (Same as Fiscal 2011, 2012 and 2013)

15. The budget is flexible within departments. Over-expenditures on one line must be compensated for within the departmental budget. However, departments may not overspend their total departmental budget without a budget amendment.
16. Budget amendments will be made at the mid-point of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.
17. The Board will receive detailed periodic operating results. Evaluation will be made of areas where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
18. Budgeted expenditures will clearly enable the accomplishment of the Board's goals. Strategic planning sessions will determine the goals. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.

19. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
20. The Village will spend the most restricted dollars before less restricted, in the following order:
 - 1) Nonspendable (if funds become spendable)
 - 2) Restricted
 - 3) Committed
 - 4) Assigned
 - 5) Unassigned
21. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting as well as the Distinguished Budget Presentation Award.
22. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about new debt issuances.

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

AGENDA BRIEFING

DATE: February 21, 2013

TO: Mayor John A. Ostenburg
Board of Trustees

FROM: Clifford Butz, Chief of Police

RE: Local Debt Recovery Program

BACKGROUND/DISCUSSION:

The Village of Park Forest has an opportunity to partner with the Illinois Comptroller's Office to collect debts owed the Village as a result of Public Act 97-0632. Public Act 97-0632 allowed local governments to participate in the Comptroller's Offset System through the creation of the Local Debt Recovery Program. This program can collect debts such as parking tickets, fines, permits and utility bills. Initially the program will be used to collect debts related to police department tickets and fines that have gone unpaid and have been turned over to collections.

The attached Intergovernmental Agreement allows the Village to begin sending data files of outstanding debts to the Illinois Comptroller's Office. Prior to the Comptroller's Office issuing an income tax refund, vendor payment, payroll checks or lottery winnings distribution, it will match the Village's data to its own files. Any positive matches will have the amount owed to the Village of Park Forest plus a \$15 administrative fee deducted and deposited in the Comptroller's Debt Recovery Trust Fund. The debtor will be provided with a written notice of the action and has 60 days to protest the deduction. If no protest is made at the end of the 60-day period, the amount owed will be transferred to the Village of Park Forest. The \$15 administrative fee is retained by the Illinois Comptroller's Office.

About 40 governments state-wide have elected to be part of the initiative.

SCHEDULE FOR CONSIDERATION:

This item will appear on the Agenda of the March 4, 2013 Rules Meeting for Board consideration.

Agencies Participating in Local Debt Recovery Program

City of Alton
City of Aurora
City of Canton
Village of Carbon Cliff
City of Chicago
City of Chicago Heights
City of Collinsville
Cook County
City of Danville
City of DeKalb
Village of Dolton
Village of East Hazel Crest
Village of Grayslake
Village of Hometown
City of Joliet
Village of Justice
LaSalle County
City of Marseilles
Village of Midlothian
Village of Morton Grove
City of Mt Vernon
City of Oak Forest
Village of Orland Park
City of Quincy
Reading Township
City of Rock Falls
City of Springfield
Village of Tinley Park
City of Wilmington
City of Wood River

RESOLUTION NO.

**A RESOLUTION APPROVING
AN INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
THE ILLINOIS COMPTROLLER AND THE VILLAGE OF PARK FOREST, ILLINOIS
REGARDING ACCESS TO THE
COMPTROLLER'S LOCAL DEBT RECOVERY PROGRAM**

WHEREAS, the Village of Park Forest (the "Village") is a home rule unit and has jurisdiction over matters pertaining to its government and affairs; and

WHEREAS, the State of Illinois Office of the Comptroller ("IOC"), an agency of the State of Illinois, and the Village of Park Forest an Illinois municipality and unit of local government, have a responsibility to collect debts owed to its respective public bodies; and

WHEREAS, the IOC operates a system known as the Comptroller's Offset System ("the System"), for collection of debt owed to the State of Illinois by persons receiving payments from the State; and

WHEREAS, the Illinois General Assembly specifically provided for the ability of the Village to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act (P.A. 97-0632, 15 ILCS 405/10.05 and 10.05d); and

WHEREAS, it is necessary to enter into an agreement pursuant to the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.); and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, in the exercise of their home rule authority directs and authorizes the Village Manager to execute the Intergovernmental Agreement attached hereto, which is hereby approved as to form, between the Village and the Office of the Comptroller of the State of Illinois regarding the Village having access to the Comptroller's Local Debt Recovery Program.

PASSED this _____ day of _____, 2013.

APPROVED:

ATTEST:

Mayor

Clerk

**INTERGOVERNMENTAL AGREEMENT
BY AND BETWEEN
THE ILLINOIS OFFICE OF THE COMPTROLLER
AND
THE VILLAGE OF PARK FOREST, ILLINOIS
REGARDING ACCESS TO THE COMPTROLLER'S LOCAL DEBT RECOVERY
PROGRAM**

This Intergovernmental Agreement ("the Agreement") is hereby made and entered into as of the date of execution by and between the Illinois Office of the Comptroller (hereinafter "IOC") and the Village of Park Forest, Illinois (hereinafter "the local unit"), in order to provide the named local unit access to the Local Debt Recovery Program for purposes of collecting both tax and nontax debts owed to the named local unit. Each of the parties hereto is a "public agency" as defined in Section 2 of the Intergovernmental Cooperation Act [5 ILCS 220/2].

WHEREAS, both the State of Illinois and the local unit have a responsibility to collect debts owed to its respective public bodies;

WHEREAS, IOC operates a system, known as the Comptroller's Offset System (hereinafter, "the System"), for collection of debt owed the State by persons receiving payments from the State;

WHEREAS, the Illinois General Assembly specifically provided for the ability of the local unit to utilize the System when it amended Section 10.05 and added Section 10.05d to the State Comptroller Act [P.A. 97-632; 15 ILCS 405/10.05 and 10.05d];

WHEREAS, IOC and the local unit are empowered under the Illinois Constitution [Ill. Const., Art. VII, Sec. 10], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Section 10.05d of the State Comptroller Act (hereinafter, "the Act") [15 ILCS 405/10.05d] to contract with each other in any manner not prohibited by law;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises contained herein, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

Article I – Purpose

The purpose of the Agreement between the IOC and the local unit is to establish the terms and conditions for the offset of the State's tax and nontax payments in order to collect tax and nontax debts owed to the local unit.

Article II – Authority

The authority for State payment offset is granted under Section 10.05 of the Act [15 ILCS 405/10.05] and the authority for entering into this Agreement is granted under Section

10.05d of the Act [15 ILCS 405/10.05d], Section 3 of the Intergovernmental Cooperation Act [5 ILCS 220/3], and Article VII of the Illinois Constitution [Ill. Const., Art. VII, Sec. 10].

Article III – State Payment Offset Requirements and Operations

A. Legal Requirements. The offset of State payments shall be conducted pursuant to the authority granted in Section 10.05 and 10.05d of the Act [15 ILCS 405/10.05 and 10.05d] and the requirements set forth in this Agreement.

1. Definition of “Debt”

- (a) For purposes of this Agreement, debt shall mean any monies owed to the local unit which is less than 7 years past the date of final determination, as confirmed by the local unit in Article III(A)(2)(a)(viii) of this Agreement.
- (b) No debt which is more than 7 years past the date of final determination may be placed or may remain on the System.

2. Due Process & Notification

- (a) Before submitting a debt to IOC for State payment offset, the local unit must comply with all of the notification requirements of this Agreement. For purposes of this Agreement, notification of an account or claim eligible to be offset shall occur when the local unit submits to IOC the following information:
 - (i) the name and address and/or another unique identifier of the person against whom the claim exists;
 - (ii) the amount of the claim then due and payable to the local unit;
 - (iii) the reason why there is an amount due to the local unit (i.e., tax liability, overpayment, etc.);
 - (iv) the time period to which the claim is attributable;
 - (v) the local entity to which the debt is owed;
 - (vi) a description of the type of notification has been given to the person against whom the claim exists and the type of opportunity to be heard afforded such person;
 - (vii) a statement as to the outcome of any hearings or other

proceedings held to establish the debt, or a statement that no hearing was requested; and,

(viii) the date of final determination of the debt.

- (b) IOC will not process a claim under the Agreement until notification has been received from the local unit that the debt has been established through notice and opportunity to be heard.
- (c) The local unit is required to provide the debtor with information about a procedure to challenge the existence, amount, and current collectability of the debt prior to the submission of a claim to IOC for entry into the System. The decision resulting from the utilization of this procedure must be reviewable.

