

AGENDA

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

Village Hall

7:00 p.m.

April 22, 2013

Roll Call

1. Recommendation to Award 2013 Sanitary Sewer Televising and Lining Contract
2. Resolution Authorizing Temporary Promotional Signage for Dunagains Irish Pub
3. Landscape Maintenance Contract
4. Urban Forestry Maintenance Contract
5. Purchase of Water Treatment Chemicals
6. Purchase of High Calcium Quicklime

Mayor's Comments

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website
www.villageofparkforest.com

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village Manager's Office at least 48 hours in advance of the scheduled meeting. The Village Manager's Office can be reached via telephone at (708) 283-5605 or (708)748-1129 or via e-mail at sblack@vopf.com. Every effort will be made to allow for meeting participation.

AGENDA BRIEFING

DATE: April 17, 2013

TO: Mayor Ostenburg
Board of Trustees

FROM: Kenneth Eyer, Director of Public Works

RE: Recommendation to Award 2013 Sanitary Sewer Televising and Lining Contract

BACKGROUND/DISCUSSION:

The Village was awarded a USEPA Special Appropriation Project (SAP) Grant in the amount of not to exceed \$500,000.00 less 3% for USEPA oversight for Sanitary Sewer Improvements. The Village is required to have a 45% match. On August 20, 2012, the Board awarded Baxter & Woodman Consulting Engineers a contract to design and oversee this project.

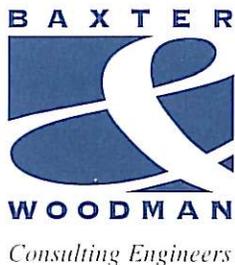
Baxter & Woodman opened Bids for Phase I of the project on April 9, 2013. Baxter & Woodman is recommending award to the lowest qualified bidder, Insituform Technologies USA, Inc., Orland Park, IL in the amount of \$497,890.40 plus a 10% contingency in the amount of \$49,789.00 for a total award of \$547,679.40.

The contract work for Phase II will be determined by the findings from the work on Phase I.

Tony Anczer will be representing Baxter & Woodman at the meeting to answer any questions concerning this project.

The Department of Public Works requests the Board authorize the Village Manager to enter into contract with Insituform Technologies USA, Inc., Orland Park, IL.. for the total amount of \$547,679.40

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules and Regular Board Meeting of April 22, 2013 for discussion and consideration.



President and Board of Trustees
Village of Park Forest
350 Victory Drive
Park Forest, IL 60466

April 11, 2013

Attention: Mr. Ken Eyer, P.E., Director of Public Works

RECOMMENDATION TO AWARD

Subject: Village of Park Forest – 2013 Sanitary Sewer Televising and Lining

Dear President and Board of Trustees:

Bids were received for the Project and were opened publicly on April 9, 2013 at the Village Hall at 2:00 P.M. A summary of the bids received are as follows:

<u>Bidder</u>	<u>Amount of Bid</u>
Insituform Technologies USA, Inc. Orland Park, IL 60467	\$497,890.40
Hoerr Construction, Inc. Peoria, IL 61615	\$523,899.20
Kenny Construction Company Northbrook, IL 60062	\$539,284.30
Visu-Sewer of Illinois, LLC Bridgeview, IL 60455	\$545,063.25

Our pre-bid opinion of probable cost was \$535,000.

We have analyzed each of the bids and find Insituform Technologies to be the lowest, responsible, and responsive Bidder.

Based on our prior experience with this bidder, we believe that Insituform is qualified to complete the project. We recommend award of the contract to Insituform in the amount of \$497,890.40.



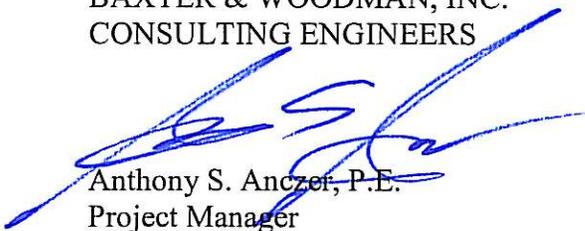
**President and Board of Trustees
Village of Park Forest, Illinois**

**April 11, 2013
110729 • Page 2**

The original bid bonds and bid forms are enclosed for your files.

