

**AGENDA**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**350 VICTORY DRIVE**  
**PARK FOREST, ILLINOIS**

**Village Hall - Board Room**

**7:00 p.m.**

**April 21, 2025**

Roll Call

Pledge of Allegiance

Reports of Village Officers

Mayor

Village Attorney

Village Manager

Village Clerk

Reports of Commission Liaisons and Committee Chairpersons

Citizens Comments, Observations, Petitions

Motion: Approval of Consent

CONSENT:

1. Motion: A Motion approving the minutes of the Rules meeting of March 3, 2025, the Special Rules meeting of March 17, 2025, the Regular meeting of March 17, 2025, and the Regular meeting of March 24, 2025
2. Resolution: A Resolution authorizing the Disposal of Personal Property Owned by the Village of Park Forest
3. Resolution: A Resolution Adopting Fiscal Policies for the FY 2025/2026 Budget
4. Motion: Approval of an Engineering Services Agreement for the reconstruction of Forest/Norwood Blvd. from Indianwood Blvd. to Westwood Dr.
5. Motion: Contract for Fiscal 2026 Asphalt Patching Program
6. Motion: Contract Renewal of the Concrete Patching Program
7. Motion: Landscape Maintenance Contract Renewal – Areas #12 - #18
8. Motion: Contracts for Water Treatment Chemicals

DEBATABLE:

NONE

Adjournment

NOTE: Copies of Agenda Items are Available in the Lobby of Village Hall and on the Village website  
[www.villageofparkforest.com](http://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 [athurston@vopf.com](mailto:athurston@vopf.com). Every effort will be made to allow for meeting participation.

## MOTIONS

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

1. MOVED, that the Mayor and Board of Trustees approve Rules meeting of March 3, 2025, the Special Rules meeting of March 17, 2025, the Regular meeting of March 17, 2025, and the Regular meeting of March 24, 2025.
2. MOVED, that the Village Manager is authorized to direct the sale of Fire Departments Engine 54, a 2001 Alexis Pumper, to another fire department for \$15,000.
3. MOVED, that the Mayor and Board of Trustees approve a Resolution adopting Fiscal Policies for the 2025/2026 Fiscal Year Budget.
4. MOVED, that Mayor and Board of Trustees enter into a Construction Engineers Services Agreement with V3 Companies, Ltd. in the amount not to exceed \$600,000 for this road improvement project.
5. MOVED, that the Village Manager is authorized to enter into a contract for the Fiscal 2026 Asphalt Patching Program with Advantage Paving Solutions, located in Frankfort, IL, in the amount of \$103,545 with a contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$175,000.
6. MOVED, that the Village Manager is authorized to enter into a contract with J & J Newell Concrete Company, located in Crete, IL, for Concrete Patching in the amount of \$191,360.13 with a 10% contingency for any additional work as determined by the Village Engineer for a total not to exceed \$210,496.
7. MOVED, that the Mayor and Board of Trustees award a contract to Dutch Valley Landscape Contractor, of Beecher, IL, for the 2025 mowing of Areas #12 - #18 in the amount of \$48,832.00.
8. MOVED that the Village Manager is authorized to Award the FY 25-26 contracts for Water Treatment Chemicals to the following:
  - A contract with Midwest Salt for Salt in the amount of \$612/ton totaling \$73,440.
  - A contract with Linde and Matheson Tri-Gas for Carbon Dioxide In the amount of \$300/ton totaling \$97,200.
  - A contract with Catalynt for Soda Ash in the amount of \$602.64/ton totaling \$482,112.
  - A contract with Graymont Western Lime for High Calcium Quicklime (Calcium Oxide) in the amount of \$260/ton totaling \$312,000.
  - A contract with Water Solutions Unlimited for Blended Polyphosphate at the rate of \$2.50/pound totaling \$30,000 with a 15% contingency for a total not to exceed \$34,500.

April 21, 2025

**RULES MEETING OF THE BOARD OF TRUSTEES  
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS  
COOK AND WILL COUNTIES**

**Village Hall**

**Boardroom 7:00 p.m.**

**March 3, 2025**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Maya Hardy, Trustee Erin Slone, Trustee John Moore, and Mayor Joseph Woods

**ABSENT:** Trustee Tiffani Graham and Trustee Randall White

**STAFF IN ATTENDANCE:** Manager Tom Mick, Police Chief Brian Rzycki, Shift Commander Patrick Hisel, Village Attorney Leslie Kennedy, Human Resource Director Jason Miller, Director of Recreation, Parks, and Community Kevin Adams, Director of Community Relations Jerry Martin, Director of Public Works Roderick Ysaguirre, Director of Finance Mark Pries, Assistant Director of Economic Development and Planning Andrew Brown, IT Coordinator Mark Geising, and Communications Coordinator Joshua Vinson

**OTHERS IN ATTENDANCE:** Hayden Chiapepetta and family; Jerry Schnay, Reporter; and 8 others

**Roll Call**

Mayor Woods called the meeting to order at 7:00 P.M. and asked Clerk McGann to call the roll.

Mayor Woods read a proclamation for Women’s History Month noting the many historic contributions women have made historically, both nationally and locally and in recorded and unrecorded ways. Women have played vital roles in leadership in Park Forest as well. The proclamation said March is Women’s History Month.

Manager Mick introduced Director Ysaguirre who announced the winner of the snowplow naming contest. He explained the process of the contest adding that 18 names had been submitted. The winning name was “Snow Begone Kenobi” submitted by Hayden Chiapepetta. He won a \$50 gift card and a certificate of recognition. Director Ysaguirre said the Public Works Department will sponsor another snow plow naming promotion next season. Mayor Woods congratulated Hayden, his family, and the Public Works Department.

**1. Purchase of Forestry Vehicle**

Manager Mick explained that the purchase of this item from the Public Works Department is above the manager’s spending authority and has to come before the Board. Director Adams explained how the Village relies on in-house tree care and other contracted tree maintenance companies for tree pruning and emergency maintenance, a specialized forestry vehicle will assistance staff with clean up and maintenance. He explained the quotes received; staff recommends that the Village Board approve the purchase of a 2025 Ford F600 4x4 Forestry Vehicle with a Dur-A-Lift DTAX2-39 lift from Runnion Equipment Company of Hodgkins, IL. Mayor Woods asked the Board if there were any questions or comments. Trustee Slone who will provide the maintenance for the new vehicle. Director Adams said some things get sent out for

repair but staff will learn how to preform most repairs. When Trustee Moore asked if the Departments share specialized vehicles and equipment, Manager Mick said they do share equipment across departments when needed. Hearing no other questions or comments, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

**2. Resolution adopting the Update to the Cook County Multi-Jurisdictional Hazard Mitigation Plan**

Manager Mick said this item is from the Fire Department as an update of the Village’s commitment to participate with Cook County. Shift Commander Hisel explained how the Cook County Multi-Jurisdictional Hazard Mitigation Plan was adopted July 2024. Each of the participating jurisdictions must approve and adopt by resolution to be approved. Staff recommends adoption of the resolution. Mayor Woods asked if there were any question or comments. When Trustee Slone asked if this plan is in place for help in the future, if needed, Shift Commander Hisel explained that this the process, for future grant funding, will streamline the process. Hearing no other questions or comments, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

**3. Resolution to submit an Application for Community Development Block Grant funds to Cook County**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre said the Village would like to stay ahead of emergency sewer repairs. With this grant, the liners could extend sewer life for fifty years. The Resolution is a requirement for the CDBG application process. Mayor Woods asked if there were any questions or comments. Hearing none, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

**4. 2025 Pavement Restriping Contract**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained the bid process adding that the bid opening was February 18<sup>th</sup> with A.C. Pavement Striping, in Elgin, IL, being the lowest bidder. While they have not worked for the Village recently, they are IDOT approved. Staff recommends authorizing the contract with A.C. Pavement Striping. Mayor Woods asked if there were any questions or comments. Hearing none, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

**5. Indianwood Sanitary Sewer Replacement Contract**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained the emergency repairs done last year noting the nearby sewer section needed to be replaced soon with standard procedures. Director Ysaguirre explained the bid process opening four bids and the fifth was not open because it lacked the required bid bond. M/J Underground, located in Monee, IL, was the lowest bidder and staff recommends awarding them the contract. They have done numerous projects in the Village and staff is satisfied with their work. Mayor Woods asked if there were any questions or comments. Hearing none, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

**6. 2025 Road Improvement Contract**

Manager Mick said this item is out of the Public Works Department. There are many projects ahead as this is construction season. Director Ysaguirre explained the bid process with four bids

received. It was decided upon doing a base bid and two alternates depending upon available funds. The bids were opened with Iroquois Paving of Watseka being the lowest for the base bid and both alternates. Staff recommends Iroquois Paving to be awarded the contract noting their previous work performed in Park Forest. Mayor Woods asked if there were any questions or comments. Hearing none, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

### **7. Engineering Services Agreement for Construction Engineering for Local Road Improvements**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained that this item on the agenda is for the engineering services for the local road improvements of Item 6 on the agenda. Staff recommended Baxter and Woodman Consulting Engineers be awarded the contract as they designed the roadway improvements and are qualified to provide continuity of service for this project. Mayor Woods asked the Board if there were any questions or comments. Trustee Slone asked if Baxter and Woodman would be doing the audits of the payouts to the contractors/workers to be sure they were in compliance with prevailing wage etc.. Director Ysaguirre said Baxter and Woodman would collect the document and make sure they are submitted. When Trustee Slone asked if the Village could do spot checks to make sure the workers were being paid properly, Director Ysaguirre said he would check the contract. If it is not covered in the contract, he said the cost and time would be minimal and he would get the information to Trustee Slone. Hearing no other questions, this item will be on the agenda at the March 17<sup>th</sup> Regular Meeting.

### **Mayor's Comments**

Mayor Woods acknowledged and commended the women on this dais. He thanked them for their contribution and public service to this community. They are talented and he continues to learn from them.

### **Manager's Comments**

Manager Mick announced the vehicle stickers are currently on sale with an April 30<sup>th</sup> deadline. The Village is recruiting for a number of position. More information is available on the employment tax on the Village website. Manager Mick gave voting information for the local election on April 1<sup>st</sup> with more information on the Village website.

### **Trustee's Comments**

Trustee Settles noted that March is Woman's History Month and recognized the women veterans who serve on the Veterans' Commission. Saturday, March 8<sup>th</sup>, the Veterans' Commission will meet at Village Hall. The Senior Citizen Advisory Commission will meet Thursday, March 6<sup>th</sup> and will have monthly gathering for seniors.

Trustee Hardy said the Recreation and Parks Board will meet Tuesday, March 18<sup>th</sup>. She stated there are a few vacancies on the Board. Volunteers are welcome with more information on the Village web site.

Trustee Slone said the Environment Commission will meet Thursday, March 6<sup>th</sup>. The Village Manager's applications are due Friday, March 7<sup>th</sup>. EDAG will be meeting Wednesday, March 12<sup>th</sup>.

Trustee Moore stated that the Planning and Zoning Commission will meet Thursday, March 11<sup>th</sup>. He noted that the Hoops and Heroes basketball game with South Suburban Special Recreation Association (SSSRA) and the Park Forest Police was really fun.

All of the Trustees congratulated Hayden Chiapeppetta, his family, and Public Works for the naming of the snow plow.

**Attorney's Comments**

None

**Clerk Comments**

None

**Audience to Visitors**

A number of residents offered their opinions on past Village meetings, on future road repairs, on the last of oversight of District 163, and continuing of residents offering their opinions and asking questions. Another resident said Park Forest is a wonderful welcoming community and saddened that so few residents participated in community day. They appreciate when the Village officials come to the schools as liaisons.

**Adjournment**

This concluded the Rules Meeting of the Board of Trustees Meeting.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Hardy, seconded by Trustee Slone and passed unanimously by voice vote.

The meeting was adjourned unanimously with a voice vote with the following results:

Ayes: 5

Nays: 0

Absent: 2

Mayor Woods adjourned the Rules Meeting at 7:48 p.m.