3. Certification

- (a) The chief officer of the local unit must, at the time the debt is referred, certify that the debt is past due and legally enforceable in the amount stated, and that there is no legal bar to collection by State payment offset (See Appendix A).
- (b) Only debts finally determined as currently due and payable may be certified to IOC as a claim for offset.
- (c) The chief officer of the local unit may delegate to a responsible person or persons the authority to execute the statement of the claim required by the Agreement.
- (d) This delegation of authority shall be made on forms provided by the Comptroller and shall contain a signature sample of the person(s) to whom the delegation is made.
- (e) For purposes of this Agreement, “chief officer of the local unit” means the Village Manager or designee.

4. Notification of Change in Status

- (a) The chief officer must notify IOC as soon as possible, but in no case later than 30 days, after receiving notice of a change in the status of an offset claim.
- (b) A change in status may include, but is not limited to, payments received other than through a successful offset, the filing of a bankruptcy petition, the death of the debtor, or the expiration of the

ability for the debt to remain on the System, as provided for in Article III(A)(1)(b) of this Agreement.

- B. Operational Requirements. Upon receiving a data file from the chief officer pursuant to the terms of this Agreement, IOC will perform a match with the local unit's debt file using a debtor's social security number, taxpayer identification number, name, address, or other unique identifier. The chief officer will receive a weekly file from IOC indicating the matches, at which time the local unit will update its debtor records. The chief officer will assume the responsibility of providing updates to the debtor records on file with IOC in order to ensure an equitable resolution of the debts owed to the local unit.
1. Technical Requirements. IOC agrees to work with the local unit to facilitate information and data procedures as provided for in this Agreement. The local unit agrees to adhere to the standards and practices of IOC when transmitting and receiving data.
 2. Fee. A fee shall be charged to the debtor in order to recover the cost to IOC for administrating the System. The fee shall be per payment transaction and shall be \$15, unless the payment is for an amount less than \$30, in which case the fee shall be equal to the amount offset. The fee will be deducted from the payment to be offset prior to issuance to the local unit.
 3. Offset Notices. IOC will send offset notices to the debtor upon processing a claim under the Act and this Agreement. The notice will state that a request has been made to make an offset against a payment due to the debtor, identify the local unit as the entity submitting the request, provide the debtor with a phone number made available pursuant to Article III (B)(6) of this Agreement, and inform the debtor that they may formally protest the offset within sixty (60) days of the written notice.
 4. IOC Protest Process. If a protest is received, IOC will determine the amount due and payable to the local unit. This determination will be made by a Hearing Officer and will be made in light of all information relating to the transaction in the possession of IOC and any other information IOC may request and obtain from the local unit and the debtor subject to the offset. If IOC requests information from the local unit relating to the offset, the local unit will respond within sixty (60) days of IOC's request. IOC may grant the local unit an additional sixty (60) day extension for time to respond.
 5. IOC Hearing Officer. The local unit hereby agrees to provide the Hearing Officer with any information requested in an efficient and timely manner in order to facilitate the prompt resolution to protests filed as a result of this Agreement. For purposes of this Agreement, any decision rendered

by the Hearing Officer shall be binding on the local unit and shall be the final determination on the matter. The Hearing Officer may continue the review of a protest at his/her discretion in order to assure an equitable resolution.

6. Local Unit Call Center. The local unit hereby agrees to provide a working phone number which IOC will furnish to persons offset under this Agreement. The local unit shall ensure that the phone number is properly staffed in order to provide information about the debt the local unit is offsetting under this Agreement. The phone number for purposes of this Section and the Agreement is: 708/748-4700.
7. Debt Priorities
 - (a) If a debtor has more than one local unit debt, the debt with the oldest date of delinquency shall be offset first.
 - (b) Any debt that is less than or equal to \$9.99 which is placed or remains on the System will not be offset and will not be paid to the local unit until such time as the balance owed to the local unit by the debtor exceeds \$9.99.
8. Transfer of Payment. Transfer of payment by IOC to the local unit shall be made in the form of electronic funds transfer (EFT). Nothing in this section or this Agreement shall limit the ability of either party to modify this Agreement at a later date in order to provide for an alternative method(s) of payment transfer.
9. IOC Refunds. If IOC determines that a payment is erroneous or otherwise not due to the local unit, IOC will process a refund of the offset, and refund the amount offset to the debtor. In the event the refund results in only a partial refund to the debtor, IOC will retain the fee referenced in Article III, Paragraph B, Section 2 above. The fee will only be refunded to the debtor in the event of a full refund of the offset amount.
10. Local Unit Refunds. The local unit is responsible for refunding monies to the debtor if an offset occurred due to inaccurate debt information or over collection, and the local unit has already received payment from IOC. IOC will only refund monies in the event that a payment has not yet been made to the local unit.

Article IV – Permissible Use of Information

IOC acknowledges that the local unit is providing sensitive information about local debts for the purpose of conducting offsets under the Agreement. As such, IOC will use the

information solely in connection with the Local Debt Recovery Program. IOC shall safeguard the local information in the same manner as it protects State debt information.

The local unit acknowledges that IOC is providing sensitive information about State payments for the purpose of conducting offsets under the Agreement. As such, the local unit will use the information solely in connection with the Local Debt Recovery Program. The local unit shall safeguard State information in the same manner as it protects local debt information.

The parties may use information in any litigation involving the parties, when such information is relevant to the litigation.

Article V – Term of the Agreement and Modifications

The Agreement becomes effective as of the Effective Date and shall remain in effect until it is terminated by one of the parties. Either party may terminate this Agreement by giving the other party written notice at least thirty (30) days prior to the effective date of the termination. Any modifications to the Agreement shall be in writing and signed by both parties.

Article VI – No Liability to Other Parties

Except for the fees described in Article III, paragraph B, Section 2 above, each party shall be responsible for its own costs incurred in connection with the Agreement. Each party shall be responsible for resolving and reconciling its own errors, but shall not be liable to any other parties for damages of any kind as a result of errors. Each party shall be liable for the acts and omissions of its own employees and agents. The Agreement does not confer any rights or benefits on any third party.

Article VII – Issue Resolution

The parties acknowledge that IOC is ultimately responsible for the development, design and operation of the System. Subject to that understanding, the parties agree to work cooperatively to resolve any matters that arise during the development, design and implementation of the program. If an issue cannot be resolved informally by mutual agreement of staff personnel, then the parties agree to elevate the issue to a senior level manager for resolution of the issue. For purposes of the Agreement, the “senior level managers” are:

1. IOC: Ray Marchiori, Director – Department of Government and Community Affairs
2. Local Unit: Thomas K. Mick, Village Manager

Article VIII – Contacts

The points of contacts for this Agreement are:

IOC: Alissa Camp, General Counsel
Illinois Office of the Comptroller
325 West Adams
Springfield, Illinois 62704
Phone: 217/782-6000
Fax: 217/782-2112
E-mail: CampAJ@mail.ioc.state.il.us

Local Unit: Robbins, Schwartz, Nicholas Lifton and Taylor, LTD
55 West Monroe, Suite 800
Chicago, Illinois 60603
Phone: 312/332-7760
Fax: 312/332-7768

Article IX – Acceptance of Terms and Commitment

The signing of this document by authorized officials forms a binding commitment between IOC and the Village of Park Forest. The parties are obligated to perform in accordance with the terms and conditions of this document, any properly executed modification, addition, or amendment thereto, any attachment, appendix, addendum, or supplemental thereto, and any documents and requirements incorporated by reference.

By their signing, the signatories represent and certify that they possess the authority to bind their respective organizations to the terms of this document, and hereby do so.

[Signature Page Follows]

IN WITNESS WHEREOF, the Illinois Office of the Comptroller and the Village of Park Forest by the following officials sign their names to enter into this agreement.

ILLINOIS OFFICE OF THE COMPTROLLER

By: _____

Date: _____

Name: Judy Baar Topinka

Title: Comptroller

VILLAGE OF PARK FOREST

By: _____

Date: _____

Name: Thomas K. Mick

Title: Village Manager

Appendix A



STATE OF ILLINOIS
COMPTROLLER
JUDY BAAR TOPINKA

Involuntary Withholding Tape/File Certification Form

Local Unit Name: _____

Tape #/File Type: _____

Record Count: _____

Dollar Amount: _____

Please mark the appropriate box:

Add Tape/File

- The debtor(s) has (have) been sent a notice that a claim has been established against said person thus giving the debtor the opportunity to appeal the determination of the existence and amount of the claim(s).
- No hearing(s) was (were) requested or a hearing(s) was (were) held and the result(s) was (were) that the claim(s) was (were) found to be valid in the amount(s) referenced in the attached record.
- The date(s) of the final determination of the debt(s) for each claim was prior to the date of submittal of the claim to IOC for Local Debt Recovery purposes.

