

Village of Forest Park, Illinois  
517 Des Plaines Avenue  
Forest Park, Illinois 60130  
Phone: 708-366-2323 / Fax: 708-488-0361  
Web: [www.forestpark.net](http://www.forestpark.net)

Regular Village Council Meeting Agenda

Monday, March 14, 2022 – 7:00 p.m.

Meeting will be conducted In-Person and Via Zoom

You may listen to the meeting by participating in a Zoom conference call as follows:

Dial-In Number: 312-626-6799; Meeting ID 829 6709 5175; Passcode 303738 or by clicking here:

<https://us02web.zoom.us/j/82967095175?pwd=VEtEOEF0VUo0ZE5uRVhHQnVnd29kUT09>

Public Comments are required to be submitted to the Village Clerk in advance of the meeting:

In-Person Comments: Complete and submit Speaker Sign-In Form to Village Clerk prior to 7:00 p.m.

E-mail Comments: E-mail required to be sent to Village Clerk ([vmoritz@forestpark.net](mailto:vmoritz@forestpark.net)) prior to 6:30 p.m.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF MINUTES
  - a. February 28, 2022 Village Council Meeting
  - b. February 28, 2022 Closed Session Meeting
4. PUBLIC COMMENT
5. COMMUNICATIONS
6. DEPARTMENT REPORTS
  - a. Police Department Report – January & February, 2022
7. BILLS BY RESOLUTION
  - a. Resolution Approving Payment of Bills Dated March 14, 2022
8. UNFINISHED BUSINESS
  - a. Resolution Authorizing the Award of the Contract for the 510 Des Plaines Green Parking Lot Project to Chicagoland Paving Contractors, Inc. in the Village of Forest Park
9. NEW BUSINESS
  - a. Resolution Approving and Authorizing the Execution of an Application for a Cook County Bureau of Economic Development Community Development Block Grant Program (CDBG) 2022 Program Year Capital Improvement / Demolition and Economic Development Project (15<sup>th</sup> Street – Marengo to Elgin – Sewer Separation and Resurfacing Project)
  - b. Ordinance Amending Section 3-3-6 Entitled “License Fee and Number:” of Chapter 3 Entitled “Liquor Control” of Title 3 Entitled “Business and License Regulations” of the Village Code of Ordinance of the Village of Forest Park, Cook County, Illinois (Correction regarding number of A and A3 liquor licenses)
  - c. Resolution Approving and Authorizing the Execution of the Application for Invest in Cook Department of Transportation FY 2022 Grant Funding (EV Charging Stations – Constitution Court)
  - d. Resolution Authorizing Acceptance of a 2020-2022 USDA Forest Service and Illinois Department of Natural Resources Urban and Community Forestry Core Grant in the Amount of \$9,375 (Composition of a Village-wide tree inventory and Urban Forestry Management Plan)
  - e. Resolution Authorizing the Waiver of the hiring Freeze for IMRF Employees Regarding the Hiring of Two (2) Public Works Department Employees

- f. Resolution Approving the Execution of a Sound and Lighting Equipment Contract for Ribfest Between American Mobile Staging, Inc. and the Village of Forest Park
  - g. Ordinance Approving and Authorizing the Execution of a Time Stamp System & Support Agreement with Midwest Time Recorder, Inc.
  - h. Ordinance Adopting the Village of Forest Park Whistleblower Reporting Policy and Procedures
  - i. Motion to approve Entertainment License Application submitted by Lathrop House Cafe (26 Lathrop)
  - j. Motion to approve Entertainment License Application submitted by Scratch Kitchen (7445 Madison)
10. ADMINISTRATOR'S REPORT
11. COMMISSIONER REPORTS
- a. Mayor: Declaration of Mayor's Monarch Pledge
12. ADJOURNMENT
- a. Adjourn to Closed Session pursuant to 5 ILCS 120/2(c) (2) Collective Bargaining Matters; (5) Purchase of Real Estate

**THE REGULAR MEETING OF THE COUNCIL OF THE  
VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS  
HELD ON MONDAY EVENING, FEBRUARY 28, 2022**

Mayor Hoskins led all assembled in the Pledge of Allegiance at 7:00 p.m.

**ROLL CALL**

Commissioners Byrnes, Maxham, Nero, Voogd and Mayor Hoskins answered the Roll Call.

**APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS**

It was moved by Commissioner Nero and seconded by Commissioner Maxham that the minutes from the February 14, 2022, Regular Meeting of the Council be approved without reading as each member has received a copy thereof.

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Byrnes and seconded by Commissioner Maxham that the minutes from the February 14, 2022, Closed Session Meeting of the Council be approved without reading as each member has received a copy thereof.

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**PUBLIC COMMENT**

None

**COMMUNICATIONS:**

None

## **DEPARTMENT REPORTS:**

The Fire Department submitted its January, 2022 report.

## **APPROVAL OF BILLS:**

It was moved by Commissioner Byrnes and seconded by Commissioner Maxham that the Resolution for the payment of bills be adopted. The bills totaled \$599,378.73.

**R-19-22  
RESOLUTION APPROVING  
BILLS IN THE AMOUNT OF  
\$599,378.73  
APPROVED**

### **ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

## **UNFINISHED BUSINESS:**

None

## **NEW BUSINESS:**

It was moved by Commissioner Maxham and seconded by Commissioner Voogd that the Ordinance amending the Employee Handbook to include Juneteenth as a non-union holiday be adopted.

**O-08-22  
ORDINANCE INCLUDING  
JUNETEENTH AS NON-  
UNION HOLIDAY  
APPROVED**

### **ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Maxham and seconded by Commissioner Voogd to approve the request from the Forest Park Juneteenth Committee to hold a flag-raising ceremony on June 6, 2022.

**FOREST PARK  
JUNETEENTH COMMITTEE  
FLAG-RAISING REQUEST  
APPROVED BY MOTION**

### **ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.



It was moved by Commissioner Nero and seconded by Commissioner Byrnes that the Ordinance amending Section 3-3-6, entitled "License Fee and Number" of chapter 3, entitled "Liquor Control" of Title 3, entitled "Business and License Regulations" of the village code of ordinances of the Village of Forest Park, Cook County, Illinois be adopted.

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**O-09-22  
AMENDMENT TO THE  
LIQUOR CODE  
REGARDING NUMBER OF  
LICENSES PER CLASS  
APPROVED**

It was moved by Commissioner Voogd and seconded by Commissioner Nero that the Resolution approving the execution of balancing Change Order No. 7 to the contract with KLF Enterprises, Inc. for the Altenheim Buildings Demolition Project be adopted.

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**R-20-22  
RESOLUTION APPROVING  
CHANGE ORDER #7 FOR  
ALTENHEIM BUILDINGS  
DEMOLITION PROJECT  
APPROVED**

It was moved by Commissioner Voogd and seconded by Commissioner Nero that the Resolution approving the execution of Pay Request #4 for the Altenheim Demolition Project to KLF Enterprises, Inc. be adopted.

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**R-21-22  
RESOLUTION APPROVING  
PAY REQUEST #4 FOR  
ALTENHEIM BUILDINGS  
DEMOLITION PROJECT  
APPROVED**

It was moved by Commissioner Byrnes and seconded by Commissioner Maxham that the Ordinance approving waiving bid and authorizing the acceptance of a proposal for audit and tracking software related to the use of body cameras by and between Frontline Public Safety Solutions and the Village of Forest Park be adopted.

**O-10-22  
ORDINANCE APPROVING  
ACCEPTANCE OF BODY  
CAMERA SOFTWARE  
FROM FRONTLINE PUBLIC  
SAFETY SOLUTIONS  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Maxham and seconded by Commissioner Byrnes to authorize the mayor's signature on agreements with Medieval Times and Drury Lane Theatre, associated with Senior Citizen and Community Relations functions organized by the Community Center.

**COMMUNITY CENTER  
AGREEMENTS  
RATIFIED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Maxham and seconded by Commissioner Byrnes to approve the entertainment license application submitted by the Lantern Haus, 7414 Madison Street. After discussion, the motion and second were withdrawn.

**LANTERN HAUS  
ENTERTAINMENT LICENSE  
MOTION WITHDRAWN**

It was moved by Commissioner Maxham and seconded by Commissioner Byrnes to approve the entertainment license application submitted by the Lantern Haus, 7414 Madison Street, for the March 5, 12, 19 and 26 dates only. The clerk was instructed to notify the requestor and advise them that entertainment license will be considered by the Village Council on a monthly basis going forward.