Respectfully submitted,

Sheila McGann

Village Clerk

**SPECIAL RULES MEETING OF THE BOARD OF TRUSTEES  
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS  
COOK AND WILL COUNTIES**

**Village Hall**

**Boardroom 7:00 p.m.**

**March 17, 2025**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Erin Slone, Trustee John Moore, and Mayor Joseph Woods

**ABSENT:** Trustee Maya Hardy and Trustee Randall White

**STAFF IN ATTENDANCE:** Acting Village Manager Mark Pries, Village Attorney Priscilla Centeno, Police Chief Brian Rzyski, Deputy Fire Chief Mark Cotrano, Human Resource Director Jason Miller, Director of Economic Development and Planning Sandra Zoellner, Director of Recreation, Parks, and Community Health Kevin Adams, Directory of Community Development Jerry Martin, Assistant Director of Public Works Nick Christie, and IT Coordinator Mark Geising

**OTHERS IN ATTENDANCE:** Andrew Caputo, Williams Architects; Al Kindle, Special Assistant to Cook County President Preckwinkle; Patricia Lisowski, resident; and four other residents

**Roll Call**

Mayor Woods called the meeting to order at 7:00 P.M. and asked Clerk McGann to call the roll. Acting Village Manager Pries said he would turn each of the items on the agenda over to the department heads.

**1. Resolution to Sale by Public Auction Personal Property**

Chief Rzyski explained that the 2012 Dodge Avenger that the Police Department has been using now requires repairs over its value and will go to auction. Mayor Woods asked if there were any questions or comments by the Board. Hearing none, this item will be on the agenda at a future meeting.

**2. Replacement of Ambulance**

Acting Village Manager Pries said this item is out of the Fire Department. Deputy Chief Cotrano noted that a new ambulance is needed but the delivery time for a new ambulance 2.5 years. While prices continue to rise, it is recommended to move forward and order the new vehicle with upgrades at this time. The old ambulance will be traded in when the new ambulance is ready. Mayor Woods asked if there were any questions or comments by the Board. When Trustee Slone asked if the price is locked in, Deputy Chief Cotrano said, yes, it is set. Trustee Moore asked if this would be in this year's budget or take action in next year's budget. Acting Village Manager Pries said it is in the budget and should not come back to the Board for action unless there is a contract change over 20%. It rarely happens. Hearing no other questions, this item will be on the agenda at a future meeting.

### **3. Salt Purchase Authority Certification**

Acting Village Manager Pries said this item is out of Public Works Department. Assistant Director Christy said this is a routine item. Currently, the purchase authorization is identified as Mayor Woods, Manager Mick, and “appointed designee.” As Manager Mick is retiring, staff recommends adding Director Pries as “appointed designee” and updating the authorization to include the new Village Manager when hired. Mayor Woods asked if there were any questions or comments from the Board. Hearing none, this item will be on the agenda at a future meeting.

### **4. Landscape Maintenance Contract Areas 1-10**

Acting Village Manager Pries said this item is out of the Recreation, Parks, and Community Health Department. Director Adams explained that the Village has two contracts for mowing, areas 1-10 are mowed weekly and include municipal buildings and highly visible areas. Areas 12-18 are mowed less frequently. This contract went out for bid this year. Director Adams explained the bid process and received 9 bids. Shelton Landscape and Snow Management, Homewood, was the lowest bidder. Staff recommends awarding contract for seasonal mowing in areas 1-10 to Shelton Landscape and Snow Management. Mayor Woods asked if there were any questions or comments from the Board. Hearing none, this item will be on the agenda at a future meeting.

### **5. Aqua Center Assessment Results & Recommendations**

Acting Village Manager Pries said this item is out of the Recreation, Parks, and Community Health Department. Director Adams explained that a comprehensive facility assessment was commissioned last year due to increased water consumption and ongoing maintenance challenges by Williams Architects. Mr. Caputo will present their findings at tonight’s meeting. He highlighted the existing conditions of the buildings and pools and noted what could be preserved with updates and what was necessary for repair and/or replacements. He presented a detailed PowerPoint presentation with a master plan that included two options for the Board to consider. Also included were cost options. He went through the pros and cons of each option and possible grants funds for renovations. Mayor Woods thanked Mr. Caputo for the presentation. He asked the Board if there were any questions or comments. The Board had many questions that Mr. Caputo answered. Mayor Woods asked about the leakage of water from the pool. Mr. Caputo said there was less leakage from the smaller pools but much more from the larger pool. He could not be confident that bigger problems could be discovered. More analysis and leak detection by a contractor would be recommended. When asked by Trustee Moore about products to be used, Mr. Caputo said some are imported from Canada and most material and systems are domestic. So future tariffs could affect the price.

Director Adams noted that option 2 seems like a good compromise because some of our components are structurally sound. This would mean a partial renovation and a new splash pad. The process needs to begin soon to begin the necessary work. Trustee Settles asked if there would still have the adult pool. Director Adams said there would still be the adult pool but with different configurations. Option 1 and option 2 are two completely different footprints and costs. When asked about the leakage by Trustee Slone, Mr. Caputo said this leakage is very typical of a pool that is 35 years old especially in three areas. With a liner installed, leakage would be reduced but it is unknown how long of the life expectancy would be for a 35 year old pool,

perhaps, 3-5 years. Trustee Slone also asked about the water bill the Village has been paying over the past few years and the annual potential savings with the use of liners and/or new pools.

Trustee Graham asked about enclosing the facility and grant funding. Director Adams said there is potential PARC grant funding (Park and Recreational Facility Construction) but it uncertain. Mr. Caputo said that there is uncertainty in the coming year but they have grant funding people to help. He added that lobbying is very important too. Acting Village Manager Pries added that the sooner the Village decides which option is the best fit, then we can begin to get bids and begin building and renovation. The 2025 season will be a closed season. The Village does not want to lose two seasons. Director Adams said the pool liners are expensive and the remainder of available funds would be for renovation. Mayor Woods thanked Mr. Caputo for this through explanation and presentation.

**Mayor's Comments**

Mayor Woods dispensed with the comments section of the agenda until the regular meeting.

**Manager's Comments**

**Trustee's Comments**

**Attorney's Comments**

**Clerk Comments**

**Audience to Visitors**

None

**Adjournment**

This concluded the Special Rules Meeting of the Board of Trustees Meeting.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Settles, seconded by Trustee Graham and passed unanimously by voice vote.

The meeting was adjourned unanimously with a voice vote with the following results:

Ayes: 5

Nays: 0

Absent: 2

Mayor Woods adjourned the Special Rules Meeting at 8:00 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
350 VICTORY DRIVE  
PARK FOREST, ILLINOIS**

**Village Hall**

**Board Room 7:00 p.m.**

**March 17, 2025**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Erin Slone, Trustee John Moore, and Mayor Joseph Woods

**ABSENT:** Trustee Maya Hardy and Trustee Randall White

**STAFF IN ATTENDANCE:** Acting Village Manager Mark Pries, Village Attorney Priscilla Centeno, Police Chief Brian Rzyski, Deputy Fire Chief Mark Cotrano, Human Resource Director Jason Miller, Director of Economic Development and Planning Sandra Zoellner, Director of Recreation, Parks, and Community Health Kevin Adams, Directory of Community Development Jerry Martin, Assistant Director of Public Works Nick Christie, and IT Coordinator Mark Geising

**OTHERS IN ATTENDANCE:** Andrew Caputo, Williams Architects; Al Kindle, Cook County President Preckwinkle Special Assistant; Patricia Lisowski, resident; and four other residents

**Roll Call**

Mayor Woods called the meeting to order at 8:00 pm and asked Clerk McGann to call the roll.

**Pledge of Allegiance**

Mayor Woods led the Board and the audience in the Pledge of Allegiance.

**Reports of Village Officers**

**Mayor**

Mayor Woods thanked all those members of the commissions for their volunteerism and commitment, and hard work they contribute to the community. He also congratulated tall Grass Association for their successful fundraising event last week. The Arts are important to the community.

**Village Attorney**

None

**Village Manager**

Acting Village Manager Pries reported that the Community Cleanup Day will take place on Saturday, April 5<sup>th</sup>. The Saturday Morning Rules meeting of April 5<sup>th</sup> will be canceled. The Annual Egg-stravaganza event will take place on Saturday, April 12<sup>th</sup>. The Shredding and Drug take back event is scheduled for Saturday, April 26<sup>th</sup>.

### **Village Clerk**

Clerk McGann gave information regarding early voting for the April 1, 2025 local election. Specific dates, times, and locations for both Cook and Will Counties may be found on the Village's website.

### **Reports of Commission Liaisons and Committee Chairpersons**

Trustee Settles thanked the Non-Partisan Committee of Park Forest for hosting the Trustee Forum on March 9<sup>th</sup>. She thanked those who sponsored the event and those residents who attended. The Beau Arts Ball was a great event.

Trustee Graham reported that the Commission on Human Relations met Tuesday, March 11<sup>th</sup> and are continuing to work on the Job Fair on April 12<sup>th</sup>. The Youth Commission met Wednesday, March 12<sup>th</sup>. They are working on a Job Readiness Workshop on April 5<sup>th</sup>. Everyone is welcome. Trustee Graham thanked the Board members that attended the Beau Arts Ball.

Trustee Slone noted the Environment Commission has many events for April and encouraged residents to participate some of the April events, i.e. the community clean up, the Local Food System Expo and the Shredding Event. She said that the EDAG meeting was canceled this month. Trustee Slone reported that the manager search has received 64 applications. The committee will continue to meet with the consultants and will interview later next month.

Trustee Moore said the Planning and Zoning Commission is planning a retreat. The Library Board will meet on March 20<sup>th</sup>. He wished everyone a happy St. Patrick's Day.

Each of the Trustees wished the Mayor a happy birthday.

### **Citizens Comments, Observations, Petitions**

Pat Lisowski, 12 Sauk Court, thanked the Police Department's quick response to an event that occurred near her home. She also will talk to Director Martin after the regarding another situation at her home.

Al Kindle spoke as a representative of Cook County President Prickwinkle about a number of good news items/grants for the Southland and Cook County residents. There will be a Job Fair for Hospitality Careers at the Palmer House Hilton on April 15, 2025. Mayor Woods thanked Mr. Kendall for keeping us up to date on grants that's are available to us.

### **Motion: Approval of Consent**

**CONSENT:**

**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 Rules meeting of January 4, 2025, the Rules meeting of February 1, 2025, the Special Rules meeting of February 17, 2025, the Regular meeting of February 17, 2025, the Rules meeting of February 24, 2025 and the Regular meeting of February 24, 2025.**

**2. MOVED, that the Mayor and Board of Trustees adopt a Resolution the update of the Cook County Multi-Jurisdictional Hazard Mitigation Plan.**

**3. MOVED, that the Mayor and Board of Trustees approve a Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant Funds to the County of Cook, Illinois.**

**4. MOVED, that the Mayor and Board of Trustees approve a Resolution Supporting the creation and development of the Chicago to Detroit Freedom Trail as a National Historic Trail.**

**5. MOVED, that the Village is authorized to enter into a Design Engineering Services Agreement with Baxter & Woodman Consulting Engineers in the amount not to exceed \$290,636 for construction engineering for local road improvements.**

**6. MOVED, that the Village Manager is authorized to award the 2025 Road Improvement Contract to Iroquois Paving, in Watseka, IL, in the amount of \$3,578,676.17 with a 5% contingency for any additional work as determined by the Village Engineer for a total not to exceed \$3,757,620.48.**

**7. MOVED, that the Village Manager is authorized to enter into the 2025 Pavement Restriping Contract to A.C. Pavement Striping, in Elgin, IL, in the amount of \$30,276.22 with a 10% contingency for any additional as determined by the Village Engineer for a total not to exceed \$33,303.84.**

**8. MOVED, that the Village Manger is authorized to award the 483C-484C Sanitary Sewer Replacement Contract to M/J Underground, in Monee, IL, in the amount of \$74,019 with a 10% contingency for any additional work as determined by the Village Engineer for a total not to exceed \$81,420.90.**

**9. MOVED, that the Mayor and Board of Trustees approve the purchase of a 2025 Ford F600 Forestry Vehicle from Runnion Equipment Company, in Hodgkins, IL, in the amount of \$158,970.**

#### **Appointments**

**MOVED, that the Mayor and Board of Trustees appoint Janette Wood to the Beautification Awards Committee for an unexpired term to expire on December 31, 2026.**

**MOVED, that the Mayor and Board of Trustees appoint Warren Wood to the Beautification Awards Committee for a term to expire on December 31, 2027.**

**MOVED, that the Mayor and Board of Trustees appoint Tiwana Wallace-Agbenyegah to the Commission on Human Relations for an unexpired term to expire on December 31, 2025.**

**MOVED, that the Mayor and Board of Trustees appoint Katrina Garret to the Commission on Human Relations for an unexpired term to expire on December 31, 2026.**

**MOVED, that the Mayor and Board of Trustees appoint Sheryl Franklin to the Economic Development Advisory Group for a term to expire on December 31, 2027.**

**MOVED, that the Mayor and Board of Trustees appoint Kelly Smith to the Economic Development Advisory Group for a term to expire on December 31, 2027.**

**MOVED, that the Mayor and Board of Trustees appoint Annie James to the Senior Citizen Advisory Commission for a term to expire on December 31, 2027.**

Approval of the consent agenda was moved by Trustee Slone and seconded by Trustee Moore. Mayor Woods asked if anyone wished any item be removed from the consent agenda for further discussion. Hearing none, a roll call vote was called by Mayor Woods on the motion to approve the consent agenda.