Change Tape/File

- All change transactions contained on the enclosed tape/file meet the criteria for inclusion in the Local Debt Recovery Program.

Delete Tape/File

- All claims contained on the enclosed tape/file no longer meet the criteria for inclusion in the Local Debt Recovery Program, and should be removed from the Program.

I, _____, do hereby certify that all of the debts included on the tape/file are in compliance with the requirements of the State Comptroller Act [15 ILCS 405] and the Intergovernmental Agreement entered into between the above named local unit and the Illinois Office of the Comptroller. If I am submitting a facsimile or email signature, I hereby certify by so filing that the original signed document exists in my possession.

Authorized Signature: _____ Date: _____

Local Unit: _____ Phone #: _____

AGENDA BRIEFING

DATE: February 22, 2013

TO: Mayor John A. Ostenburg
Board of Trustees

FROM: Clifford Butz, Chief of Police

RE: Collections Contract Amendment

BACKGROUND/DISCUSSION:

The Village currently contracts with Municipal Collections of America, Inc. (MCA), which is located in Lansing, to collect debts owed the Village for unpaid violations. The cost for collections can be significantly lowered as a result of a 2008 change to 65 ILCS 5/1-2-1 which allows the cost of collection to be added on to the outstanding balance to be paid by the responsible party. Currently, the Village is receiving 65% of what MCA recovers and the remaining 35% is lost to commissions. Under this statute, the Village can retain 100% of recovered debts.

According to MCA, they have been performing collections in this manner in multiple villages with very good results. An amendment to the Collection Service Agreement would be required. All new debts listed after the amendment is executed would fall under this new commission structure.

A draft amendment is attached for review and consideration.

SCHEDULE FOR CONSIDERATION:

This item will appear on the Agenda of the March 4, 2013 Rules Meeting for Board consideration.

AMENDMENT TO COLLECTION SERVICE AGREEMENT

Between

MUNICIPAL COLLECTIONS OF AMERICA, INC. and

The VILLAGE OF PARK FOREST

Municipal Collections of America, Inc and the Village of Park Forest had entered into a Collection Service Agreement effective December 15, 2011 (THE AGREEMENT). Both parties mutually agree to the following amendment to THE AGREEMENT, per 65 ILCS 5/1-2-1 (From Ch.24, par 1-2-1).

Article III Section A of THE AGREEMENT shall be amended to read:

“Upon listing for collection, a thirty-five percent (35%) cost of collection will be added to the outstanding balance. Upon collection of the debt, a twenty-five and 93/100 percent (25.93%) collection fee is retained by MCA from the full balance and the original balance submitted is paid to the municipality. This commission structure will apply to debts listed after the execution of this Agreement.

For all debts that listed for collection with service dates prior to the execution of this Agreement, MCA will be paid at a commission rate of 35% upon recovery.”

Village of Park Forest

Name _____

Signed _____

Date _____

Municipal Collections of America, Inc

Name _____

Signed _____

COLLECTIONS SERVICES AGREEMENT
Municipal Collections of America, Inc

AGREEMENT, made this 15th day of December, 2011 by and between Municipal Collections of America, Inc, (MCA) an Illinois corporation, and the Village of Park Forest (hereinafter referred to as THE MUNICIPALITY).

WHEREAS, MCA is a duly licensed collection agency in the State of Illinois, and;

WHEREAS, MCA possesses the personnel, experience, expertise, and equipment to effectively aid THE MUNICIPALITY in collecting the said fines through an effective collection process and;

WHEREAS, THE MUNICIPALITY may wish to list certain other debts with MCA for collection from time to time and MCA may wish to accept such claims for collection. MCA retains the right to reject any debt submitted for collection and will provide explanation for such action if taken.

MCA and THE MUNICIPALITY do hereby agree as follows:

ARTICLE I

THE MUNICIPALITY agrees that any debts and/or fines listed for collection with MCA will be collected and administered pursuant to all the terms and conditions in this Agreement.

All municipal debts and fines listed for collection will be forwarded to MCA, using the forms and procedures designated by MCA.

Upon request of MCA, THE MUNICIPALITY will provide certified copies of any documentation deemed necessary for use by MCA in its collection efforts in a timely manner.

MCA will acknowledge receipt of any violations listed for collection within five days thereof.

ARTICLE II

MCA agrees to use its best efforts and any lawful means which in its judgment and discretion it believes will result in the collection of the debts/fines which are listed for collections.

MCA may pursue court action to obtain/perfect civil judgments if, in its judgment and discretion, it believes such action is advisable and will aid in its collection efforts. No violation will be referred to an attorney without 5 days written notice provided to the MUNICIPALITY and the MUNICIPALITY'S consent to pursue court action.

ARTICLE III

No fees will be payable to MCA unless money is collected, at which time MCA will be paid as follows:

A. Thirty-five percent (35%) of the amount collected on each file.

B. MCA will be entitled to any costs awarded by the Court in the collection of the debt. If no additional expense amount is awarded for costs, this section (B.) will not apply.

ARTICLE IV

Upon THE MUNICIPALITY'S listing of the violation for collection, MCA shall have the exclusive right to collect the amounts owed there under until such time as it determines the debt is uncollectable or THE MUNICIPALITY requests return of the violation to THE MUNICIPALITY. Any inquiries concerning any fine / debt listed for collections; including attempts to make payment thereon, shall be referred at the earliest possible time to MCA.

MCA will deposit any money collected in THE MUNICIPALITY'S separate bank trust account established for that purpose.

After deduction of the fees allowable by this Agreement, MCA will forward to THE MUNICIPALITY, its share of any amounts collected. Remittance to the MUNICIPALITY will be made by the 15th of the month for any amounts collected by the last day of the preceding month.

In the event that any funds are paid to THE MUNICIPALITY for violations which have been listed for collection, THE MUNICIPALITY will submit such collections to MCA weekly for accounting under this Article.

ARTICLE V

THE MUNICIPALITY hereby authorizes MCA to compromise, or reach a negotiated settlement on any violations listed for collection. However, unless otherwise authorized by the MUNICIPALITY in writing, any such settlements shall be no less than 50% of the available balance.

Should THE MUNICIPALITY make any settlement or otherwise takes any action in derogation of MCA's exclusive right to collect on any violation listed for collection, then MCA shall be entitled to payment in full, as delineated in Article III and IV hereof, based on the full amount of the violation, as listed. Any such payments which may become due may be deducted from the MUNICIPALITY'S next monthly payment from MCA.

ARTICLE VI

MCA agrees to indemnify and hold THE MUNICIPALITY harmless against any and all liability, costs and expenses including attorney fees, occasioned by claims or suits for loss or damages arising out of the acts of the agents, servants or employees of MCA during the term of this Agreement. Conversely, THE MUNICIPALITY agrees to indemnify and hold MCA harmless against any and all liability, costs and expenses including attorney fees, occasioned by the claims or suits for loss or damages arising out of the acts of THE MUNICIPALITY, its servants or employees.

Further, the MUNICIPALITY warrants and represents to MCA that any debt listed for collection will be a legal and valid debt owed to the MUNICIPALITY; and in addition to the indemnities listed above, the MUNICIPALITY agrees to indemnify and hold MCA harmless against any and all liability, costs, and expenses including attorneys' fees occasioned by claims or suits under the Federal "Fair Debt Collection Practices Act", or the Illinois "Collection Agency Act", due to the breach of these warranties and representations.

ARTICLE VII

This Agreement is for a period of 12 months from the date first above written, however, it shall continue under the same terms and conditions for additional one year periods until termination by either party, by notice given in writing to the other party, at least sixty days prior to termination. It shall continue under the same terms and conditions for additional one year periods until termination by either party.

However, in the event of termination of the Agreement by either party, MCA shall retain its exclusive right to collect any debts listed for collection prior to the end of the final year period until such times as it elects to return any such violations to THE MUNICIPALITY as provided under the terms of this Agreement.

ARTICLE VIII

At least once per year, MCA will return to THE MUNICIPALITY such violations which it determines, in its sole judgment and discretion, to be uncollectible.