**LANTERN HAUS  
ENTERTAINMENT LICENSE  
APPLICATION FOR  
MARCH, 2022 DATES  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Nero and seconded by Commissioner Byrnes to approve the request from O'Sullivan's Public House to erect a tent for the St. Patrick's Parade Day, Saturday, March 5, 2022

**O'SULLIVAN'S REQUEST  
TO ERECT A TENT FOR ST.  
PATRICK'S PARADE DAY  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Nero and seconded by  
Commissioner Maxham to approve the entertainment license  
application submitted by O'Sullivan's Public House, 7244  
Madison Street.

**O'SULLIVAN'S PUBLIC  
HOUSE ENTERTAINMENT  
LICENSE APPLICATION  
APPROVED BY MOTION**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Voogd and seconded by  
Commissioner Byrnes that the Resolution adopting a Green  
Streets Policy be adopted

**R-22-22  
RESOLUTION ADOPTING  
GREEN STREETS POLICY  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Nero and seconded by  
Commissioner Voogd that the Resolution authorizing an  
application for North Central Council of Mayors Surface  
Transportation Program (STP) Funds for Circle Avenue from  
Franklin to Roosevelt be adopted.

**R-23-22  
RESOLUTION  
AUTHORIZING  
APPLICATION FOR STP  
FUNDS FOR CIRCLE FROM  
FRANKLIN TO ROOSEVELT  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Nero and seconded by Commissioner Voogd that the Resolution authorizing an application for North Central Council of Mayors Surface Transportation Program (STP) Funds for Harrison Street from Des Plaines to Harlem be adopted.

**R-24-22  
RESOLUTION  
AUTHORIZING  
APPLICATION FOR STP  
FUNDS FOR HARRISON  
FROM DES PLAINES TO  
HARLEM  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

It was moved by Commissioner Nero and seconded by Commissioner Voogd that the Resolution authorizing an application for North Central Council of Mayors Surface Transportation Program (STP) Funds for Jackson Boulevard from Des Plaines to Harlem be adopted.

**R-25-22  
RESOLUTION  
AUTHORIZING  
APPLICATION FOR STP  
FUNDS FOR JACKSON  
FROM DES PLAINES TO  
HARLEM  
APPROVED**

**ROLL CALL:**

**AYES:** Commissioners Byrnes, Maxham, Nero, Voogd  
and Mayor Hoskins

**NAYES:** None

**ABSENT:** None

The motion carried unanimously.

**ADMINISTRATOR'S REPORT:**

Administrator Amidei requested council direction on a grant being offered by Morton Arboretum for a village-wide tree inventory and condition report. The inventory will be conducted by a certified arborist, and will cost approximately \$9,000, half of which will be paid by the village. The Village Council expressed their interest for the administrator to pursue this grant.

The administrator requested council direction on pursuing a grant to install electric charging stations in Constitution Court. There are currently no working charging stations in Forest Park, and Proviso Township. The cost of the installation is approximately \$75,000.00, half of which would be paid by Forest Park. The administrator indicated that there are 2 or 3 other grants which may cover all of the costs required by the village. There were no objections by the council to move forward with this project grant application.

**COMMISSIONER'S REPORTS:**

Commissioner Byrnes gave kudos to the Police Department for a job well done over the last week, as they were able to arrest a carjacking offender and recovered 2 guns as well.

Commissioner Maxham reported that the Zoning Board of Appeals met last week and unanimously approved to combine the Zoning Board of Appeals and the Planning Commission. This recommendation will be considered by the Village council at a March, 2022 meeting.

Commissioner Nero reminded everyone that March 5<sup>th</sup> is Parade Day in Forest Park, adding that the Public Works Department is working hard to prepare the street and will do their best to clean up afterward.

Commissioner Voogd reported that the Recreation Board is planning a Cleanup Day on April 24<sup>th</sup>, with a rain date of April 30<sup>th</sup>. They will meet at the Roos Recreation Center at 9:00 a.m. and there will be a volunteer registration link on the village's website soon.

Mayor Hoskins reported that in honor of International Women's Month, the village will be posting on social media highlighting some of the women of Forest Park. In addition, the Illinois State Police have advised that they are installing cameras along the Eisenhower expressway at Des Plaines. The Forest Park St. Patrick's Day Parade is being held this Saturday at 1:00, being led by the Village Council members. Last, District 91 Advisory Council is holding town hall meetings at the schools to receive public input. The meetings will be held at Garfield School on March 8<sup>th</sup>, at Betsy Ross School on March 9 and at the Forest Park Middle School on March 12<sup>th</sup>.