Very truly yours,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Anthony S. Anczer, P.E.
Project Manager

ASA/bjt

Enclosures

C: Raymond Koenig, BWI

VILLAGE OF PARK FOREST

MEMORANDUM

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

**FROM: Thomas K. Mick,
Village Manager**

DATE: April 18, 2013

**SUBJECT: A RESOLUTION AUTHORIZING TEMPORARY
PROMOTIONAL SIGNAGE FOR DUNAGAINS IRISH PUB**

BACKGROUND/DISCUSSION:

Dunagains Irish Pub is requesting to display two temporary promotional banners on their building that exceed to maximum 32 square feet in area and for longer than the 30 day maximum. Under Section 31-306 (a) *Limitation (6) Special Events or temporary announcement signs*, only permits such signs for no more than 30 days in any 12 month period. In addition, signs may not exceed 32 square feet in area.

As a result, Dunagains is at a hardship to comply with this requirement for the purpose of placing 2 4X5 square foot banners or 40 square feet and would like to keep the banners up through the summer months. The purpose for one banner is to promote the Illinois State Lottery and the other banner is to promote Live Video Gaming.

Thus, the reason for their request as outlined in the attached letter.

Also, attached is a resolution that would grant their request.

SCHEDULE FOR CONSIDERATION:

This matter will be on the Consent Agenda of the April 22, 2013 Rules and Regular Board Meeting for Board consideration and approval.

Dunagains Irish Pub

90 S. Orchard Park Forest II 60466
708-747-0999

Subject: Request for signage display
For: Mr Larry Kerestes

Mr Kerestes,

Per email traffic with Mr Tom Mick this is a formal written request that we wish to be brought before the board. As requested, the sign sizes are both 4 foot by 5 foot. This request is for consideration in lieu of village ordinance 118-306 for two promotional signs, one for the Illinois Lottery and one for Live Video Gaming. Both together are less than the 100 square foot restriction and will be displayed in two separate locations on the exterior of the building.

The intent of these signs is to help bring in customers to our business and we are requesting consideration to have the signs on display through the summer months. We both can be readily available to come before the board should you have further questions as to our request. Thank you in advance for your time and consideration.

Bob and Amy Gain
Dunagains Inc.





RESOLUTION _____

**A RESOLUTION AUTHORIZING TEMPORARY PROMOTIONAL
BANNERS FOR DUNAGAINS IRISH**

WHEREAS Dunagains Irish Pub is seeking to promote two amenities to its customers; and

WHEREAS Dunagains Irish Pub has requested to display two 4X5 Square foot banners on the exterior building throughout the summer months; and

WHEREAS Section 31-306 (a) *Limitation (6) Special Events or temporary announcement signs*, only permits such signs for no more than 30 days in any 12 month period and not exceed 32 square feet in area; and

WHEREAS Dunagains Irish Pub has already been granted approval for that 30-day maximum for calendar year 2013 and a temporary size approval pending Board consideration; and

WHEREAS Village Code permits approvals for such requests by a Resolution of the Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, that Dunagains Irish Pub is, hereby, granted permission to display two 4X5 square foot banners on the exterior of their building as requested in their photographs throughout the summer months of 2013.

ADOPTED this _____ day of April _____, 2013.

APPROVED:

ATTEST:

Mayor

Village Clerk

AGENDA BRIEFING

DATE: April 18, 2013

TO: Mayor John Ostenburg
Board of Trustees

FROM: Robert Gunther
Director of Recreation & Parks

RE: Landscape Maintenance Contract

BACKGROUND/DISCUSSION:

Bids were recently solicited for the mowing of designated areas within the Village of Park Forest. The bid announcement was distributed to fourteen companies that have requested to be on the Villages bid list for this work.

Six companies looked over the sites to be maintained. We received bids from four of these, which are enumerated below. The contract is divided into separate areas for billing purposes and the totals are for the estimated number of mowings for the season. New this year is the potential to extend the contract for another season if mutually agreed upon by both parties. Also, previously there has been one contract for all 18 areas. This is now divided into two contracts distinguished by the interval between mowings and the quality of the maintenance to be performed in the given areas.