ARTICLE IX

Any notices to be given pursuant to this Agreement shall be deemed as served when placed in the United States Mail, with postage prepaid, sent by certified mail, return receipt requested; to the address designated, in writing, by either party. Until such time as a different address is designated notices shall be sent as follows:

If to MCA,

Municipal Collections of America, Inc.
3348 Ridge Road
Lansing, Illinois 60438

If to THE MUNICIPALITY,

Village of Park Forest
350 Victory Drive
Park Forest, Illinois 60466

ARTICLE X

Except as indicated above, MCA shall defend and indemnify THE MUNICIPALITY from any claim or action arising out of MCA's performance or non-performance of its obligations under this agreement, including but not limited to any violation of the Fair Debt Collection Practice Act, any law dealing with the credit rating of any individual, and other applicable Federal and State laws arising out of the acts or omissions of MCA or its agents or employees.

ARTICLE XI

This Agreement contains the entire agreement between the parties hereto and supersedes any prior agreements or understandings between the parties. This agreement may only be altered or modified by written instrument signed by both parties.

IN WITNESS WHEREOF, the parties have signed and sealed this Agreement of the date first above written.

Municipal Collections of America, Inc.

BY: Jolene Wood
(Print) President

Jolene Wood
(Signature) President

THE MUNICIPALITY

BY: Thomas K. Mick
Village Manager

Attesting Authority

Approval Date

AGENDA BRIEFING

DATE: February 26, 2013

TO: Mayor John Ostenburg
Board of Trustees

FROM: Thomas K. Mick, Village Manager

RE: Future Use of Former Wildwood School Site

BACKGROUND/DISCUSSION:

The Board is aware that the former Wildwood School has recently been demolished. The removal of this blighted facility was funded, in large part, via Neighborhood Stabilization Program and Community Development Block Grant funding. With the site now cleared of the former building, Staff discussion has begun on what the future of this site might hold. The site is approximately 2.7 acres and is in close proximity to Winnebago Park. An orientation of this site and the nearby Winnebago Park are attached. Two options being considered are 1) residential housing development and 2) a community garden/food forest educational site.

The Strategic Land Use Plan: Residential Infill & Redevelopment

The Board will recall that in 2008 a planning study was carried out to strategically assess the highest and best uses of various areas of the community. One such section of this plan relates to Residential Infill and Redevelopment. Successful residential infill redevelopment has been seen in Park Forest over the past two/three decades. In the late 1980's, the Homan Circle project resulted in six new single family homes. In the mid 1990's, New Salem Street was redeveloped with nine single family homes. In both cases, the Village acquired parcels of land through the tax delinquency process to facilitate the housing development. Other single family home infill developments include Park Center Townhomes in the early-1990's, Tamarack Street in the mid-1990's and the Legacy Square residential development in DownTown Park Forest that was built out from 2006 - 2008.

The Strategic Land Use Plan notes a Village goal of averaging 50 new dwelling units per year over the next 15 years. Such infill redevelopment, it is proposed, will inspire additional new development or building on to existing, smaller "starter homes" which are prevalent in the community. As part of the implementation strategies for Residential Infill and Redevelopment, the Strategic Land Use Plan notes:

- *As opportunities arise that are consistent with broader community goals, the Village should acquire and "land bank" scattered sites throughout the community. As several parcels in close proximity come under the Village's control, they should be offered as a package to developers who commit to either replacing or renovating the existing housing stock for resale. The opportunity to acquire and renovate several nearby properties simultaneously will be more economical and thus appealing to developers and home builders.*

- *Sites that have remained vacant throughout the Village should be assessed to determine whether natural site conditions (soils, drainage, etc.) preclude future development. In these cases, opportunities to expand the open space network in the Village by converting these sites into neighborhood pocket parks should be considered. Alternatively, these lots could be offered for sale to adjacent property owners, thereby putting the properties back on the tax rolls.*
- *Organize new housing units around existing open spaces or new open spaces, to create value premiums that can help to make redevelopment more feasible to pursue*

In addition to scattered infill opportunities throughout the Village, several redevelopment opportunity sites were specifically identified in the Strategic Land Use Plan. The Wildwood School site was one such site that was noted to have “the potential for compatible residential development which adds value to adjacent single-family neighborhoods.”

To help refresh the Village Board’s memory on this component of the Strategic Land Use Plan, the Residential Infill and Redevelopment section is attached to this memo.

Community Garden/Food Forest

The community gardening movement dates back to the middle of World War II with Victory Gardens. During the midst of WWII there were over 20 million gardens which produced more than 40% of all of the produce for the country. Community gardening has been making a significant resurgence due to the increased interest in gardening, the desire to eat fresh and locally raised produce and the amount of vacant land/urban infill due to the downturn of the economy.

Community gardens can be permanent or temporary spaces and can consist of privately grown/harvested plots or community grown/harvested plots. In 2012, Park Forest adopted its Sustainability Plan. As part of the development of this Plan, and since it was established, several community gardens have been established in Park Forest; most of which are meant to be temporary spaces. Residential interest in community gardens can be attributable to various reasons. The Park Forest Sustainability Plan includes a section on Local Food Systems with the following goals:

- Promote local food through education initiatives.
- Promote and support the Farmers Market and the South Suburban Food Co-op.
- Support the development of community gardens on vacant lots as a temporary use.
- Engage the community in bolstering a local food economy.

Initiatives to be implemented under Local Food Systems include:

- The establishment of a community gardening program.
- Expand food related educational opportunities.
- Work with schools to launch a ‘farm to school’ program.

A permanent community garden and food forest at the former Wildwood School site could consist of one large raised bed community/demonstration plot, several individual raised bed garden plots (available for families, church groups, schools, and others to ‘adopt’) and an orchard of fruit shrubs and fruit & nut trees. The development would not be implemented in a short span of time. Rather, phases of planting and garden design would likely be dependent on grants, fundraising and community interest/contribution. Potential values of a larger community garden/food forest site include:

- Stabilization and/or community enhancement for surrounding residents on the ‘W’ streets.
- Access to places for physical activity combined with informational outreach.
- A visual commitment and educational opportunity for the Village to encourage healthy eating habits by adding a productive green space providing a space for seasonal, healthy food production.
- Inter-generational exchange of knowledge and abilities – elders have the knowledge, youth have the physical ability.
- Community gardens can serve as an outdoor classroom: environmental, biological, practical math, communication, responsibility and cooperation.
- Increased sense of community ownership and stewardship.
- Focal point for community organizing and block clubs – increases eyes on the street, potentially reducing crime.
- Restore oxygen to the air and help reduce pollution.

The fruits and vegetables grown in the demonstration plot and orchard would be available free to the community. Staff envisions incorporating space for educational programming and relaxation so that the garden functions similar to other open spaces used for recreation in the Village. While a watering line will need to be installed, educational endeavors could include a rainwater harvesting station to provide water for gardeners. Onsite composting could be made available to not only provide disposal for the waste from the site but also add to the quality of the garden soil. Keeping in mind Park Forest’s long history with arts and cultural institutions, perhaps resident artists who are inspired by the natural beauty of the space could create and install sculptures or other works of art.

To help refresh the Village Board’s memory on this component of the Sustainability Plan, the Local Food Systems section is attached to this memo.