The consent agenda was approved with the following results:

Ayes: 5

Nays: 0

Absent: 2

The consent agenda was adopted with five (5) ayes, no (0) nays and two (2) absent

**DEBATABLE:**

**NONE**

### **Adjournment**

This concluded the Regular Meeting of the Board of Trustees.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Graham, seconded by Trustee Settles and passed unanimously by voice vote. The meeting was adjourned unanimously with a voice vote with the following results:

Ayes: 5

Nays: 0

Absent: 2

Mayor Woods adjourned the Regular Meeting at 8:26 p.m.

Respectfully submitted,

Sheila McGann

Village Clerk

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
350 VICTORY DRIVE  
PARK FOREST, ILLINOIS**

**Village Hall**

**Board Room 7:00 p.m.**

**March 24, 2025**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Maya Hardy, Trustee Erin Slone, Trustee John Moore, Trustee Randall White, and Mayor Joseph Woods

**ABSENT:** none

**STAFF IN ATTENDANCE:** Manager Tom Mick, Police Chief Brian Rzycki, Deputy Fire Chief Mark Cotrano, Village Attorney Leslie Kennedy, Director of Economic Development and Planning Sandra Zoellner, Director of Recreation, Parks, and Community Health Kevin Adams, Director of Public Works Roderick Ysaguirre, Director of Finance Mark Pries, IT Coordinator Mark Geising, Communications Coordinator Joshua Vinson, Housing Authority Director Tiffany Perry, and Cultural Arts Supervisor Victor Blackwell

**OTHERS IN ATTENDANCE:** Jerry Shnay, Reporter; and five others

**Roll Call**

Mayor Woods called the meeting to order at 700 P.M. and asked Clerk McGann to call the roll.

**Pledge of Allegiance**

Mayor Woods led the Board and the audience in the Pledge of Allegiance.

**Reports of Village Officers**

**Mayor**

Mayor Woods attended the SSMM Legislative Briefing to review a number of bills regarding Park Forest and the Southland. He will keep the Board and community updated as bills proceed that will affect our community. He will also update the public after his visit to Springfield on Lobby Day. Last week, Mayor Woods attended the South Suburban Mental Health Network event. He noted that the Illinois Tollway was there and suggested residents utilize the Tollway's website for information regarding tolls and the tollway system.

**Village Attorney**

No report

**Village Manager**

Manager Mick thanked Director Pries for running the March 17<sup>th</sup> meetings in his absence. Vehicle stickers are on sale now and show be displayed by April 30. He gave local election information for both Cook and Will Counties. There will be a Community Cleanup Day sponsored by the Environment Commission Saturday, April 5<sup>th</sup>. Due to the Community Cleanup Day, the Saturday Rules Meeting will be canceled. There will be opportunities for talks during the cleanup. Recreation, Parks, and Community Health will have a Pickle Ball Open House which will be free to residents and \$7 for visitors. The Annual Egg-Stravaganza will take place

on Saturday, April 12<sup>th</sup>. Details for the day's many events may be found on the Village website. The Village is recruiting for various position. Check the Village website (employment tab) for more details.

**Village Clerk**

No report

**Reports of Commission Liaisons and Committee Chairpersons**

Trustee Settles had no comment or report.

Trustee Graham had no comment or report.

Trustee Hardy had no comment or report.

Trustee Slone said the Environment Commission is hosting the Local Food Expo on April 19<sup>th</sup> at Dining on the Green. The Manager's Search Steering Committee will meet April 1 and will narrow the field to half with interviews to be held the week of April 14<sup>th</sup>.

Trustee White had no comment or report.

Trustee Moore had no comment or report.

**Citizens Comments, Observations, Petitions**

Victor Blackwell said he recently attended a performance "Reimagining Cabaret," how Blacks influenced Cabaret. He has booked it for Freedom Hall on May 10<sup>th</sup> and encourages all it see the performance. He also noted the Main Street Nights will be offering a diverse lineup this summer.

**Motion: Approval of Consent**

**CONSENT:**

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

- 1. MOVED, that the Mayor and Board of Trustees approve a Resolution to dispose of a 2012 Dodge Avenger by auction at America's Auto Auction, in Crestwood, IL.**
- 2. MOVED, that Mayor and Board of Trustees approve the purchase of an ambulance in the amount of \$432,349 from Foster Coach.**
- 3. MOVED, that the Mayor and Board of Trustees approve an updated State of Illinois Salt Purchase Authority Certification to Deputy Village Manager/Finance Director Mark Pries from Village Manager Tom Mick due to his upcoming retirement.**
- 4. MOVED, that the Village Manager is authorized to enter into a contract for mowing of Areas #1 - #10 with Shelton Landscape & Snow Management for an anticipated seasonal cost of \$37,884.**

Approval of the consent agenda was moved by Trustee Graham and seconded by Trustee Settles. Mayor Woods asked if anyone wished any item be removed from the consent agenda for further discussion. Hearing none, a roll call vote was called by Mayor Woods on the motion to approve the consent agenda.

The consent agenda was approved with the following results:

Ayes: 7

Nays: 0

Absent: 0

The consent agenda was adopted with seven (7) ayes, no (0) nays and no (0) absent

**DEBATABLE:**

**5. Discussion: Aqua Center – Facility Assessment Results & Recommendations**

Manager Mick noted that this item had much discussion at last week's meeting with multiple options to consider. After discussion with the Mayor and the Board, there is a general consensus to support option #2. As time is of the essence to get quotes, Manager Mick asked the Board to move forward. At the next Board Meeting which is two weeks away, if the Board would like, there could be a Special Regular Meeting to vote to approve option #2 as it is consensus. He welcomed feedback from the Board. Mayor Woods asked if there were any questions or comments from the Board. Hearing none, this item will be on agenda at the Special Regular Meeting on April 7<sup>th</sup>.

**Adjournment**

This concluded the Regular Meeting of the Board of Trustees.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Hardy, seconded by Trustee Moore and passed unanimously by voice vote. The meeting was adjourned unanimously with a voice vote with the following results:

Ayes: 7

Nays: 0

Absent: 0

Mayor Woods adjourned the Regular Meeting at 7:14 p.m.

Respectfully submitted,

Sheila McGann

Village Clerk

## **AGENDA BRIEFING**

**DATE:** April 9, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

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

**RE: A RESOLUTION AUTHORIZING THE DISPOSAL OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF PARK FOREST**

### **BACKGROUND/DISCUSSION:**

The Park Forest Fire Department was authorized to purchase a new fire engine in March 2023. Attached is the agenda item. The vehicle to be replaced in the Fire Department fleet was Engine 54. This vehicle has been disposed of by sale to another fire department in the region. The attached resolution authorizes the disposal of this vehicle, which is a 2001 Alexis Pumper with a total of 23,862 miles and 4,940 operation hours.

### **SCHEDULE FOR CONSIDERATION:**

This item will appear on the April 21, 2025 Consent Agenda for Board consideration and approval.

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

**A RESOLUTION AUTHORIZING THE DISPOSAL  
OF PERSONAL PROPERTY OWNED BY THE VILLAGE OF PARK FOREST**

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

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

**Whereas,** it has been determined by the Mayor and Board of Trustees of the Village of Park Forest; and

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

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

**SECTION TWO:** the Village Manager is hereby authorized to direct the sale of the aforementioned personal property.

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

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Mayor/Village President

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

## Attachment A

<u>Year</u>	<u>Vehicle Make/Model</u>	<u>Vehicle Identification Number</u>	<u>Miles/Hours Usage</u>
2001	Alexis Pumper	44KFT42821WZ19552	23,862/4,940

## **AGENDA BRIEFING**

**DATE:** March 6, 2023

**TO:** Mayor Jonathan Vanderbilt  
Board of Trustees

**FROM:** Tracy Natyshok, Fire Chief

**RE:** New Fire Engine

### **BACKGROUND/DISCUSSION:**

The FY 23/24 Fire Department budget calls for the replacement of the department's 2001 Class "1" type HME/Alexis rescue pumper. Typically, each engine spends 7-years as the primary engine, 7-years as the secondary engine and 7-years as the reserve engine. The budget for this project is \$750,000, which will include the vehicle itself and the outfitting of equipment (i.e. lights, sirens, radios, lettering/stripping).

For this project, the fire department formed an engine committee, which included the department mechanics, shift officers, and a member from all three shifts. The committee was directed to include a 2,000 GPM pump to increase our pumping capacity to 3,500 gallons with two engines. This will allow us to continue to work towards the goal established in the Inter-governmental Agreement between the Village of Park Forest and the Village of Flossmoor created in 2016. In that agreement, each department will be able to reduce its fleet of engines essentially to two, with an alternating reserve engine shared between the two departments. This would fundamentally lengthen the lifespan of fire engines and reduce our firefighting inventory by ½ of a vehicle. This reserve engine, maintained by the respective fire department, would be active for approximately 5-years as the reserve; a timeframe well within current NFPA limits for this type of vehicle. The only other directive given to the committee was the manufacture would have to include a single source warranty for this project.

The first task of the committee was to decide on the concept for this project. Currently, the Park Forest Fire Department fleet includes three rescue/pumpers. Rescue/pumpers are larger vehicles capable of carrying more rescue equipment. Because of their size, rescue/pumpers are less maneuverable and create some access issues within the village. The committee suggested we move away from a fleet that included three rescue/pumpers and purchase a smaller, more maneuverable class "1" type engine. This decision would lower the cost of the project because a standard engine is considerably less expensive than a rescue/pumper. Further, there will be no need to purchase and maintain specialized equipment on multiple apparatus.

Once the concept was decided on, the committee started to look at different engine manufactures. Members of the committee performed an extensive evaluation of different engine features and manufactures. Members of the committee talked to vendors and reviewed features and options. Our mechanical staff attended the Fire Department Instructor's Conference where they could see all manufactures and their products in person. Multiple vendors brought demo engines to the station for members of the committee to look at and drive. The committee also visited other departments with new engines to gather information and ideas. Members used these opportunities to evaluate the quality of craftsmanship, fit and finish, and special design features of each of these engines. Our mechanical staff met with mechanics from other departments to learn from their experiences with the different

manufactures. During this evaluation process, members of the committee unanimously evaluated one manufacture above all the rest. This manufacturer is Pierce Manufacturing.

Pierce Manufacturing is one of the current manufacturers awarded the contract for The Suburban Purchasing Cooperative/Sourcewell Program Alliance. The Suburban Purchasing Cooperative is a cooperative of 146 municipalities in the six county area of Northern Illinois. The Suburban Purchasing Cooperative (SPC) is sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC), South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). The SPC exemplifies the benefits of intergovernmental cooperation on a regional basis. The goal of the SPC is to combine the resources and purchasing power of governments and non-for-profit entities to jointly negotiate advantageous contract terms on a line of high quality products at the lowest possible price. According to 30 ILCS 525/2 from CH. 85, pr. 1602 Sec. 2 (a) Any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive bids as provided in Section 4 of this Act. (Source: P.A. 87-960.) Pierce Manufacturing was awarded the contract for engines through February 10, 2026.

**RECOMMENDATION:**

Based on the research done by the department's engine purchasing committee, I am recommending the Mayor and Board of Trustees accept the proposal from Pierce Manufacturing. Their product was the highest rated by our committee. The Suburban Purchasing Cooperative price of \$749,500 allows us to purchase an upgraded engine designed to better serve the community.