<u>2013 - Contract Areas #1 - #11</u>				
	Suburban Landscaping Chicago Heights	HL Landscape Joliet	Matt's Property Maintenanc e Park Forest	Utermark & Sons Quality Lawn Care Homewood
Locations Mowed Weekly				
Downtown Park Forest- Area #1	\$550.00	\$750.00	\$600.00	\$635.00
Indianwood Blvd - Area #2	\$200.00	\$270.00	\$150.00	\$195.00
Park Forest Library - Area #3	\$75.00	\$45.00	\$70.00	\$75.00
Park Forest Aqua Center - Area #4	\$130.00	\$75.00	\$60.00	\$95.00
Freedom Hall- Area #5	\$55.00	\$190.00	\$70.00	\$75.00

Park Forest Tennis & Health Club - Area #6	\$60.00	\$75.00	\$ 70.00	\$75.00
Park Forest Police Station - Area #7	\$ 75.00	\$70.00	\$70.00	\$5.00
Park Forest Fire Station - Area #8	\$40.00	\$50.00	\$70.00	\$50.00
Water Plant & Storage Facilities - Area #9	\$130.00	\$90.00	\$90.00	\$165.00
Well #2 & #& - Area #10	\$40.00	\$85.00	\$24.00	\$75.00
Commuter Lots - Area #11	\$170.00	\$150.00	\$140.00	\$130.00
Weekly Total	<u>\$1,525.00</u>	<u>\$1,950.00</u>	<u>\$1,414.00</u>	<u>\$1,645.00</u>
Cost for 26 Mowings	\$39,650.00	\$50,700.00	\$36,764.00	\$42,770.00

<u>2013 - Contract Areas #12 -#18</u>				
	Suburban Landscaping Chicago Heights	HL Landscape Joliet	Matt's Property Maintenanc e Park Forest	Utermark & Sons Quality Lawn Care Homewood
Locations Mowed Biweekly				
Orchard Dr. - Area #12	\$160.00	\$250.00	\$80.00	\$155.00
Rt. 30 - Area 13	\$95.00	\$100.00	\$100.00	\$95.00
26th St. - Area #14	\$95.00	\$130.00	\$70.00	\$130.00
Tamarack St. - Area #15	\$75.00	\$150.00	\$100.00	\$80.00
Courts and Misc Locations - Area #16	\$600.00	\$715.00	\$618.00	\$620.00
Empty Lots & Commercial Properties - Area #17	\$1,425.00	\$2,280.00	\$1,222.00	\$2,670.00
Misc Lots & Properties - Area #18	\$235.00	\$750.00	\$206.00	\$495.00
Biweekly Total	<u>\$2,685.00</u>	<u>\$4,375.00</u>	<u>\$2,396.00</u>	<u>\$4,245.00</u>
Cost for 12 Mowings	<u>\$32,220.00</u>	<u>\$52,500.00</u>	<u>\$28,752.00</u>	<u>\$50,940.00</u>
Estimated Season Total	\$71,870.00	\$103,200.00	\$65,516.00	\$93,710.00

The low bidder for both contracts is Matthew Eisele's Property Maintenance of Park Forest. Mr. Eisele was a new bidder to this contract last year. His bids on most of the work were deemed to be substantially too low to adequately perform to the contract specifications but he was awarded some of the lesser work on a trial basis. Mr. Eisele performed well and this year's bids reflect a better understanding of the work to be performed. Of note, in discussion with Mr. Eisele he informs me that he tries to make it a point to hire Park Forest residents.

The second lowest bidder Suburban Landscaping of Chicago Heights has had this contract for the last six years and has been of great service to the Village of Park Forest, often providing that extra bit of service to assure the Village looked its best. I recommend that the Village of Park Forest contract with Mathew Eisele's Property Maintenance for the 2013 mowing season to maintain the areas listed in both contract listings for an estimated total season cost of \$65,516.00.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Agenda of the Rules and Regular Meetings of April 22, 2013 for your consideration.

AGENDA BRIEFING

DATE: April 18, 2013

TO: Mayor John Ostenburg
Board of Trustees

FROM: Robert Gunther
Director of Recreation & Parks

RE: Urban Forestry Maintenance Contract

BACKGROUND/DISCUSSION:

Last year the Village solicited bids for its annual Tree Service Contract. The length of the contract was for one year with allowance to extend the contract if agreeable to both parties.

This contract will be in effect for one (1) year: July 01, 2012 through June 30, 2013 and may be renewed for up to two years with the agreement of both the Village of Park Forest and the contractor.