Framing the Discussion:

Village Staff can see value in either of the options noted above as both have pros and cons. The Village has more than 478 acres of parks/open space; does the community need another 2.7 acres of open space where infill housing development could result in anywhere from 6 to 8 new single-family homes, perhaps even more if it were a townhome configuration? Another decision point could be what is the value of a community garden that could not be realized with another parcel of existing parks/open space? Finally, the housing marking, especially new home construction, does not appear to be coming back any time in the foreseeable future. As such, shouldn’t

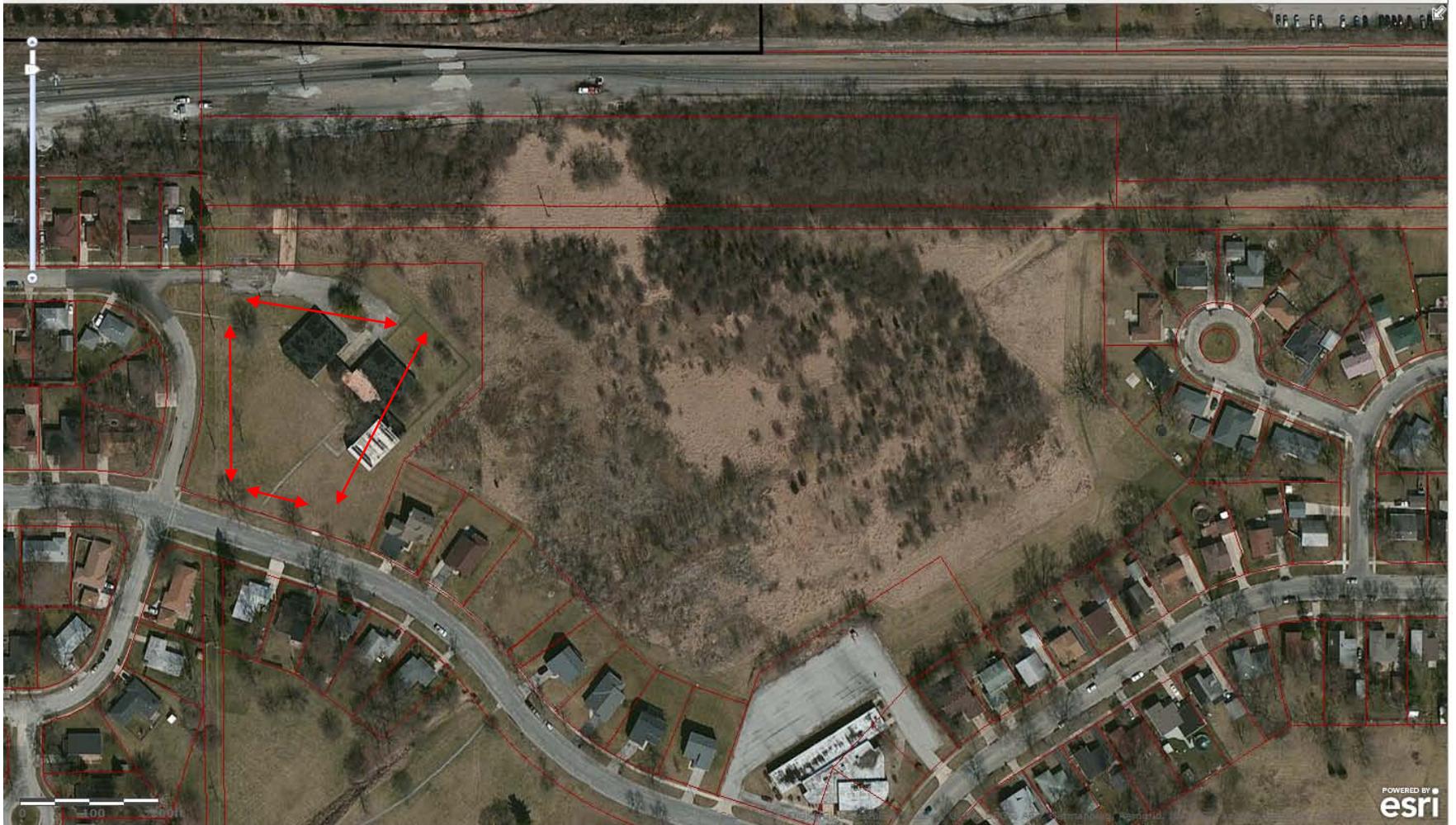
something constructive be done with the space in the interim, if not well into the future even after the housing market has recovered?

The vision for the vacated space will be discussed with the March 4th Rules Meeting as insights are sought from the Mayor and Board of Trustees. Pending this discussion, more details may be solicited for future deliberations or direction might be given on what course of action the Board might want Staff to pursue.

SCHEDULE FOR CONSIDERATION:

This matter will appear on the Agenda of the Rules Meeting of March 4, 2013 for Board discussion.

Wildwood School Site



Wildwood School Site & Winnebago Park





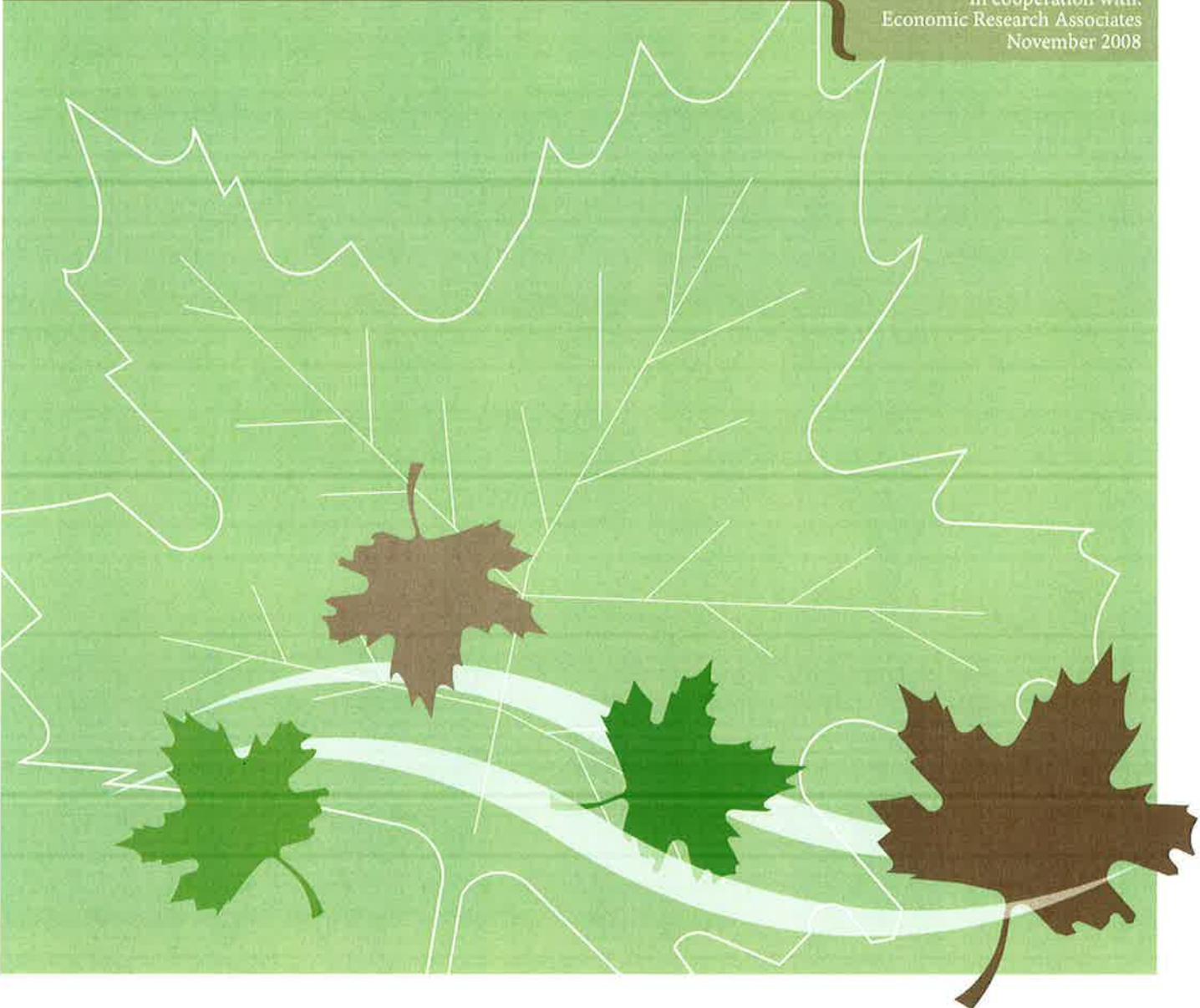
Village of Park Forest

STRATEGIC PLAN *for*

Land Use and Economic Development

Prepared by: **HNTB**

In cooperation with:
Economic Research Associates
November 2008



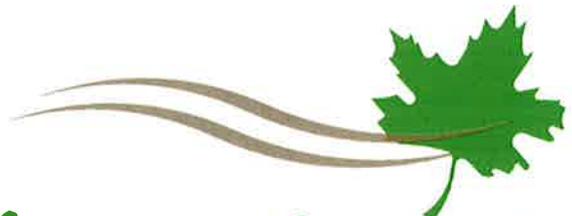


Table of Contents

table of contents ■

I INTRODUCTION

- 3 The Planning Process
- 4 An Overview of the Financial Gap Analysis Approach
- 5 Purpose and Use of the Strategic Plan