The proposal cost of \$749,500 is the total cost for purchasing and outfitting of the engine, with a guarantee of no additional costs. It also includes a single source warranty and local certified service centers.

I would like to note Pierce Manufacturing is expecting a price increase April 1st of this year. That, coupled with the 20-24 month production time, is why I am recommending getting our order in before the end of March. This will allow us to avoid the price increase and get production started with an anticipated delivery sometime in 2025.

**SCHEDULE FOR DISCUSSION:** This item will appear on the agenda of the regular meeting of March 6, 2023, for your consideration and discussion.



**VILLAGE OF PARK FOREST  
FIRE DEPARTMENT**  
156 INDIANWOOD BOULEVARD  
PARK FOREST, IL 60466  
708-748-5605

# Invoice

<b>BILL TO</b>
UNIVERSITY PARK FIRE DEPARTMENT 698 BURNHAM DRIVE UNIVERSITY PARK, IL 60484

<b>DATE</b>	<b>INVOICE #</b>
09/05/2024	24-0020841
<b>CUSTOMER NUMBER</b>	
51039	



		<b>TERMS</b>	<b>DUE DATE</b>
		UPON	09/05/2024
<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>RATE</b>	<b>AMOUNT</b>
1.00	SALE OF VEHICLE ENG 54: 2001 ALEXIS PUMPER, HME CHASSIS VIN: 44KFT	15,000.00	15,000.00
		<b>TOTAL</b>	\$15,000.00
		<b>BALANCE DUE</b>	\$0.00



106567

VILLAGE OF UNIVERSITY PARK

PH. 708-534-6451  
698 BURNHAM DR  
UNIVERSITY PARK, IL 60484



States Bank  
70-454/812



DATE  
December 6, 2024

AMOUNT

\$15,000.00

PAY Fifteen Thousand Dollars and 00/100 Cents\*\*\*\*\*

TO THE ORDER OF: Village of Park Forest  
350 Victory Dr  
Park Forest, IL 60466



*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

⑈ 106567⑈ ⑆ 081204540⑆ ⑈ 1000258335⑈

VILLAGE OF UNIVERSITY PARK

Description: #24-0020842 Fire Truck Donation Purchase \$15,000.00

106567





## AGENDA MEMORANDUM

**DATE:** April 10, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Mark A. Pries, Deputy Village Manager/Finance Director

**RE:** A Resolution Adopting Fiscal Policies for the FY 2025/2026 Budget

**BACKGROUND/DISCUSSION:** One of the basic requirements of the Distinguished Budget Award program is that the budget must contain Fiscal Policies. 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 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. Policies 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 2025/2026 Budget Year, the policies in these areas are:

- 1) A 2% increase in departmental expenditures.
- 2) A 3.5% salary increase for all personnel. This is consistent with negotiated union contracts.
- 3) **Water rates will increase 5% from the FY 24/25 amount of \$20.91 per 1,000 gallons to \$21.95 per 1,000 gallons in FY 25/26** based on the revised rate ordinance adopted December, 2021.
- 4) **Sewer rates will increase 5% from the FY 24/254 amount of \$3.82 per 1,000 gallons to \$4.02 per 1,000 gallons in FY 25/26** based on the revised rate ordinance adopted December, 2021.
- 5) **Refuse rates are at \$27.65 for all of calendar 2025 and will increase to \$28.57 January 1, 2026.** Calendar 2022 represented the first year of the renewed contract that lasts through the end of calendar 2033.

Included in budget guidelines were restrictions in capital spending. Regular reporting and analysis, maintenance of a sufficient fund balance, review of all user fees and the Board’s directive on the collection of rents owed in the DownTown are 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 balances recommended for Fiscal 2025 are as follows:

Fund balance assigned for IRMA deductible	\$500,000
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There will be further assignments as FY 24/25 comes to a close. Assignments reflecting approved budget expenditures which remained unspent will also be added to the assigned fund balances. 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 that funds intended for a specific purpose be spent first, then moving to funds that are unassigned. This ensures that moneys reserved for specific purposes are not spent on anything for which they were not intended.

Capitalization Thresholds

Capitalization thresholds are the amounts at which an asset, when purchased, will be capitalized (become an asset) and removed from expenditures. This newly capitalized asset will then be depreciated over the useful life assigned to it when it was purchased. It is important to update the capitalization thresholds from time-to-time in order to prevent the fixed asset records from becoming so large that they are very difficult to maintain as well as to reflect the increasing costs of assets over the years. The Village’s capitalization threshold has not changed in over 25 years and when staff benchmarked Park Forest’s thresholds against Chicago-area municipalities, it was discovered that our levels are significantly lower than the surrounding communities. The revised thresholds included in the FY 25/26 Fiscal Policies are:

- Equipment (includes vehicles) – \$50,000 threshold (formerly \$10,000)
- Infrastructure – 20 to 50 years; \$250,000 threshold (formerly \$20,000)
- Buildings – 20 to 50 years; \$150,000 threshold (formerly \$20,000)
- Building Improvements – 20 to 50 years; \$150,000 threshold (formerly \$20,000)

**SCHEDULE FOR CONSIDERATION:** This matter will appear on the agenda of the Regular Board meeting on April 21, 2025 for adoption.

**A RESOLUTION ADOPTING  
FISCAL POLICIES  
FOR THE 2025/2026 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 Fiscal Year 2025/2026, attached hereto, are hereby adopted.

**BE IT FURTHER RESOLVED** that these Fiscal Policies shall be incorporated into the Fiscal Year 2025/2026 Budget and the resources of the Village shall be allocated according to these policies.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**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:

- Housing values continue to increase as well as a reduction in vacant and foreclosed homes reflects stabilization in the Village's housing market. The recovery from the financial crisis of 2007 has come full-circle.
- A stagnant commercial tax base, with few sales tax producing entities.
- The State of Illinois has consistently, over the last fifteen years, reduced the amount of State shared revenues, in one form or another, meant for municipalities. Over the last six years, Income Tax allocations have been delayed several times by the State in attempts to fix their financial condition. The current State budget has eliminated the grocery sales tax.
- Utility tax revenues appear to have stabilized after many years of decreasing revenues. However, the impacts of a reduced commercial base, packaged services and de-regulation continue to impact these revenues.
- The Village's purchase and conversion of DownTown Park Forest to 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. Over the years, the TIF was able to generate revenue that helped pay for redevelopment initiatives as well as abate a part of the annual debt service requirements of the TIF. Starting in FY 2019, the TIF debt was entirely abated from the annual tax levy for the remaining life of the debt. Fiscal 2020 saw the TIF debt paid in full. Incremental taxes relieved the TIF debt service burden on taxpayers. Increasing increment provides further relief as well as additional funding to redevelop the DownTown area. The Village successfully had the DownTown TIF extended until 2032, meaning there will be significant funds available to improve the DownTown for the next nine years as well as reimburse the \$4.4 million owed by the TIF to the Village.
- The Village's aging infrastructure and ongoing plans to address that infrastructure. In Fiscal Year 2019, a \$2 million water main extension down Western Avenue was completed without the need for borrowing along with the Village receiving \$750,000 from Agrati to offset some of the cost of this water main extension. With the 2018 tax levy, the Village Board authorized an additional \$500,000 to be budgeted annually, starting in Fiscal 2019-2020, for street maintenance projects utilizing property tax dollars that were previously used to support the Health Department. FY

20-21 saw additional water main replacement occurring in the Village, the start of a 2-year, \$5 million project funded by IEPA low-interest loans. FY 21-22 continued the water main replacement project as well as the design work for the resurfacing of Shabbona Drive. FY 22-23 saw the \$5 million project come to a completion as well as additional infrastructure work beginning that is funded via the \$2.88 million the Village is receiving from the American Rescue Plan Act (ARPA) approved by Congress in 2021. The FY 23-24 budget saw a \$6.8 million infrastructure project done and FY 24-25 included \$4 million for additional infrastructure improvements, all using unassigned fund balance from the General Fund.

Despite the slow recovery and 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 2025/2026 Budget are designed to address, not necessarily solve, these aforementioned 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 for approved projects as well as items that have a reasonable certainty of being approved. Budget amendments are made for any 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. Given these facts, all funds are presented as a balanced budget, utilizing both current year revenues and, if needed, fund balances to afford current year expenditures.
3. 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, at a minimum, three months of operations. A three

to four month reserve is considered an appropriate reserve level for the General Fund and all other budgeted Governmental-type Funds, including the Library. Reserve levels in Enterprise Funds can range greatly depending upon the potential for large capital outlays (Water and Sewer Funds) or for pay-as-you-go services (Refuse Fund). A minimum reserve level for Enterprise Funds is three months of operations.

4. Department Heads will maintain a total overall increase of 2% over the 2024/2025 level of expenditures for those items that involve controllable costs. This does not include pensions, health insurance, IRMA, salary increases or capital outlays.
5. The 2025/2026 Budget will provide for salary steps. It will also provide for a 3.5% annual salary increase for all Village employees.
6. Potential areas for budget savings for the Fiscal Year ending 2024/2025 will be identified. Fiscal savings identified in the 2024/2025 Budget will not be permitted to “carry over” into the 2025/2026 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. \$18,000 in Personal Property Replacement Tax (PPRT) revenue will remain allocated to FICA for FY 25-26.
  - (a) The Actuarial Assumptions for the Police and Fire Pension Funds are as follows:
    - A 6.75% interest rate assumption
    - Entry Age Normal
    - Target 100% Funding
    - Payroll Growth of 3.75%
    - Level Percentage of Payroll amortization method ending in 2041
    - Inflation at 2.5%
    - The Pub-S 2010 Mortality Table is used
  - (b) Both the Police and Fire Pension Funds have adopted Investment Policies. These policies allow for asset allocations consistent with State Statutes for a maximum of 65% in allowable equities and the remainder in fixed income investments.
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 those purposes.

10. Capital expenditures will be planned through the mechanism of a five-year capital plan that feeds into the annual 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. The Village of Park Forest shall maintain a capitalization levels for various assets based upon per item cost of the item categories listed below. Per item means that even though an entire system may be purchased for more than \$50,000 (i.e. a computer system), if it is reasonable that the system could be purchased in separate pieces with those pieces each costing less than \$50,000, it does not qualify for capitalization. This allows the fixed asset records of the Village to maintain a much clearer picture by removing lower cost items and assets that have relatively short useful lives. All assets will have a useful life determined at the time of purchase. The following are the standard useful lives and capitalization thresholds given to the typical assets purchased by the Village:
  - Equipment (includes vehicles)– 5 to 10 years; \$50,000 threshold
  - Infrastructure – 20 to 50 years; \$250,000 threshold
  - Buildings – 20 to 50 years; \$150,000 threshold
  - Building Improvements – 20 to 50 years; \$150,000 threshold
12. 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 from the DownTown Fund and may, if needed by the DownTown Fund, pay these CAM costs by a transfer from the General Fund.
13. 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.
14. The DownTown Budget does not reflect any sale of property. Sales of properties will be actively pursued. The DownTown Budget does not recommend added borrowing.
15. Management of the DownTown Fund will take any means necessary to collect rent from any tenant that is more than one (1) month behind on their rent payment. This includes starting the eviction process for any tenant that is behind on their rent.
16. 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. A five-year water rate schedule was adopted in December, 2021 with a 5% increase for FY 2025/2026. FY 2026/2027 also has a 5% increase to water rates.

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2025	\$20.91
2026	\$21.95

A new refuse contract began January 1, 2022 and expires December 31, 2033. All terms of the preceding contract will stay in place. The Village Board adopted the rates for calendar years 2022 to 2026 in December, 2021, keeping with the existing practice of approving refuse rates in a five-year block.