### **ADJOURNMENT**

There being no further business to be addressed, Commissioner Nero moved and Commissioner Maxham seconded to adjourn into closed session pursuant to 5 ILCS 120-2(c) to consider collective bargaining matters. The motion carried unanimously.

Mayor Hoskins declared the meeting adjourned at 7:48 P.M.

Respectfully submitted,

Vanessa Moritz  
Village Clerk



*Forest Park*  
**Forest Park**  
*Police Department*  
**Police Department**

*January - February*  
**2022**

**Monthly Report**  
*Monthly Report*

# Forest Park Police Department

## CAD Call Statistics

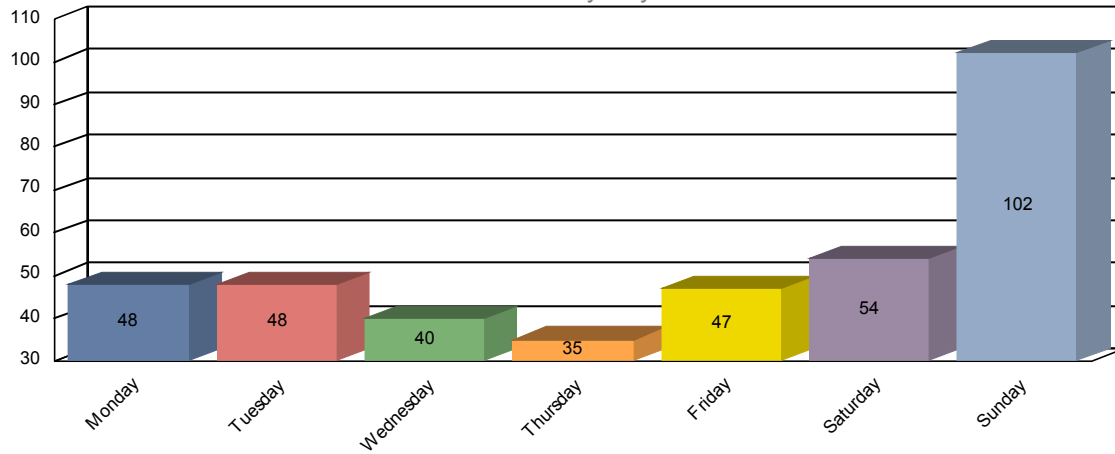
Time Period 01/01/2022 - 01/31/2022

### Total Items For Service

374

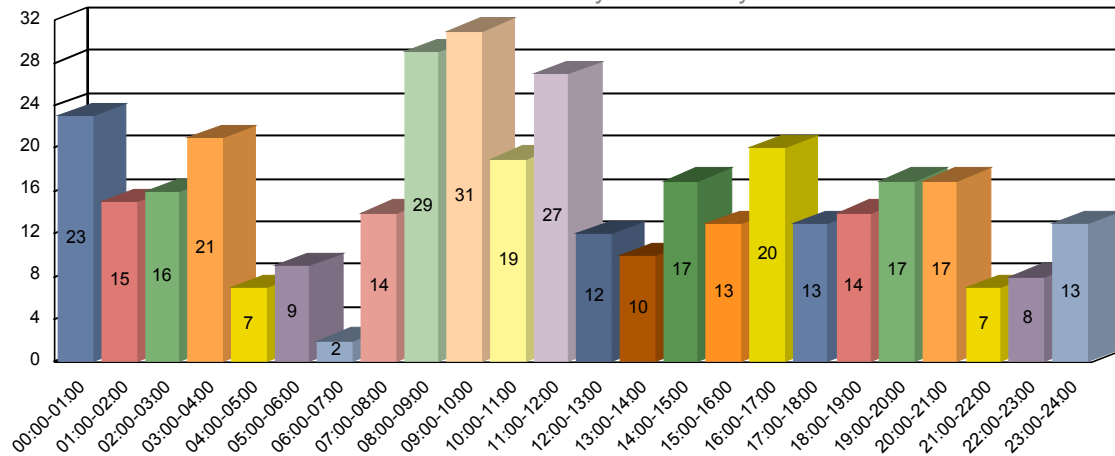
### Items For Service Distribution

Total By Day of Week



### Items For Service Distribution

Total By Hour of Day



# Forest Park Police Department

## CAD Call Statistics

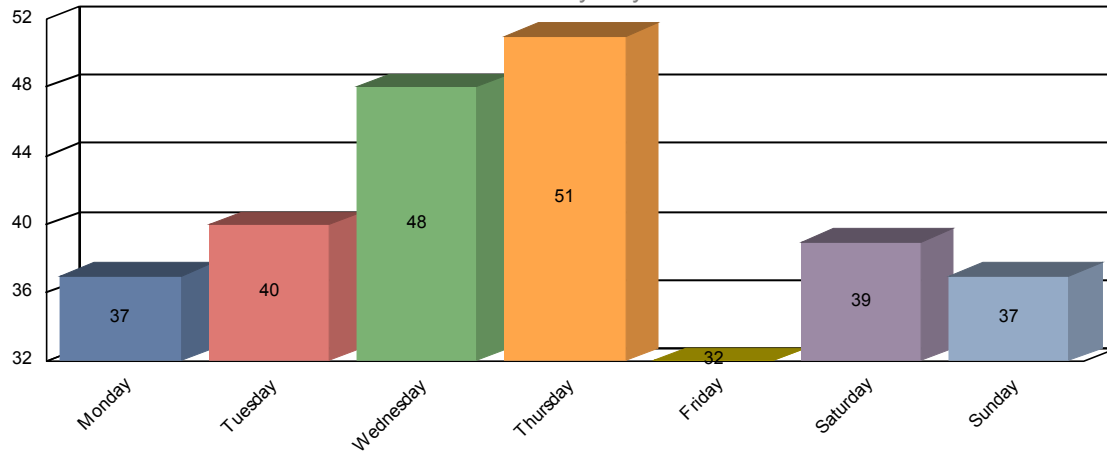