The current contractor, AAA Tree Service has been involved with village tree work for the past 10 years and has agreed to extend its contract for another year. AAA Tree service has worked with the Village to control the cost of ash tree removals over several years, being willing to move from one part of the village to another, selectively removing ash trees; and then going back to an area to remove additional trees at a later date. This is an inefficient way for a contractor to work but has served to help spread the removal costs over a period of time by removing the greatest hazards and leaving less infested trees for a later date. AAA has also assisted in monitoring the ash trees that have been treated for EAB infestation and is aware of the efficacy of the treatment for the individual trees.

Included with this briefing is a letter from Darwin Hancock, owner of AAA Tree Service agreeing to perform under an extended contract for another year. I recommend that the Village of Park Forest extend its Tree Maintenance Contract with AAA Tree Service to June 30, 2014.

SCHEDULE FOR CONSIDERATION: This item will appear on the Agenda of the Rules and Regular Meeting of April 22, 2013 for your consideration.



AAA TREE SERVICE, INCORPORATED
29860 S. SCHEER ROAD
PEOTONE, ILLINOIS 60468
PHONE: (708)258-9656 FAX: (708)258-9310

PROFESSIONAL TREE CARE
RESIDENTIAL & COMMERCIAL

ISA CERTIFIED ARBORIST ON
STAFF CERTIFICATION #'S
4444A & 4445A

WE'RE "TREE MEN-DOUS"
SERVICE IS OUR BUSINESS
QUALITY PERFORMANCE
IS OUR GOAL!

FULL LIABILITY &
WORKMAN'S COMP.
INSURANCE COVERAGE

April 10, 2013

TO: Village of Park Forest – Department of Recreation & Parks
Park Forest, Illinois

Attention: Rob Gunther

I, as AAA Tree Service, Inc. Darwin Hancock, owner, agree to accepting the contract for tree work in the Village of Park Forest for another year under the terms and dollar figures of the 2012/2013 contract for tree trimmings, stump removals, emergency work, bolting & cabling and EAB Treatments that were approved by the Village in the 2012/ 2013 contract.

We are looking forward to working with you again this season

Sincerely,

Darwin Hancock, Owner

AGENDA BRIEFING

DATE: April 18, 2013

TO: Mayor John Ostenburg,
Board of Trustees

FROM: Ronald Erickson, Chief Water Plant Operator

SUBJECT: Award of Annual Contracts for Water Treatment Chemicals

BACKGROUND/DISCUSSION:

On Wednesday, April 17, 2013, at 2:00 p.m., the Department of Public Works opened bids for the annual supply of water treatment chemicals for use at the Water Treatment Plant. The bid was advertised in the Southtown Star newspaper and followed Village purchasing policies for purchases over \$20,000. The bid is designed so that each item can be awarded separately to the lowest bidder. Twelve bids were mailed or electronically sent, three were received for consideration. A bid tab sheet is attached.

Purchases will be paid from the Water Fund. Sufficient funding is included in the FY12/13 budget and proposed in the FY13/14 budget.

CHEMICALS:

- Hydrofluosilicic Acid is used as a fluoride supplement to help prevent tooth decay.
The low bidder for 24,000 lbs of hydrofluosilicic acid is Viking Chemical in the amount of \$13,080.00 at a unit price of \$0.545. There is no price change from last year.
- Salt is used to produce sodium hypochlorite which is used as the disinfectant at the plant and in the distribution system.
The low bidder for 60 tons of salt is Viking Chemical in the amount of \$15,120.00 at a unit price of \$252.00/ton. Last year's price was \$247.00/ton.
- Carbon Dioxide is used to reduce the pH and stabilize the water after lime softening.
The low bidder for 300 tons of carbon dioxide is Continental Carbonic Products, Inc. in the amount of \$25,272.00 at the unit price of \$78.00/ton. Last year's price was \$75.00/ton.
- Soda Ash is used to raise the alkalinity of the raw water and thereby help remove water hardness in the treatment process. The low bidder for 825 tons of soda ash-

light is Brenntag Mid-South, Inc. in the amount of \$321,931.50 at the unit price of \$390.22/ton. Last year's price was \$383.53/ton.

RECOMMENDATION:

The Public Works Department recommends the award of the annual supply of Water Treatment Chemicals to the above-listed qualified low bidders.