<u>Calendar Year</u>	<u>Monthly Refuse Rate</u>
2025	\$27.65
2026	\$28.57

It is the Village’s intent to reduce Inflow and Infiltration (I & I) and continue to maintain and replace aging sewer infrastructure as needed. Beginning in Fiscal 2015, storm sewer maintenance is also charged to the sewer fund. Similar to water rates, a five-year sewer rate schedule was adopted in December, 2021 with a 5% increase for FY 25/26. The subsequent fiscal year has a 5% increase to rates. Sewer rates for the current budget year are as follows:

<u>Fiscal Year</u>	<u>Rate per 1,000 gallons</u>
2025	\$3.82
2025	\$4.02

17. 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.
18. Budget amendments will be made at the fourth quarter of the budgetary cycle. Budget amendments will only be made to accommodate major, unanticipated changes in revenue, expenditures, or personnel.
19. The Board will receive detailed operating results at a minimum of each quarter, with monthly reports being made each year starting in September. Evaluation of areas will be made where cost savings have occurred that could warrant redirection of funds. In addition, the Board receives a weekly report of bills paid.
20. The Village’s annual budget is meant to convey the initiatives and strategies implemented across Village departments to accomplish the Board’s goals as determined in the Strategic Planning process. Affordability of implementation will be determined at the time revenues are projected, as part of the budget process.
21. The Finance Director will determine if a portion of fund balance should be assigned. This determination will be based upon Board directives and goals.
22. The Village, when possible, 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

23. All Governmental Accounting Standards Pronouncements will be implemented. The Village will strive for the Certificate of Achievement for Excellence in Financial Reporting (COA), the Popular Annual Financial Report (PAFR) as well as the Distinguished Budget Presentation Award.
24. The Village's Debt Management Policies will be identified annually in the Budget Document and include narrative about any new debt issuances.
25. The restricted fund balance for IMRF in the General Fund will transfer \$100,000 to the restricted fund balance for FICA to cover any shortfall in FICA expenditures for FY 25/26.
26. A budgetary monitoring and control system will be maintained. Budget performance will be measured, at a minimum, on a quarterly basis with results being provided to the Village Board. The optimal level of reporting will be monthly budget reports to the Board that start with the third month (September) each fiscal year. The Finance Director, Village Manager and Department Heads will conduct a formal six-month review of budget performance with the results being provided to the Village Board.

## **AGENDA BRIEFING**

**DATE:** April 10, 2025

**TO:** Mayor Joseph A. Woods  
Board of Trustees

**FROM:** Roderick Ysaguirre – Director of Public Works/Village Engineer

**RE:** Approval of a Construction Engineering Services Agreement for the reconstruction of Forest/Norwood Blvd from Indianwood Blvd. to Westwood Drive

### **BACKGROUND/DISCUSSION:**

The Village was awarded 3 million in Illinois Transportation and Enhancement Program (ITEP) funding for the bicycle and pedestrian improvements along this corridor project. The Village was able to supplement an additional 3 million in local funding for the road and all other non-ITEP eligible improvements. The Village was also recently awarded \$480,000 in 2024 Invest in Cook funding with a 20% Local Match for Construction Engineering on the project. The Village is now in a position to bid this project and complete all ITEP eligible and non-ITEP eligible work with enough funding in place to fund construction and construction engineering. The Bid Opening is scheduled for April 25, 2025.

Construction highlights include, new curb and gutter, road reconstruction, a road diet between Lakewood Blvd. and Indianwood Blvd, a 10 ft. off-street multi-use path, bio-swales, on-street parking, geometric improvements at intersections, sanitary and storm sewer improvements, ADA improvements, PACE bus stop improvements, raised intersections within the Downtown area and green space being returned along the Downtown frontage.

This item consists of approval of a Phase 3 Construction Engineering Services Agreement between the Village and V3 Companies Ltd., of Woodridge IL in the amount of \$599,771 dollars. V3 was the consultant who completed Phase 1 and 2, thus they are most familiar with this project and most qualified to perform these services. Construction engineering services include, but are not limited to, project initiation, construction administration, having an onsite Project Representative to assure compliance of contractor to the plans and specifications, measurement and computation of pay items, maintaining a daily record of work, inspection of work and materials, management and coordination with material testing subcontractors, project close out, and other standard services during roadway construction.

These services will be funded 100% by the Village’s Motor Fuel Tax (MFT) Fund and then reimbursed 80% through the 2024 Invest in Cook Program. The total estimated costs for these Phases are as follows:

	Invest in Cook 80%	Village Share 20%	Estimated Total
Construction Eng.	\$ 480,000	\$ 120,000	\$ 600,000
<b>Total</b>	<b>\$ 480,000</b>	<b>\$ 120,000</b>	<b>\$ 600,000</b>

**RECOMMENDATION:** Approve and enter into this Construction Engineering Services Agreement with V3 Companies Ltd., in the amount not to exceed \$600,000 for work associated with this road improvement project.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular meeting of April 21, 2025 for your approval.



March 21, 2025

Mr. Roderick Ysaguirre, P.E.  
Director of Public Works / Village Engineer  
Village of Park Forest  
Dept. of Public Works  
350 Victory Drive  
Park Forest, IL 60466

**PROPOSAL: FOREST BLVD/NORWOOD BLVD - PHASE III CONSTRUCTION ENGINEERING SERVICES**

Dear Mr. Ysaguirre:

V3 Companies (V3) is pleased to submit this proposal for Phase III professional engineering services on the above referenced project. Our submittal includes a brief understanding of the project elements involved, our scope of services, and IDOT's BLR 05514 Cost Estimate Worksheet to define the required hours and associated costs for the scope of services we defined.

Drew Guardi will serve as your Resident Engineer and the primary point of contact for this project, overseeing all aspects of the work. Drew is familiar with the Village's processes, and is IDOT documentation and CMMS certified. He is currently helping manage a large downtown Joliet streetscape project, and will be fully available for this assignment starting in July.

Drew will utilize a full-time assistant and inspector, with Ryan Walsh overseeing day-to-day inspections, documentation, and coordination efforts. Ryan has worked on other IDOT-let contracts and has extensive expertise in the design and construction of ADA ramps on previous infrastructure projects.

V3 will utilize Interra, Inc. as our sole subconsultant for quality assurance testing on concrete and HMA placements, as well as subgrade inspections for potential undercuts.

I will serve as a point of contact for administration consultation, assisting Drew as necessary. I am available to discuss any portions of the attached scope or fee, and can be reached at 630-936-0320 or [rkipp@v3co.com](mailto:rkipp@v3co.com). We appreciate this opportunity to submit this proposal, and look forward to continuing to provide our services to the Village.

Sincerely,  
V3 Companies, Ltd.

A handwritten signature in blue ink that reads "Rick Kipp".

Rick Kipp, P.E.  
Senior Project Manager, Construction Engineering

## Project Understanding

The Village of Park Forest is seeking Construction Engineering services to assist with full-time observation and construction administration for the upcoming Forest Boulevard Reconstruction Project. The Village will act as the local agency for an April 25, 2025 IDOT letting, allowing construction to begin by July, pending utility relocation progress.

As a 150 working day contract issued through IDOT, the effective days are charged between May 1 and November 30, meaning the estimated completion date for the contractor could extend to October 30, 2026. Utility delays can be expected, and if incurred, could impact the start of work, and thus completion.

The work elements will be managed and administered according to IDOT documentation standards, with CMMS as the primary tool for project tracking. The work will be governed by the IDOT Standard Specifications (effective January 1, 2022), the latest Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, the Manual of Test Procedures for Materials, the Supplemental Specifications and Recurring Special Provisions adopted January 1, 2025.

The consultant will be responsible for coordination and performance of quality assurance testing of materials to ensure compliance with IDOT materials requirements, as well as maintaining record drawings of the completed work and collecting GIS data.

## Project Elements

This major infrastructure improvement project is focused on the reconstruction and re-profiling of Forest Boulevard, as well as several adjacent streets. The work will include the installation of full-depth bituminous pavement along Forest Boulevard, from Indianwood Boulevard to Norwood Boulevard, with the removal of median islands to improve traffic safety and efficiency. The intersections at Main Street and Lakewood Boulevard will be raised and constructed with Portland Cement Concrete (PCC) jointed pavement to help delineate crosswalks and slow down roadway traffic. Similarly, Norwood Boulevard will undergo reconstruction, with full-depth bituminous pavement being installed from Forest Boulevard to Westwood Drive.

As part of the stormwater management improvements, new underground storm sewer systems will be installed along both Indianwood Boulevard and Norwood Boulevard. Storm drainage along Forest Boulevard will discharge into existing systems at Lakewood Boulevard, Fir Street, and Park Street, while Norwood Boulevard's drainage will connect to an existing system beneath Westwood Drive.

A new multi-use path will be constructed along the west side of Forest Boulevard, continuing along the north side of Norwood Boulevard. This path will provide a safe route for both pedestrians and bicyclists. All sidewalk intersections will be built to the latest ADA standards, ensuring accessibility for all.

The project will be completed in three stages. During each stage, specific roads—Lakewood Boulevard, Norwood Boulevard, and Park Street—will be closed, with traffic detours implemented as required.

## Phase III Engineering Scope of Services

The following summarizes the general scope of services we will provide for the duration of the Forest Boulevard/Norwood Boulevard project:

### PRE-CONSTRUCTION PHASE TASKS

- **Pre-construction Meeting:** Attend the IDOT-coordinated preconstruction meeting with all relevant parties to discuss goals, objectives, and any issues the Village of Park Forest or other jurisdictional agencies may have.
- **Permits and Requirements:** Become familiar with all project permits and requirements necessary for construction.
- **Document Existing Conditions:** Document existing conditions using digital photographs and videotapes. Save photos electronically for use by the Village of Park Forest.
- **Utility Meeting:** Conduct a meeting with all affected utilities to verify their relocation schedules, if not already completed.
- **Plan and Specification Review:** Review the project plans and specifications in detail, verifying quantities, elevations, and dimensions. Identify potential conflicts or issues and develop solutions prior to construction.
- **Review Construction Schedule:** Review the contractor's proposed construction schedule for compliance with the contract.
- **Submittals and Drawings Approval:** Review and approve project submittals, shop drawings, and working drawings to ensure compliance with standards and contract documents. Forward recommendations to the Village of Park Forest representative and coordinate accordingly.
- **Project Contact List:** Prepare a project contact list with names, addresses, phone numbers, fax numbers, and 24-hour contact information for all contractors, subcontractors, and suppliers.
- **Earthwork Quantities:** Work with the contractor to agree on earthwork quantities (excluding undercut) prior to construction.
- **Survey Verification:** Perform a survey verification to ensure all control points and benchmarks to be used for project layout are accurate. Coordinate findings with the contractor.
- **Review Record Drawing Requirements:** Review record drawing requirements with the contractor.

### CONSTRUCTION PHASE TASKS

- **Resident Engineer Responsibilities:** Provide a Resident Engineer for daily activities such as observing the progress and quality of work, ensuring it aligns with contract documents. Maintain a constant site presence when the contractor is working. Disapprove any work not conforming to the contract documents and immediately inform the Village of Park Forest representative. Verify there are no deviations from the contract unless authorized by the Village representative. Ensure all required documentation is provided.
- **Daily Reports and Documentation:** Keep daily inspector reports and follow IDOT's Documentation of Contract Quantities, using the IDOT CMMS contract database program to administer the project. Maintain a project diary with relevant observations and documents in CMMS, and advise if the contractor is falling behind schedule.
- **Submittal Log:** Maintain a submittal log and monitor its status to ensure timely approvals.