II STRATEGIC PLAN GOALS AND POLICIES

- 7 General Land Use and Redevelopment Goal
- 7 General Land Use and Redevelopment Policies
- 8 Residential Framework
- 9 Residential Development Goal
- 9 Residential Development Policies
- 10 Commercial Framework
- 10 Commercial Development Goal
- 11 Commercial Development Policies
- 11 Employment Framework
- 12 Employment Areas Goal
- 12 Employment Areas Policies

III IMPLEMENTATION STRATEGIES

- 14 Regulatory Updates and Administrative Procedures
- 15 Financing Alternatives
- 16 Long Range Planning Needs

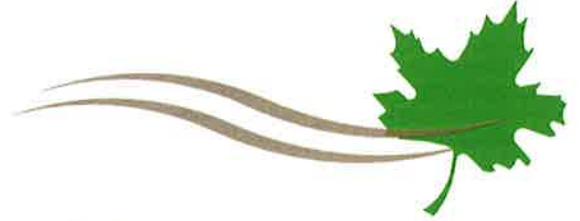
IV RESIDENTIAL INFILL AND REDEVELOPMENT

- 19 Implementation Strategies

V REDEVELOPMENT OPPORTUNITY SUB-AREAS

- DG-1 DownTown Gateway
- ST-1 Sauk Trail Corridor
- WG-1 West Gateway
- EG-1 East Gateway
- NS-1 Norwood Square Shopping Center
- BP-1 Park Forest Business Park
- WA-1 Western Avenue Annexation Area
- EN-1 Eastgate Neighborhood

VI PRIORITIES FOR ACTION



Residential Infill and Redevelopment

■ residential infill ■
and redevelopment

IV

IV. RESIDENTIAL INFILL AND REDEVELOPMENT

The majority of homes in Park Forest were built during a 20 year period from 1949 to 1969. Since then, property owners have made additions and/or alterations to the original homes on a lot-by-lot basis, but the housing stock is still relatively homogeneous. The idea of infill residential development is not new to Park Forest, however. In the late 1980s, the Village sold property on what would become Homan Circle for the development of six single family homes. In the mid 1990s, property was sold along New Salem Street for nine single family homes. The Village acquired both of these properties through the tax delinquency process. Newer single family homes were constructed along Tamarack Street from 1992 through 2007, and the Village is currently working with a developer to create an expanded residential neighborhood on the former Hidden Meadows golf course. Finally, from 2006 to 2008, the Legacy Square residential development in DownTown Park Forest added 68 new homes on the site of a demolished Goldblatts Department Store.

All of these new and infill housing developments have added value and variety to the Village's housing inventory. Yet, many neighborhoods continue to be characterized by small "starter homes" that need updating to compete with new housing options available to home buyers. There is potential for scattered infill and teardown (replacement) single family housing throughout the community. Also, there are larger sites that could accommodate multiple housing units in a cohesive development. When a strategy of housing infill and redevelopment is pursued on scattered sites throughout the community, in conjunction with implementation of the more specific concept plans presented in this Plan, the Village will be able to achieve its goal of an average of 50 new dwelling units annually during the next fifteen years. Additionally, the introduction of new housing units on sites scattered throughout the community is likely to generate reinvestment in the existing housing stock nearby by current and new homeowners. All this can be accomplished as part of an overall campaign to market the Village's numerous quality of life benefits, including walkability, open space, and housing affordability, that are not typically found in the new residential developments of most suburban communities.

Implementation Strategies

The following Implementation Strategies should be pursued by the Village, building on the Residential Development Goal and Residential Development Policies previously described:

1. As opportunities arise that are consistent with broader community goals, the Village should acquire and "land bank" scattered sites throughout the community. As several parcels in close proximity come under the Village's control, they should be offered as a package to developers who commit to either replacing or renovating the existing housing stock for resale. The opportunity to acquire and renovate several

nearby properties simultaneously will be more economical and thus appealing to developers and home builders. Program guidelines should be developed to give the Village a level of control over design and construction quality, and to ensure that new construction is compatible with its surroundings.

- One such “program guideline” should be to require that developers/home builders who obtain properties from the Village renovate those homes (when renovation is an option) consistent with the plans approved as part of the Architectural Redesign Program.
 - A particular focus for this strategy will be the Eastgate neighborhood, as discussed and depicted in the Eastgate Sub-Area concept. To the extent that renovation of homes in Eastgate is an option, the Village should prepare architectural redesign plans for the home models in this neighborhood.
2. Sites that have remained vacant throughout the Village should be assessed to determine whether natural site conditions (soils, drainage, etc.) preclude future development. In these cases, opportunities to expand the open space network in the Village by converting these sites into neighborhood pocket parks should be considered. Alternatively, these lots could be offered for sale to adjacent property owners, thereby putting the properties back on the tax rolls.
 3. As regional economic conditions have continued to slow through 2008, Village officials should recognize the near-term potential to acquire additional residential properties as opportunities arise.
 4. Organize new housing units around existing open spaces or new open spaces, to create value premiums that can help to make redevelopment more feasible to pursue.
 5. Upgrades to existing single family homes should be encouraged by actively marketing and expanding the existing low-interest loan program and Architectural Redesign Program launched by the Village in 2006. The loan program is provided by two local Park Forest banks and is currently available for any homeowner-initiated home improvements. The Village should consider expanding the Architectural Redesign Program to include plans for additional house models available in Park Forest.
 6. Residents should be encouraged to undertake home improvement projects that increase energy efficiency and other “green” renovation options. Some strategies that the Village could consider include making educational materials about these options available on-line and at Village Hall, working with local financial institutions to make low-interest financing for such improvements available, or offering property tax rebates to homeowners completing such improvements.
 7. Opportunities to accommodate varied and higher density housing units on key sites throughout the Village should be explored. Generally speaking, higher density housing should be clustered in locations that provide direct access to arterials with Pace bus service, that are within walking distance to retail and commercial services, and/or that are within a ten-minute (approximately one-half mile) walking distance from a Metra Electric District Line station. Areas of focus for this strategy include:
 - The DownTown Gateway Sub-Area, the East and West Gateways on Sauk Trail, and potentially at the intersections of Indianwood Boulevard and Shabonna and Orchard Drives on Sauk Trail, for condominium scale

redevelopment. These strategies are discussed and depicted in the Sub-Area sections.

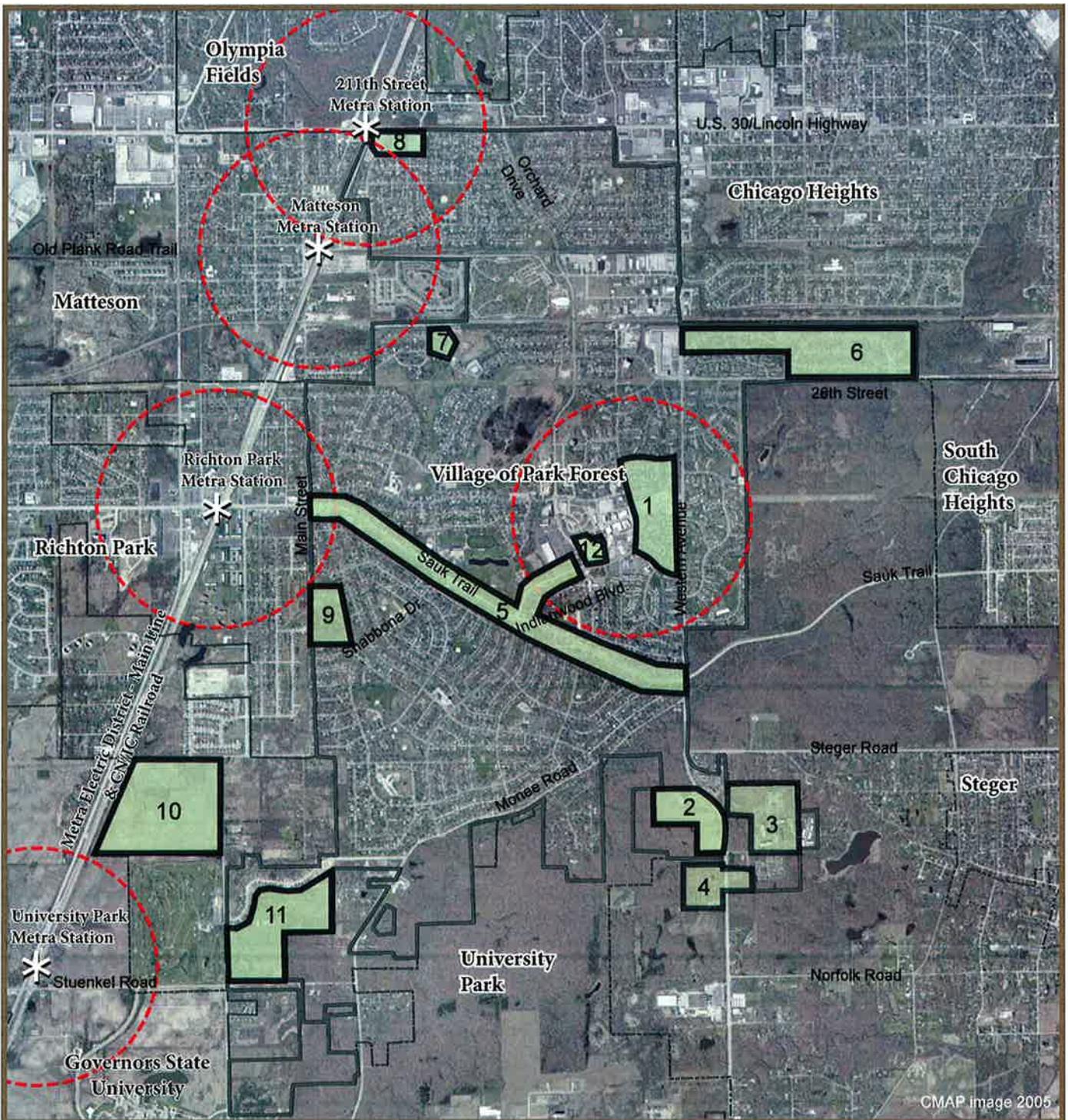
- The Eastgate neighborhood and Sauk Trail Corridor for townhouse scale redevelopment. These strategies are discussed and depicted in the Sub-Area sections.
- The 211th Street Metra Station TOD area, as described in the plan for that area available under separate cover.