SCHEDULE FOR CONSIDERATION:

This item will appear on the Agenda of the Rules and Regular Board Meetings of April 22, 2013, for your review, consideration and approval.

AGENDA BRIEFING

DATE: April 18, 2013

TO: President Ostenburg
Board of Trustees

FROM: Ronald Erickson, Chief Water Plant Operator

SUBJECT: Award of Annual Contract for High Calcium Quicklime

BACKGROUND/DISCUSSION:

On Wednesday, April 17, 2013, at 2:00 p.m., the Department of Public Works opened bids for High Calcium Quicklime (Calcium Oxide) to be used in the softening process at the Water Plant. The bid was advertised in the Southtown Star and followed Village purchase policies for purchases over \$20,000. Four bids were mailed or electronically sent and three bids were received for consideration. One, no bid letter was received. A bid tab sheet is attached.

The low bidder is Graymont Western Lime with a total bid of \$170,400.00 for 1,200 tons at \$142.00 per ton. Last year, the price was \$138.00 per ton. This represents a 2.9% increase over last year.

Purchases will be paid from the Water Fund. The contract period is from July 1, 2013 – June 30, 2014. We currently have a contract with Graymont Western Lime, the service and materials are meeting our requirements.

RECOMMENDATION:

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

SCHEDULE FOR CONSIDERATION:

This item will appear on the Agenda of the Rules and Regular Meetings of April 22, 2013 for your consideration.

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

Village Hall

7:00 p.m.

April 22, 2013

Roll Call
Pledge of Allegiance

Reports of Village Officers

Mayor
Village Manager

Village Attorney
Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion to Approve the Minutes of the Saturday Rules Meeting of April 6, 2013
2. Resolution: A Resolution Authorizing Temporary Promotional Signage for Dunagains Irish Pub
3. Motion: A Motion to Authorize the Village Manager to Award the 2013 Sanitary Sewer Televising and Lining Contract
4. Motion: A Motion to Authorize the Village Manager to Contract for Landscape Maintenance
5. Motion: A Motion to Authorize the Village Manager to Contract for Urban Forestry Maintenance
6. Motion: A Motion to Authorize the Village Manager to Contract for Water Treatment Chemicals
7. Motion: A Motion to Authorize the Village Manager to Contract for High Calcium Quicklime
8. Appointment:

DEBATABLE:

9. Ordinance: An Ordinance Amending Ordinance No. 1964 Adopting the Annual Budget for the Year Commencing July 1, 2012 and Ending June 30, 2013 (Final Reading)

Adjournment

Agenda Items are Available in the Lobby of Village Hall and on the Village website
www.villageofparkforest.com

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MOTIONS

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

1. MOVED, that the Mayor and Board of Trustees approve the Minutes of the Saturday Rules Meeting of April 6, 2013
2. MOVED, that the Mayor and Board of Trustees approve a Resolution Authorizing Temporary Promotional Signage for Dunagains Irish Pub
3. MOVED, that the Manager is authorized to contract with Insituform Technologies, USA, Inc. Orland Park, IL for sanitary sewer televising and lining in the amount of \$497,890.40 plus a 10% contingency in the amount of \$49,789.00 for a total cost of \$547,679.40.
4. MOVED, that the Manager is authorized to contract with Mathew Eisele's Property Maintenance for the 2013 mowing season to maintain the areas listed in both contract listings for an estimated total season cost of \$65,516.00.
5. MOVED, that the Manager is authorized to extend its Tree Maintenance Contract with AAA Tree Service to June 30, 2014.
6. MOVED, that the Village Manager is Authorize the Village Manager to contract for water treatment chemicals; for the purchase of hydrofluosilicic acid from Viking Chemical in the amount of \$13,080.00 at a unit price of \$0.545; for the purchase of salt from Viking Chemical in the amount of \$15,120.00 at a unit price of \$252.00/ton; for the purchase of carbon dioxide from Continental Carbonic Products, Inc. in the amount of \$25,272.00 at the unit price of \$78.00/ton; and for the purchase of soda ash from Brenntag Mid-South, Inc. in the amount of \$321,931.50 at the unit price of \$390.22/ton.
7. MOVED, that the Village Manager is authorized to contract with Graymont Western Lime, West Bend, WI for the purchase of high calcium quicklime at a cost of \$170,400 for 1,200 tons at \$142 per ton.
8. MOVED, that the Mayor and Board of Trustees appoint Fire Chief Bruce Ziegler as a member of the Fire Pension Board for an indefinite term.