- **Project Files:** Maintain orderly files of all relevant project documents for easy access.
- **Quantity Measurements and Pay Estimates:** Perform quantity measurements to prepare pay estimates, authorizations, and change orders. Review these with the contractor and submit them to the Village of Park Forest and IDOT for approval and processing through CMMS.
- **Documentation:** Maintain field books and project files in compliance with IDOT documentation requirements.
- **Weekly Progress Meetings:** Chair weekly progress meetings with a prepared agenda.
- **Weekly Summary Report:** Provide a weekly summary report detailing work completed by the contractor.
- **Liaison Functions:** Serve as a liaison for coordinating contractors, utilities, the school district, and property owners affected by the project.
- **Erosion Control Monitoring:** Monitor and document erosion control to ensure compliance with project plans and NPDES standards.
- **Utility Coordination:** Coordinate with utility companies for any conflicts or relocations.
- **Daily Contractor Contact:** Maintain daily contact with the contractor to monitor the schedule and recommend actions if the project is falling behind.
- **Requests for Information (RFI):** Administer and review requests for information from the contractor and provide input on minor design-related changes.
- **Utility Contractor Coordination:** Maintain daily contact with utility companies and their contractors to ensure adherence to proposed schedules.
- **Village Communication:** Maintain daily contact with the Village of Park Forest representative to provide relevant project updates.
- **Traffic Control Inspections:** Inspect, document, and notify both the contractor and the Village of Park Forest regarding the adequacy of traffic control. Perform necessary traffic control checks, document any deficiencies, and track responses. Inform the Village of any deficiencies and enforce corrective actions as stipulated in the contract if the contractor fails to address them.
- **MOT Oversight:** Oversee MOT staging, prepare IDOT BSPC Traffic Control Weekly Inspection reports, and review the MOT for potential improvements, highlighting areas of concern.
- **Assist with Alternate Routes:** Assist school districts, bus companies, mail carriers, and emergency vehicles in establishing alternate routes during construction.
- **Quality Assurance Coordination:** Coordinate material testing services in accordance with IDOT QC/QA practices and procedures (with the contractor providing QC). Obtain and test soil, asphalt, concrete, and aggregate samples to meet IDOT QA requirements. Prepare reports in a timely manner, ensuring alignment with QC data. Provide geotechnical inspections and remedies as needed. Act as the QA Manager and coordinate partial and final materials documentation with IDOT.
- **Contractor Layout Verification:** Verify and perform random checks of contractor layout.
- **Communication Assistance:** Assist the Village of Park Forest with project update flyers, notices, website updates, e-blasts, and social media communications.
- **Schedule and Website Updates:** Ensure the project schedule and changeable message board information is updated weekly.
- **Meeting Minutes:** Prepare minutes for all meetings and distribute them to appropriate parties.
- **Working Drawings:** Maintain an up-to-date set of working drawings as construction progresses.
- **Required Resources:** Provide all necessary equipment, instruments, supplies, transportation, and personnel required for the project team's duties.

- **Punch List Management:** Maintain and periodically update a running punch list to expedite project closeout.
- **Material Acceptance Certifications:** Obtain material acceptance certifications as materials are incorporated into the project. Withhold payment until material inspections and certifications are provided to expedite closeout.

### FINAL CLOSE-OUT TASKS

- **Final Inspection and Punch List:** Perform a final inspection with the Village of Park Forest representatives, contractor, IDOT, and all applicable utilities to generate a punch list. Document the punch list items and submit them to the contractor for resolution. Verify the completion of all work, provide a recommendation to the Village of Park Forest for project closeout, and complete the final IDOT documentation.
- **Review of Record Drawings:** Obtain and review applicable record drawing information from the contractor to ensure compliance with preconstruction requirements. Review and approve the contractor's final as-built drawings on behalf of the Village.
- **Topographic Survey and As-Builts:** Conduct a final topographic survey to ensure compliant grades and slopes. Generate as-built cross sections based on the plan sheets. Provide redlined final "Record Drawings" in both hard copy and electronic formats.
- **Contractor Performance Evaluation:** Complete the contractor's annual performance evaluation using IDOT's official format.
- **Final Audit Coordination:** Coordinate and participate in a final audit of project files with IDOT staff.
- **Project Closeout:** Close out the project with the Village within a timely fashion of project completion.
- **Final Documentation Submission:** Provide all documentation related to the final balancing change order, final pay estimate, and closeout documentation in accordance with IDOT requirements.

### Project Schedule

The project will be let through IDOT on April 25, 2025 as a 150 working day contract, meaning there is no defined completion date. The contract will be awarded, then executed, and with the pre-construction meeting, could be expected to begin just after July 4. The working days assessed to the contract are based on the controlling item of work being able to be constructed. Working days are not assessed prior to May 1, or after November 30.

The start of work will be contingent on the corridor being clear of all utility relocations for that phase of work. This will apply for the sanitary and storm sewer installations to occur in Stage 1. If Com Ed, ATT and NICOR are not complete with their relocations, the contractor's start date could be pushed back from July.

While we are confident that the village and V3 can work with the utility companies to expedite their construction schedules and clear the work zones in the summer, we would expect that Phase 1

improvements involving sanitary and storm sewer installations on Forest, and pavement reconstruction on Lakewood to be complete prior to a winter shutdown.

Depending on the utility relocation and roadway work completed by fall, a decision can then be made on how to proceed. Implementing the regional detour and re-routing southbound traffic all winter may not be feasible. A spring start for the remaining work in Stages 2 and 2A would be a logical approach. The contractor will potentially have 87 additional working days to complete work-after the May 1 effective date. That would allow them to work into October without defaulting on the state contract.

Using the above approach, and timelines, we have structured our manhours and budget to address construction inspection services for that timeframe.

## Compensation

V3 has utilized IDOT's Construction Engineering service agreement and forms to define the applicable major tasks associated with this work, and the manhours necessary to address those tasks. Our proposal and subsequent invoices will be based the on actual hours worked, reflecting an IDOT approved overhead rate of 165%.

Individual service tasks have been broken into pre-construction, construction, and post-construction phase services, that include survey related support services. The material testing costs from Interra, Inc. are included, and their cost breakdown and proposal is also attached. Billing rates for all classifications are noted, and annual increases per IDOT's specifications, are applied to the overall cost.

Based upon the above, V3 has developed a Not-to-Exceed fee of \$599,771 for Phase III construction engineering services. This service includes material testing vehicle usage reimbursable fees.

Should the village agree with this proposal and our scope of services as outlined above, we will be prepared to provide those services as early as this July to assist with pre-construction project activities. We appreciate the opportunity to provide our continuing services on this project, and look forward to helping deliver this highly anticipated project to the residents of Park Forest.



<b>Local Public Agency</b> Village of Park Forest	<b>County</b> Cook	<b>Section Number</b> 20-00106-00-PV
<b>Prime Consultant (Firm) Name</b> V3 Companies	<b>Prepared By</b> Rick Kipp	<b>Date</b> 3/21/2025
<b>Consultant / Subconsultant Name</b> Interra Inc.	<b>Job Number</b> C-91-056-25	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

Phase III Construction Engineering Services for the Forest/Norwood Boulevard Shared-Use Path and Roadway Reconstruction project

### PAYROLL ESCALATION TABLE

<b>CONTRACT TERM</b>	16	MONTHS	<b>OVERHEAD RATE</b>	165.00%
<b>START DATE</b>	7/7/2025		<b>COMPLEXITY FACTOR</b>	0
<b>RAISE DATE</b>	1/1/2026		<b>% OF RAISE</b>	3.00%
<b>END DATE</b>	11/6/2026			

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	7/7/2025	1/1/2026	6	37.50%
1	1/2/2026	11/1/2026	10	64.38%

The total escalation = 1.88%









**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

20-00106-00-PV

**Consultant / Subconsultant Name**

Interra Inc.

**Job Number**

C-91-056-25

**AVERAGE HOURLY PROJECT RATES**  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Pre-Construction Phase			Submittals			Public Coordination			Utility Coordination			Material Coordination		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Sr. Project Manager	81.93	24.0	0.61%	0.50	4	3.70%	3.03												
Resident Construction Mngr	51.20	2,263.0	57.77%	29.58	80	74.07%	37.92	60	100.00%	51.20	290	85.80%	43.92	64	72.73%	37.23	96	100.00%	51.20
Inspector	37.56	1,528.0	39.01%	14.65							48	14.20%	5.33	24	27.27%	10.24			
Survey Project Manager	72.79	10.0	0.26%	0.19	4	3.70%	2.70												
Survey Technician III	46.51	48.0	1.23%	0.57	8	7.41%	3.45												
Survey Field Crew	44.78	44.0	1.12%	0.50	12	11.11%	4.98												
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<b>TOTALS</b>		3917.0	100%	\$45.99	108.0	100.00%	\$52.07	60.0	100%	\$51.20	338.0	100%	\$49.26	88.0	100%	\$47.48	96.0	100%	\$51.20

**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

20-00106-00-PV

**Consultant / Subconsultant Name**

Interra Inc.

**Job Number**

C-91-056-25

**AVERAGE HOURLY PROJECT RATES**

**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

**SHEET 2 OF 3**

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Meetings			Traffic Control Inspections			Pay Est/Change Orders			Inspections			CMMS Documentation			Survey As-Builts		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Sr. Project Manager	81.93	16	7.69%	6.30															
Resident Construction Mngr	51.20	192	92.31%	47.26	40	16.67%	8.53	160	100.00%	51.20	485	28.12%	14.39	560	100.00%	51.20	16	17.02%	8.71
Inspector	37.56				200	83.33%	31.30				1240	71.88%	27.00						
Survey Project Manager	72.79																6	6.38%	4.65
Survey Technician III	46.51																40	42.55%	19.79
Survey Field Crew	44.78																32	34.04%	15.24
<b>TOTALS</b>		208.0	100%	\$53.56	240.0	100%	\$39.84	160.0	100%	\$51.20	1725.0	100%	\$41.40	560.0	100%	\$51.20	94.0	100%	\$48.40





<b>Local Public Agency</b> Village of Park Forest	<b>County</b> Cook	<b>Section Number</b> 
<b>Prime Consultant (Firm) Name</b> V3 Companies	<b>Prepared By</b> Ashish Shah	<b>Date</b> 3/3/2025
<b>Consultant / Subconsultant Name</b> INTERRA	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

Cost Estimate prepared based on 2022 Standard Specifications for PCC and using the Local Roads- LR 1030-2 specification for HMA

### PAYROLL ESCALATION TABLE

<b>CONTRACT TERM</b>	5	MONTHS	<b>OVERHEAD RATE</b>	132.67%
<b>START DATE</b>	7/1/2025		<b>COMPLEXITY FACTOR</b>	0
<b>RAISE DATE</b>	1/1/2026		<b>% OF RAISE</b>	2.00%
<b>END DATE</b>	11/30/2025			

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	7/1/2025	11/30/2025	5	100.00%

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The total escalation = 0.00%





**Local Public Agency**

Village of Park Forest

**County**

Cook

**Section Number**

**Job Number**

**Consultant / Subconsultant Name**

INTERRA

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	16	\$65.00	\$1,040.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	1	\$6,053.00	\$6,053.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$7,093.00</b>



Local Public Agency

Village of Park Forest

County

Cook

Section Number

Consultant / Subconsultant Name

INTERRA

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

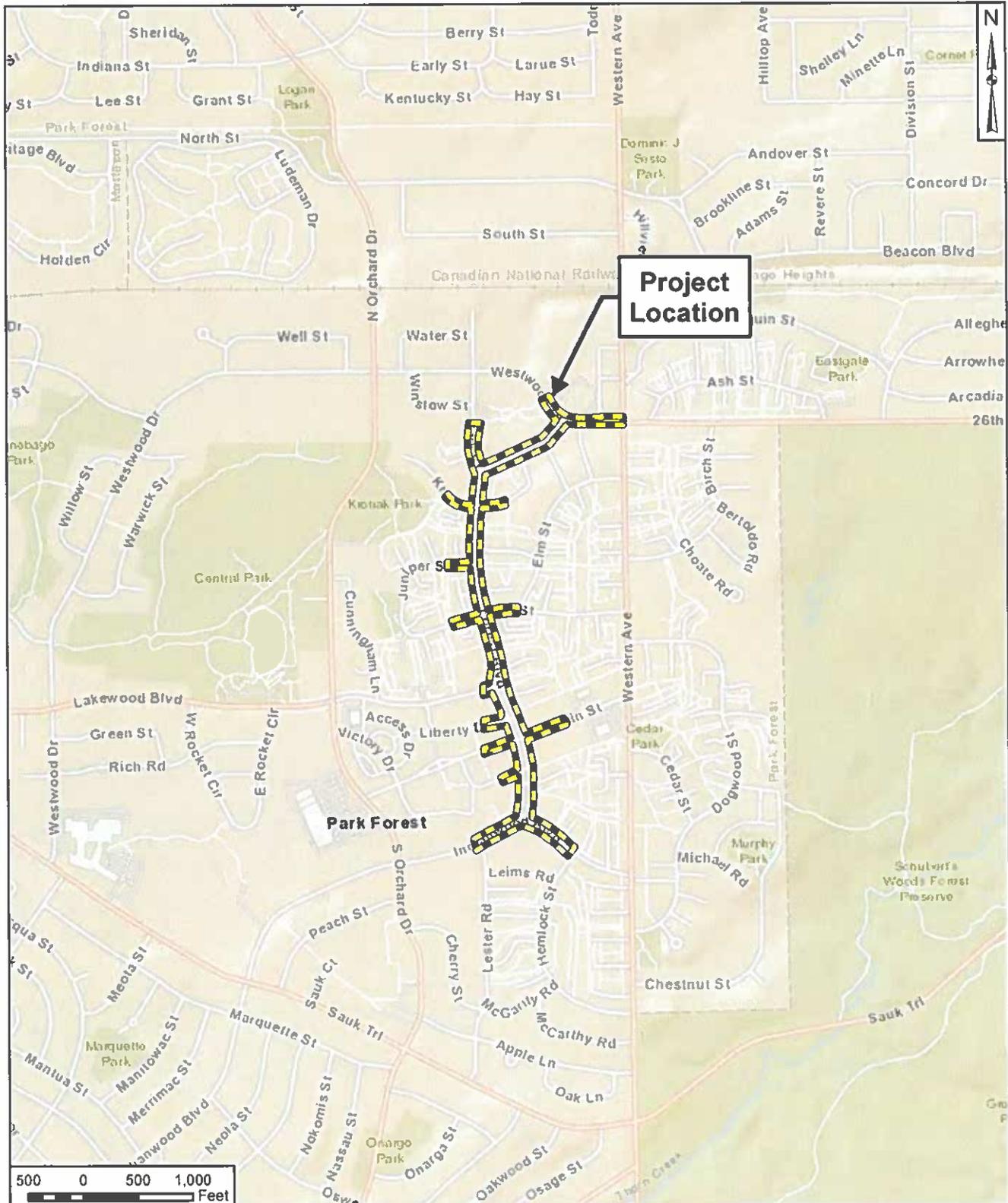
SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			QA Materials Testing														
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg			
Staff Engineer	34.00	8.0	5.00%	1.70	8	5.00%	1.70												
Sr. Materials Technician	53.99	128.0	80.00%	43.19	128	80.00%	43.19												
Senior Project Manager	80.00	8.0	5.00%	4.00	8	5.00%	4.00												
Sr. Administrative Assistant	34.00	4.0	2.50%	0.85	4	2.50%	0.85												
Materials Technician (Pick Up)	49.84	12.0	7.50%	3.74	12	7.50%	3.74												
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<b>TOTALS</b>		160.0	100%	\$53.48	160.0	100.00%	\$53.48	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