In addition to scattered infill opportunities throughout the Village, several specific redevelopment opportunity sites have also been identified. These are depicted in the *Residential Infill and Redevelopment Opportunities* figure at the end of this section. The residential redevelopment opportunities in several of these areas are described in more detail in the discussion of the Sub-Areas.

- Area 1: The DownTown Gateway has the potential for mixed-use development on a vacant parcel on Main Street and within Areas F, G, and H (currently known as Central Park Townhomes and Thorn Creek Apartments), dependent on the property owners' long-term plans. Higher density residential development on the Areas F, G, and H properties would provide additional population near the DownTown, and make key Western Avenue frontage more viable for commercial development.
- Area 2: There is potential for multi-family residential development on the vacant property at 23450 S. Western Avenue (southern Village limits) and adjacent vacant land along Western Avenue, taking care to protect and preserve sensitive natural areas.
- Area 3: There is potential for additional multi-family residential development within the Autumn Ridge community along Western Avenue, taking care to protect and preserve sensitive natural areas.
- Area 4: The northern portion of the Western Avenue Annexation Area has the potential for multi-family residential development, in a manner consistent with development at 23450 S. Western Avenue and the Autumn Ridge property.
- Area 5: As described elsewhere in more detail, the Sauk Trail Corridor has the potential to accommodate multi-family residential uses due to increasing traffic volumes, which are not conducive to single-family residential uses over the long term. The West Gateway, East Gateway, and intersections of Sauk Trail with Indianwood Boulevard and Shabonna and Orchard Drives have the potential for condominium scale redevelopment, with townhouse scale redevelopment in the rest of the corridor.
- Area 6: As described elsewhere in more detail, the Eastgate neighborhood has the potential for infill residential development and redevelopment, including both multi-family and single family, due to general housing conditions and the significant number of property liens and foreclosures.
- Area 7: The Wildwood School site has the potential for compatible residential development that adds value to adjacent single-family neighborhoods.
- Area 8: As described in more detail under separate cover, the 211th Street Metra Station TOD area has the potential for infill multi-family residential development

along Homan Avenue that both adds value to the Lincolnwood neighborhood and increases Metra ridership on the Electric District Line.

- Area 9: Keokuk Park is an underutilized 26-acre park that may have potential as a future infill site for compatible residential development. However, the potential presence of wetlands on the site will need to be studied in further detail to ascertain whether redevelopment of some or all of the site is feasible.
- Area 10: The 124 acre property on Crawford Avenue just north of the University Park golf course has the potential for a master planned residential development of significant scale. Annexation of this parcel will be required.
- Area 11: Plans are underway to convert the former Hidden Meadows golf course property into a master planned residential community.
- Area 12: The former Marshall Fields building footprint and parking lot should be marketed for high density single family or multi-family development.



CMAP image 2005

Residential Infill and Redevelopment Opportunities



- Area 1 - Downtown Gateway
- Area 2 - 23450 S. Western Avenue
- Area 3 - Autumn Ridge
- Area 4 - Western Avenue Annexation Area
- Area 5 - Sauk Trail Corridor
- Area 6 - Eastgate Neighborhood
- Area 7 - Wildwood School Redevelopment
- Area 8 - 211th Street TOD
- Area 9 - Keokuk Park
- Area 10 - Crawford Avenue Parcel
- Area 11 - Hidden Meadows
- Area 12 - Former Marshall Field's



Village of Park Forest Boundary (approximate)



Other Municipality Boundaries (approximate)

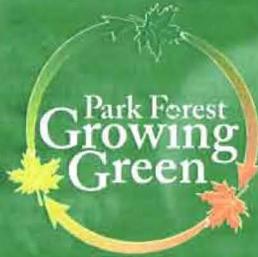


Typical 10-minute (1/2 mile) walking distance from key destination

N

Scale: 1" = 4,000'

HNTB



Park Forest
Live Grow Discover

Growing Green: Park Forest Sustainability Plan

Adopted May 14, 2012

Table of Contents

Section 1. Introduction	7
Regional Context	10
Previous Plans, Studies, and Reports	14
Demographic Profile	16
Community Outreach	18
Vision Statements	21
Section 2. Plan Recommendations	23
1. Development Patterns	24
2. Transportation and Mobility	30
3. Open Space and Ecosystems	38
4. Waste	43
5. Water	47
6. Energy	51
7. Greenhouse Gases	56
8. Green Economy	61
9. Local Food Systems	65
10. Municipal Policies and Practices	69
11. Education	75
12. Community Health and Wellness	77
13. Housing Diversity	82
14. Arts and Culture	84
Section 3. Monitoring and Reporting	88
Appendices	101
A. References and Resources	102
B. Sustainability Audit of Zoning and Subdivision Codes	109
C. Sustainability Assessment	117
D. Community Outreach Summary	187

9. Local Food Systems

A sustainable local food system can address concerns related to health, quality of life, economics, and the environment.

Local food for Park Forest refers to a product available for direct human consumption that is grown, processed, packaged, and distributed within northeastern Illinois and adjacent regions. The Village has two long-standing enterprises that provide excellent access to fresh produce for its residents: the Downtown farmers' market, operating for 38 years, and the South Suburban Food Co-op, in business for 37 years and now with over 340 members.

Despite these amenities, Village residents lack access to larger grocery stores within Village boundaries. However, there are several supermarket options just outside the Village in neighboring communities. There are also three convenience stores - 7-Eleven, CVS, and Walgreens — in the Village that provide some fresh produce, but convenience stores are typically limited in their options and are more costly than supermarkets. This reduced access makes it even more essential for Park Forest to grow its local food base.

Topic Area Goals

The following goals related to Local Food Systems were identified and defined through the planning process. Each goal is addressed through one or more of the strategies outlined below.

1. Promote local food through education initiatives.
2. Promote and support the Farmers Market and South Suburban Food Coop.
3. Support the development of community gardens on vacant lots as a temporary use.
4. Engage the community in bolstering a local food economy.

Proposed Strategies

The following details the strategies proposed to achieve the identified topic area goals outlined above. Where appropriate, baseline and /or target indicators are also included as a means of monitoring progress. The baseline indicator is a quantitative measure that illustrates the existing conditions related to a strategy, while the target indicator represents a quantitative goal for the Village to strive toward related to the strategy. Further information related to the implementation of these strategies may be found in the Implementation Matrix to follow.

1. Establish a community garden program.

Target Indicator: Create 15 new community gardens by 2015 and 30 total by 2025.