4/22/13

**VILLAGE OF PARK FOREST
BOARD OF TRUSTEES
SATURDAY RULES MEETING
April 6, 2013**

PRESENT: Village Trustees Mae Brandon and Robert McCray; Village Manager Tom Mick;
Village Trustee Candidates Tiffani Graham and Theresa Settles;
Residents Kim Elmore-Perkins and Anthony House

In the absence of Mayor Ostenburg, Trustee Mae Brandon called the meeting to order at 10:15 a.m.

Manager Mick explained the format for Saturday Board Rules meetings. He stated that the Saturday meetings are held one time per month to give residents an opportunity to informally speak to the Village Board and ask questions, state concerns and provide feedback to the Board.

The group discussed the design of the new Park Forest vehicle sticker. Manager Mick commented that the design promotes an awareness of the Rail Fan Park. He updated the Board on the Rail Fan Park.

Manager Mick reviewed upcoming events in the Village. He stated that the Park Forest Historical Society Hall of Fame induction ceremony will be held on Sunday, April 14 at Freedom Hall. He added that a reception recognizing retiring Village Trustees Ken Kramer and Bonita Dillard will be held at 5:30 p.m. on Sunday, April 14 at Dining on the Green.

Manager Mick reminded the Board that there is no Board meeting on Monday, April 8.

Manager Mick stated that at the Board meeting on Monday, April 15, there will be resolutions honoring retiring Village employees John Joyce and Jan Timm. He explained that the new Fire Chief, Bruce Ziegler and Deputy Chief, Tracy Natyshok would be sworn in at the meeting, as well as Firefighter-Lieutenant Ryan Roberts and two new fire-fighter paramedics.

Manager Mick informed the Board that other items on the agenda for the April 15 meeting would be action on the business from the April 1 Rules meeting and reports from the Youth and Environment Commissions.

Manager Mick stated that the Lucky Chinese restaurant is scheduled to open today at 347 Liberty Drive.

Manager Mick informed the Board that Police and Fire are currently interviewing for positions on the eligibility list.

Manager Mick updated the Board on the Orchard Drive and Blackhawk resurfacing projects.

Resident Kim Elmore-Perkins stated that there is a large pothole on the southeast corner of Hemlock and McGarity streets. She added that there are areas of Hemlock where the asphalt is crumbling. Manager Mick stated that he would forward this information to the Public Works Department.

Trustee McCray stated that he has received several complaints about discolored water. Manager Mick stated that these residents should contact him and he would have Public Works look into the issue.

**VILLAGE OF PARK FOREST
BOARD OF TRUSTEES
SATURDAY RULES MEETING
April 6, 2013
Page 2**

Resident Anthony House stated that he would like to present to Park Forest residents a software package dealing with tax issues. Manager Mick suggested that Mr. House attend a future Saturday morning Rules meeting to present the software to the Village Board and any residents present.

Ms. Elmore-Perkins commented that there has been good and timely response from the Police Department when the police have been called regarding situations in her neighborhood.

There being no further business, Trustee Brandon adjourned the meeting at 11:02 a.m.

Respectfully submitted,

Phyllis Dyrda
Recorder

AGENDA BRIEFING

DATE: April 18, 2013

TO: Mayor John Ostenburg
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. **One additional item was added since that time under “Grants” related to the Illinois Clean Energy & Illinois Department of Commerce lighting rebate program.**

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

20,000 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
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PEG fees are collected for specific cable equipment enhancements. The accumulated fund balance is available for this purpose.

PEG Fees	\$71,537
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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	
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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.

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

Tenant Improvements	\$100,000
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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
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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
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Sewer

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

Capital	\$61,500
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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
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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
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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
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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 Final Reading at the Regular Meeting of April 22, 2013.

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	(63,673)	(63,673)
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
011107-560000 Capital Outlays	42,000	65,914	107,914
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	241,700	276,700
011700-551600 Sewer Maintenance & Supplies	55,300	35,000	90,300
011700-560000 Capital Outlays	110,500	2,450,000	2,560,500
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>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