<b>Breakdown of Direct Costs</b>
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<b>Village of Park Forest</b>
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Item	No.	Rate	Cost
Vehicle Days	16	\$ 65.00	\$ 1,040.00
Overtime Costs	0	\$ 27.16	\$ -
Cylinders (4" x 8")	42	\$ 27.00	\$ 1,134.00
Air Voids & AC Content	3	\$ 900.00	\$ 2,700.00
Extraction & Washed Gradation	3	\$ 325.00	\$ 975.00
HMA Cores	12	\$ 95.00	\$ 1,140.00
Tack Coat	2	\$ 52.00	\$ 104.00
Standard Proctor	0	\$ 270.00	\$ -
Atterberg Limits	0	\$ 135.00	\$ -
Grain Size with Hydrometer	0	\$ 245.00	\$ -
Organic Content	0	\$ 160.00	\$ -
Gradation (Wash)	0	\$ 220.00	\$ -
		<b>TOTAL</b>	<b>\$ 7,093.00</b>



 <p>7325 Janes Avenue Woodridge, IL 60517 630.724.9200 phone www.v3co.com</p>	PROJECT NO.:	CLIENT:	<p><b>PROJECT LOCATION MAP</b></p>	
	19244	Village of Park Forest 350 Victory Drive Park Forest, Illinois		
CREATED BY:	DATE:	BASE LAYER:	SITE:	FIGURE:
AMM	09/16/2019	ESRI World Street Map	Forest Boulevard Improvement Project Park Forest, Illinois	1
Visio, Vertere, Virtute... "The Vision To Transform with Excellence"	SCALE:	See Scale Bar		

## AGENDA BRIEFING

**DATE:** April 10, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Nicholas Christie – Assistant Village Engineer - DPW

**RE:** Contract for Fiscal 2026 Asphalt Patching Program

### **BACKGROUND/DISCUSSION:**

On Thursday, March 20, 2025, at 2:30 p.m., the Department of Public Works opened 5 bids for the Fiscal 2026 Asphalt Patching Program Contract. Invitations to bid were published in the *Daily Southtown* Newspaper and on our website. Additionally, a notice was sent to the entire State Directory of Minority, Women-Owned, and Veteran owned businesses inviting them to bid. Advantage Paving Solutions, located in Frankfort, IL, was the lowest bidder in the amount of \$103,545.00. This was lower than the Engineer's Estimate of \$121,020. See attached Bid Tab. This contract will patch streets where relatively small and defined pavement failures have occurred and where utility restorations are needed. Utility restorations are budgeted in the Sewer and Water Budgets and general street patches are budgeted in the General and MFT funds.

Advantage Paving Solutions has never worked previous within the Village. However, they have provided references that spoke highly of their work. Additionally, we received sufficient documentation and paperwork required by the bid proposal documents to qualify for awarding this contract.

**RECOMMENDATION:** Award the Fiscal 2026 Asphalt Patching Program contract to Advantage Paving Solutions, located in Frankfort, IL, and authorize the Village Manager to enter into said contract in the amount of \$103,545.00 with a contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$175,000. Funds for the work are located in the General, MFT, Sewer, and Water Funds of the Fiscal 2026 Budget.

This contract is for the entire fiscal year. The large contingency accounts for an unknown volume of utility repair restoration. Also, DPW will need to evaluate the best use of its General Fund dollars in consideration of the proper split between patching and next year's full road resurfacing program. The contingency allows for flexibility in planning, while not exceeding the Contractual Street Maintenance Line Item in the General Fund.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular meeting of April 21, 2025 for your approval.

**BID TABULATIONS**  
**Fiscal 2026 Asphalt Patching Program**

3/20/2025

ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT	Park Forest Estimate		M&J Asphalt Paving Company, Inc.		McGill Construction Co. LLC		Gallagher Asphalt Corporation		Advantage Paving		Wirkus Paving	
				UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT	UNIT PRICE	EXTENDED AMOUNT
1	Road Class D Patch 5 1/2" (Type 1)	150	SY	\$73.04	\$10,956.00	\$83.00	\$12,450.00	\$90.00	\$13,500.00	\$147.00	\$22,050.00	\$60.30	\$9,045.00	\$75.00	\$11,250.00
2	Road Class D Patch 5 1/2" (Type 2)	600	SY	\$73.04	\$43,824.00	\$83.00	\$49,800.00	\$64.00	\$38,400.00	\$86.00	\$51,600.00	\$60.30	\$36,180.00	\$65.00	\$39,000.00
3	Road Class D Patch 5 1/2" (Type 3)	600	SY	\$67.42	\$40,452.00	\$79.00	\$47,400.00	\$57.00	\$34,200.00	\$75.00	\$45,000.00	\$60.30	\$36,180.00	\$55.00	\$33,000.00
4	Road Class D Patch 5 1/2" (Type 4)	150	SY	\$67.42	\$10,113.00	\$79.00	\$11,850.00	\$59.00	\$8,850.00	\$64.00	\$9,600.00	\$60.30	\$9,045.00	\$55.00	\$8,250.00
5	Drive Class D Patch 5 1/2" (Type 1)	30	SY	\$55.06	\$1,651.80	\$63.00	\$1,890.00	\$80.00	\$2,400.00	\$164.00	\$4,920.00	\$43.65	\$1,309.50	\$65.00	\$1,950.00
6	Drive Class D Patch 5 1/2" (Type 2)	120	SY	\$55.06	\$6,607.20	\$63.00	\$7,560.00	\$60.00	\$7,200.00	\$81.00	\$9,720.00	\$43.65	\$5,238.00	\$45.00	\$5,400.00
7	Drive Class D Patch 5 1/2" (Type 3)	120	SY	\$49.44	\$5,932.80	\$60.00	\$7,200.00	\$60.00	\$7,200.00	\$74.00	\$8,880.00	\$43.65	\$5,238.00	\$43.00	\$5,160.00
8	Drive Class D Patch 5 1/2" (Type 4)	30	SY	\$49.44	\$1,483.20	\$60.00	\$1,800.00	\$60.00	\$1,800.00	\$72.00	\$2,160.00	\$43.65	\$1,309.50	\$43.00	\$1,290.00
<b>BID TOTAL</b>				\$121,020.00	<b>BID TOTAL</b>	\$139,950.00	<b>BID TOTAL</b>	\$113,550.00	<b>BID TOTAL</b>	\$153,930.00	<b>BID TOTAL</b>	\$103,545.00	<b>BID TOTAL</b>	\$105,300.00	

## AGENDA BRIEFING

**DATE:** April 10, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Nicholas Christie – Assistant Village Engineer - DPW

**RE:** Contract Renewal of the Concrete Patching Program

### **BACKGROUND/DISCUSSION:**

On Tuesday, April 18, 2023, at 2:00 p.m., the Department of Public Works opened five bids for the Fiscal 2024 Curb and Sidewalk Restoration Program Contract. Invitations to bid were published in the *Daily Southtown* Newspaper and on our website. A notice was also sent to the entire State Directory of Minority, Women-Owned, and Veteran owned businesses inviting them to bid. A total of eight qualified bidders requested access to view the Bid documents. J & J Newell Concrete Contractors, located in Crete, IL, was the lowest bidder in the amount of \$179,677.50. This was lower than the Engineer's Estimate of \$198,250.00. See attached tabulation of bids.

On page 5 of the contract, there is a renewal clause for Fiscal '25 and Fiscal '26:  
*"Upon written agreement of both parties no later than April 1, 2024, and 2025, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed two (2)."*

In Fiscal 2025, Staff recommended renewing this contract. In Fiscal 2026, Staff is again recommending renewing this contract with a 3.0% increase based upon the current CPI. J & J Newell Concrete Company successfully completed all items in the current contract and has indicated they would like to renew the contract. See attached signed renewal letter. The attached price tabulation indicates the contract unit costs with an estimated Fiscal 2026 quantity.

**RECOMMENDATION:** Renew the Concrete Patching Program contract with J & J Newell Concrete Company, located in Crete, IL with a 3.0% increase. Authorize the Village Manager into enter into said contract in the amount of \$191,360.13 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$210,496.00. Funds for the work are located in the General, MFT, Sewer, and Water Funds of the Fiscal 2026 Budget.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular meeting of April 21, 2025, for your approval.

**LETTER OF UNDERSTANDING  
FISCAL 2024 SIDEWALK AND CURB RESTORATION PROGRAM  
WITH THE VILLAGE OF PARK FOREST – SECOND RENEWAL 2025-2026**

The current Fiscal 2024 Sidewalk and Curb Restoration Contract, as awarded on May 15, 2023, between J & J Newell Concrete Company (Contractor), Crete, IL and the Village of Park Forest, IL (Owner), and renewed on March 18, 2024, expires June 30, 2025. Page 5 of the contract contains the following language:

*“Upon written agreement of both parties no later than April 1, 2024 and 2025, this contract may be renewed by the Village of Park Forest for a period of one successive year under the same terms and conditions as in this original contract subject to approval by the Village Board. The contract unit prices may be changed for the renewal periods with price adjustments based on the Consumer Price Index (CPI). The total number of renewal years permitted shall not exceed two (2).”*

By signature of its corporate officer below, the Contractor hereby acknowledges and accepts the Owner’s offer to extend the contract for an additional year until June 30, 2026 and an adjusted rate of CPI Increase of 3.0%. See attached adjusted unit prices. All other terms and conditions within the contract shall remain in effect as agreed upon in the original contract.