Initiating community gardens on the Village's vacant properties and elsewhere would enhance neighborhood character, foster a sense of community, and decrease Village costs of mowing and other maintenance. The first step is to ensure that local ordinances are compatible with community garden use. Numerous cities across the country have revised their zoning ordinances to allow community gardens as a permitted use in many or all zoning districts. If the Village wishes to permit sales of produce from the gardens, the ordinance revision's language should protect neighbors from potential conflicts such as parking and signage.

The Village, in conjunction with the Environment Commission, should also develop criteria and evaluate potential public sites for community gardens. Lot suitability should be determined by both the physical conditions of the land and neighborhood characteristics. The physical characteristics of well-suited sites include those with a minimum of six hours of sunlight per day; fertile, well-draining soil (compost can improve soil quality); and access to water. Additional considerations include access to the site, convenience, and informal surveillance (people present during the day). Denser, multifamily areas that have reduced access to open space and those close to community centers (such as DownTown) are good options. The Village may also want to consider incorporating community gardens on street ends, unused schoolyard areas, senior centers, and rooftops.

There are many different community gardening models across the nation. One example is Adopt-a-Lot, which varies programmatically from city to city; most offer property suitable for gardening at no charge in return for maintenance and upkeep. Liability insurance, or waiver of liability by the gardeners, is typically required. Other cities set up lease programs whereby a not-for-profit organization, or group of individuals with a not-for-profit sponsor, may establish gardens for a nominal fee, with specific rules, such as attendance at an educational workshop, allowance for some public access (20 hours a year), and procurement of liability insurance. Agreements for tenure and conditions for use of the land are sometimes developed in partnership with the landowners and gardeners. The Village may want to consider raised beds for shorter term leases or



Community garden at St. Irenaeus church.

temporary uses, and long term leases or permanent use for gardens that serve multiple goals, such as providing access to fresh food in lower income areas, serving as teaching gardens near schools and providing healthy lunches, providing activities for senior citizens, and donating produce to churches to give to those in need.

2. Explore the creation of standards for raising honeybees and fowl on residential lots.

Park Forest's local food economy would be enhanced by further expanding residents' opportunities to develop a variety of food sources closer to their homes. To advance that effort, standards could be developed for the keeping of small animals, such as fowl and honeybees, in single-family residential areas. The public engagement process for this Plan yielded some resident concerns over safety issues or nuisances that could be created by such practices. These concerns can be addressed through the crafting of careful guidelines. For example, standards related to keeping chickens may include setting a maximum number of chickens per lot, requiring chickens to be kept in a pen or coop, requiring a minimum distance that the structure must be located from neighboring residences (such as 20 feet), and prohibiting slaughtering. While beekeeping may at first seem a safety concern to many, it can be a truly benign activity when proper standards are applied. These standards can include setting a maximum number of hives, specifying the location of the hive(s) (such as in the rear of the lot, with a minimum setback from rear and side property lines), requiring a flyover barrier and screening or fencing, and orienting the hive entrance away from walkways and heavily trafficked areas.

3. Support the farmers' market and South Suburban Food Cooperative.

The farmers' market and South Suburban Food Co-op are two invaluable resources that provide Village residents with increased access to quality food options. The Village should take steps to ensure that these two institutions remain in Park Forest and thrive. Educational and outreach initiatives can help increase demand for products sold. The Village can promote the educational events offered by the Co-op. The Village could also assist in seeking technical and financial assistance to promote and support both institutions.

In addition, the Village can foster increased sales at the farmers' market by creating an organizational structure that enables farmers to accept electronic benefits transfer (EBT) cards (which replaced food stamps) for purchases. Food stamp recipients used to be able to use paper coupons at farmers' markets, but the conversion to the EBT Link card has meant that market operators must purchase machines to accept the benefits. While there may be initial costs associated, acceptance of Link cards at markets can be an economic boon to farmers and vendors. The City of Chicago instituted a pilot program at five markets in 2010 that resulted in Link sales of \$29,000, nearly triple the total farmers' market sales for the entire state in 2009. Various organizations and agencies are available to assist, including USDA programs to encourage farmers' markets to accept Link or EBT cards; Experimental Station, a nonprofit organization with extensive experience with and training for Link at farmers' markets; and Wholesome Wave, a national nonprofit organization that administers a double value coupon program for Link users.

4. Expand food-related educational opportunities.

Learning about and consuming fresh local food can help improve residents' health and also increase demand, which can provide an impetus for growers to produce food locally for direct consumption and help foster a local food economy. As residents learn about the benefits of healthy local foods, home and community gardeners may be encouraged to grow produce for their own use or for donation to shelters and pantries that serve food to those in need.

The Village's Recreation and Parks Department should incorporate locally produced food in their cooking classes and institutions could draw upon local food and nutrition experts in the region for guest speakers. The Village should also encourage the South Suburban Food Co-op to hold workshops and seminars by providing meeting space. Additionally, free nutrition education, assistance, and resources can be provided to school staff through the Illinois Nutrition Education and Training Program. The Village can also work with local, regional and state agencies and organizations to host community and home gardening workshops and distribute existing materials such as food growing toolkits, fact sheets, brochures and other resources to assist gardeners in growing food, including components on pesticide-free gardening, composting, and other best practices.

Entertaining activities such as festivals, parties, competitions, cooking demonstrations, garden produce exchanges, and other events that feature locally grown food can enhance a sense of community, promote healthy eating, and encourage growing food in home gardens. In addition, the Village can establish a demonstration garden on public property and arrange tours for scouts, schools, seniors, and other groups.

5. Work with schools to launch "Farm to School" programs.

Schools can take part in the U.S. Department of Agriculture's (USDA) Farm to School Program initiative, an effort to connect schools with regional or local farms in order to serve healthy meals using locally produced foods. USDA staff works with state and local governments, school district, farmers and others to meet the needs of school nutrition programs, support regional and local farmers, and provide support for health and nutrition education. Seven Generations Ahead provides support and resources to develop a program.

Implementation Approach

The matrix below provides a starting point for implementing the various strategies identified in this Plan section. Efforts are already underway to initiate a community gardening program in Park Forest. Strategies 3 and 4 (educational programming and support of food-related institutions) are also underway to some extent, and related activities should be enhanced as opportunities arise. Ideally, standards for raising small-scale animals on residential lots would be incorporated into the Village's general development regulations revisions; however, public acceptance of the idea should continue to be monitored to ensure support of such standards. Lastly, Farm to School programs should be pursued subsequent to school district interest and commitment.

Funding

The Environment Commission is currently working to obtain funding for the Village's community gardening program through grants. Finding appropriate grant funding for this effort should continue to be a priority. The Village will also partially fund this strategy, as it is offering some compensation to groups that volunteer to manage the gardens. Strategy 5, launching "Farm to School" programs, can also be funded through grant opportunities; non-profit groups such as the National Gardening Association offer grants to schools looking to incorporate gardens on school sites. Lastly, the USDA National Farmers' Market Promotion Program is a technical assistance and grant program for local governments, agricultural cooperatives, farmers' markets, and other groups to improve and expand farmers' markets, CSAs, and other local food markets.

The remainder of strategies can be funded through existing budget or staff time; strategy 2 could be included under the general development regulations update task proposed in the Development Patterns section.

Table 9A. Implementation matrix

STRATEGY	LEAD & PARTNERS ¹	PHASING ²	RESOURCES ³
1. Establish a community garden program.	VPF DRP, Environment Commission; with schools, churches, etc.	Ongoing	Illinois Nutrition Education & Training Program
2. Explore the creation of standards for raising honeybees and fowl on residential lots.	VPF DCD, Environment Commission	Mid-term	Missoula, MT case study, Madison, WI case study
3. Support the farmers' market and South Suburban Food Cooperative.	VPF, Cook County, Food Co-op	Ongoing	Experimental Station; Wholesome Wave
4. Expand food-related educational opportunities.	VPF DRP & HD, PF Garden Club, Food Co-op	Ongoing	IL Nutrition Education & Training program, Slow Food Chicago
5. Work with schools to launch "Farm to School" programs.	VPF HD, PF Garden Club, Food Co-op, Districts 162 & 163	Mid-term	Seven Generations Ahead

¹ VPF = Village of Park Forest; DRP = Department of Recreation & Parks; HD = Health Department; DCD = Department of Community Development

² When implementation should occur: Short-term, 0-3 years; Mid-term, 4-6 years; Long-term, 7+ years; Immediate = as soon as funding/staff time is available

³ Links and further resources and case studies may be found in Appendix A