**Agreed by:**

J & J Newell Concrete Company  
25350 South State Street  
Crete, IL 60417

Signature: 

2/11/2025  
Date

Name (print): Victoria A Newell

Title: President

Attest:

For Village of Park Forest

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

By: \_\_\_\_\_  
Village Manager

(seal)

**Fiscal 2024 Curb and Sidewalk Restoration Program 2026 Renewal**

				2024 Price		2025 Renewal Prices (+3.4%)		2026 Renewal Prices (+3.0%)	
		UNIT	TOTAL QUANTITY	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED
<b>ESTIMATED UTILITY RESTORATIONS (1 YEAR)</b>									
1	FURNISH AND INSTALL PCC SIDEWALK (5" THICK)	SQ. FT	1,900	\$13.50	\$25,650.00	\$13.96	\$26,522.10	\$14.38	\$27,317.76
2	FURNISH AND INSTALL PCC SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	300	\$14.00	\$4,200.00	\$14.48	\$4,342.80	\$14.91	\$4,473.08
3	FURNISH AND INSTALL PCC COMBINATION SIDEWALK (5" THICK)	SQ. FT	900	\$15.00	\$13,500.00	\$15.51	\$13,959.00	\$15.98	\$14,377.77
4	FURNISH AND INSTALL PCC COMBINATION SIDEWALK AT DRIVE (6.25" THICK)	SQ. FT	450	\$15.25	\$6,862.50	\$15.77	\$7,095.83	\$16.24	\$7,308.70
5	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	40	\$30.00	\$1,200.00	\$31.02	\$1,240.80	\$31.95	\$1,278.02
6	FURNISH AND INSTALL VARIABLE CURB & GUTTER	L.F.	300	\$48.00	\$14,400.00	\$49.63	\$14,889.60	\$51.12	\$15,336.29
7	FURNISH AND INSTALL P.C.C. DRIVEWAY APRON	SQ. FT	1,500	\$12.00	\$18,000.00	\$12.41	\$18,612.00	\$12.78	\$19,170.36
8	FURNISH TRAFFIC CONTROL AND PROTECTION (TOTAL PER CALL OUT)	EA.	3	\$500.00	\$1,500.00	\$517.00	\$1,551.00	\$532.51	\$1,597.53
<b>ESTIMATED SIDEWALK AND CURB REPAIRS (1 YEAR)</b>									
9	REMOVE AND REPLACE PCC SIDEWALK	SQ. FT	3,000	\$13.50	\$40,500.00	\$13.96	\$41,877.00	\$14.38	\$43,133.31
10	REMOVE AND REPLACE PCC COMBINATION SIDEWALK	SQ. FT	2,700	\$14.95	\$40,365.00	\$15.46	\$41,737.41	\$15.92	\$42,989.53
11	REMOVE AND REPLACE VARIABLE CURB & GUTTER	L.F.	250	\$48.00	\$12,000.00	\$49.63	\$12,408.00	\$51.12	\$12,780.24
12	FURNISH AND INSTALL DETECTABLE ADA WARNING PLATES	SQ. FT	50	\$30.00	\$1,500.00	\$31.02	\$1,551.00	\$31.95	\$1,597.53
				<b>TOTAL</b>	<b>\$179,677.50</b>	<b>TOTAL</b>	<b>\$185,786.54</b>	<b>TOTAL</b>	<b>\$191,360.13</b>

## **AGENDA BRIEFING**

**DATE:** April 10, 2025

**TO:** Mayor Joseph Woods  
Board of Trustees

**FROM:** Kevin Adams  
Director of Recreation, Parks & Community Health

**RE:** Landscape Maintenance Contract Renewal- Areas #12-#18

### **BACKGROUND/DISCUSSION:**

Currently the Village has two separate contracts for mowing within the Village. One designated as Areas #1 - #10 and the second designated as Areas #12 - #18. Areas #1 - #10 includes municipal buildings and other high visibility locations which are mowed weekly. Areas #12 - #18 includes vacant lots and various unoccupied commercial properties which are mown less frequently. Both of these contracts include an option to renew them annually for two additional years, provided both parties are willing to do so. The contract for Areas #12 - #18 was awarded in 2024 and this is the first renewal option. The option to renew the contract for Areas #1 - #10 has expired and new bids were solicited.

Currently, Dutch Valley Landscape Contractors from Beecher, IL, services the contract for Areas #12 - #18. In the attached letter, the owner has indicated his willingness to renew both contracts.

Funds to support this contract come from two separate GL Accounts. The first, 01-11-22-55-0500, *Recreation, Parks & Community Health/ Facility Maintenance*, includes \$31,667.00 for Contract Mowing. The second, 33-00-00-55-0500, *Capital Projects/ Economic Development*, includes \$30,000 for Contract Mowing. Please note a mowing season is covered by two fiscal years. A sample invoice spreadsheet is attached showing how the charges are separated.

Staff is pleased with the performance of Dutch Valley Landscape Contractors and recommends the Board authorize renewal of the contract for Areas #12 - #18 with Dutch Valley Landscape Contractors, for the 2025 mowing season. The bi-weekly cost for Areas #12 - #18 is \$3,052.00 with an anticipated cost for 16 mowing's of \$48,832.00.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular Meeting of April 21, 2025 for your approval.



1559 Sawgrass Lane  
Beecher, IL 60401  
708.946.2449

March 23, 2022

Village of Park Forest  
Robert Gunther  
Director of Recreation & Parks  
350 Victory Dr.  
Park Forest, IL. 60466

Dear Robert,

This letter is to formally inform you that Dutch Valley, Inc. would like to renew our Lawn Maintenance, Areas #12 - #18 contract for the 2022 season. The pricing and mowing schedule will remain the same as the 2021 contract.

We appreciate your business and look forward to working with you again in 2022.

NAME: Village of Park Forest  
ADDRESS: 350 Victory Dr.  
Park Forest, IL. 60466

Submitted by:  
Dutch Valley, Inc.  
1559 Sawgrass Lane  
Beecher, IL 60401

PHONE NO.: (708) 283-5648  
FAX NO.:  
EMAIL: RGunther@vopf.com

(708) 946-2449  
(708) 534-1138  
Jason@dutchvalleyinc.net

APPROVED BY : Robert Gunther

Jason Musch

BUYERS SIGNATURE: \_\_\_\_\_

*Jason Musch*

DATE: \_\_\_\_\_

3/23/2022



1413 East Joe Orr Rd.  
Lynwood, IL60411  
708.946.2449

January 28<sup>th</sup>, 2025

Village of Park Forest  
350 Victory Dr.  
Park Forest, IL. 60466

Dear Kevin,

This letter is to formally inform you that Dutch Valley, Inc. would like to renew our Lawn Maintenance, Areas 12-18 contract for the 2025 season. The pricing and mowing schedule will remain the same as the 2024 contract.

We appreciate your business and look forward to working with you again in 2025.

NAME: Village of Park Forest  
ADDRESS: 350 Victory Dr.  
Park Forest, IL. 60466

Submitted by:  
Dutch Valley, Inc.  
1413 East Joe Orr Rd.  
Lynwood, IL 60411

PHONE NO.:  
FAX NO.:  
EMAIL:

(708) 946-2449  
(708) 534-1138  
Jason@dutchvalleyinc.net

APPROVED BY : \_\_\_\_\_

\_\_\_\_\_  
Jason Musch

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
*Jason Musch*

DATE: \_\_\_\_\_

\_\_\_\_\_  
1/28/2025

## **AGENDA BRIEFING**

DATE: April 10, 2025

TO: Mayor Joseph Woods  
Board of Trustees

FROM: Nicholas Christie – Assistant Director of Public Works/Village Engineer

SUBJECT: Award of Contracts for Water Treatment Chemicals

### **BACKGROUND/DISCUSSION:**

On Thursday, March 20, 2025, at 2:00 P.M., the Department of Public Works opened 11 bids for the annual supply of Water Treatment Chemicals for use at the Water Treatment Plant. The bid was advertised in the Daily South Town newspaper and advertised on the Village website. Due to the various chemicals needed for water treatment, the bids are advertised so that each chemical can be awarded separately to any lowest bidder. There was one bidder for Salt, four bidders for Carbon Dioxide, one bidder for Bulk Soda Ash, and four bidders for Quicklime. See attached bid tab.

Due to variations in water demand over the course of a year, the water plant may be required to produce more or produce less water to meet demand. Therefore, DPW included a contract provision stating that, “The Village may increase or decrease final quantities by 25% without change in unit prices.” Below is a breakdown of chemicals, lowest bidders, and costs.

- Salt is used to produce Sodium Hypochlorite which is used as the disinfectant at the plant and in the distribution system. Midwest Salt is the lowest bidder in the amount of \$612/ton totaling \$73,440. The current unit price is \$608/ton.
- Carbon Dioxide is used to reduce the pH and stabilize the water after lime softening. Linde and Matheson Tri-Gas were the lowest bidders in the amount of \$300/ton totaling \$97,200. The current unit price is \$325/ton.
- Soda Ash is used to remove non carbonate hardness in the raw water and thereby help remove water hardness in the treatment process. Catalynt is the lowest bidder in the amount of \$602.64/ton totaling \$482,112. The current unit price is \$584.33/ton.

- High Calcium Quicklime (Calcium Oxide) is used in the water softening process at the Water Plant to remove water hardness and high levels of calcium found in the raw water drawn from the wells. Graymont Western Lime is the lowest bidder in the amount of \$260/ton totaling \$312,000. Current unit price is \$230/ton.
- Blended Polyphosphate is used to control corrosivity in the water supply. The version DPW currently uses, WSU 358, is made by Water Solutions Unlimited. Other versions of blended polyphosphates have separate chemical formulations that have the potential to negatively affect the corrosivity of the water. Therefore, DPW would like to continue purchasing from Water Solutions Unlimited and has negotiated a purchase agreement with no increase from last fiscal year. The attached letter agrees to continue the cost from last fiscal year at \$2.50/pound for an estimated 12,000 lbs, totaling \$30,000.00. Water Solutions has not increased their costs for several years and have agreed to maintain the same unit cost for the coming fiscal year. However, they noted that potential issues in the market place may cause them to request a rate increase during the course of the fiscal year. Staff would evaluate the merit for any cost increase. However, DPW does request a 15% contingency, or approval not to exceed \$34,500, for this item only in the event that a cost increase is deemed warranted and approved by the Village Engineer.

Purchases for these materials will begin July 1, 2025, therefore these purchases will be paid from the FY 26 Water Fund.

**RECOMMENDATION:** The Village received the same bid price for Bulk Carbon Dioxide from Linde of Burr Ridge, Il and Matheson Tri-Gas of Irving, Tx. Linde has been the Village’s supplier numerous times over the past decade. However, the Village has never contracted with Matheson Tri-Gas, though they seem qualified for the work. Staff believes Linde to be the “lowest responsible bidder” due to being a local company with an established track record of servicing the Village.

Award the contract to supply water chemicals to: Midwest Salt for Salt, Linde for Bulk Carbon Dioxide, Catalynt for Bulk Soda Ash, Graymont Western Lime for High Calcium Quicklime, and Water Solutions Unlimited for Blended Polyphosphate at the contract total prices and authorize the Village Manager to enter into a contract with said suppliers. A 15% contingency, or approval not to exceed \$34,500, is recommended to Water Solutions Unlimited for cost increases as deemed warranted by the Village Engineer.

**SCHEDULE FOR CONSIDERATION:** This item will appear on the Agenda of the Regular Meeting of April 21, 2025, for your approval.

	COMPANY	SALT		BULK CARBON DIOXIDE		BULK SODA ASH-LIGHT		QUICKLIME	
		Sodium Chloride							
		120	Tons	324	Tons	800	Tons	1200	Tons
		UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL	UNIT	TOTAL
		PRICE	BID	PRICE	BID	PRICE	BID	PRICE	BID
1	Univar, USA					No Bid	No Bid		
2	Mississippi Lime							\$481.80	\$578,160.00
3	Linde (frm. Praxair)			\$300.00	\$97,200.00				
4	Carmeuse Lime							\$524.88	\$629,856.00
5	Graymont							\$260.00	\$312,000.00
6	Midwest Salt	\$612.00	\$73,440.00						
7	Lhoist							\$696.06	\$835,272.00
8	MacGas			\$375.00	\$121,500.00				
9	Matheson Tri-Gas			\$300.00	\$97,200.00				
10	Catalynt					\$602.64	\$482,112.00		
11	MacCarb			\$325.00	\$105,300.00				



Village of Park Forest

February 28, 2025

Wendy Schafer and Nick Christie:

Here is the updated pricing (pricing is the same as last year) for chemicals supplied by Water Solutions Unlimited to the Village of Park Forest effective July 1, 2025 until June 30, 2026. If cost increases are necessary during the term of the contract, Park Forest will be notified in writing at least 30 days prior:

Phosphate (WSU 358) @ \$2.50/lb.

Flouride @ \$0.48/lb.

Thank you for your business,

Amy Bagley

Water Solutions Unlimited

630-362-0868

abagley@getwsu.com

**getwsu.com**  
1-800-359-3570  
P.O. Box 157  
8824 Union Mills Drive  
Camby, IN 46113