Time Period 02/01/2022 - 02/28/2022

### Total Items For Service

284

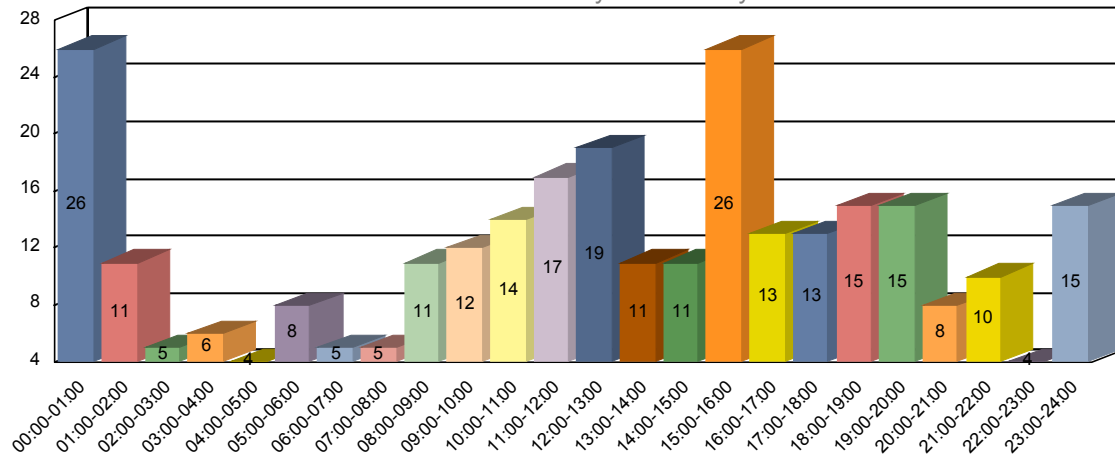
### Items For Service Distribution

Total By Day of Week



### Items For Service Distribution

Total By Hour of Day





# UCR STATS 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Felony Arrests	5	10											15
Misdemeanor Arrests	32	32											64
Warrant Arrests	10	8											18
DUI Arrests	4	2											6
Suspended License Arrests	9	10											19
Traffic Citations Issued	81	66											147
Traffic Crashes	47	45											92
Vehicular Hijackings	1	1											2
Total													301
Police Reports	374	285											659
<b><u>INDEX CRIME OFFENSES</u></b>													
Criminal Homicide	0	0											0
Forcible Rape	1	1											2
Robbery	3	6											9
Agg. Assault/Agg Battery	1	5											6
Burglary	3	2											5
Theft	17	18											35
Motor Vehicle Theft	1	5											6
Arson	0	0											0
Total													63
<b><u>INDEX CRIME ARRESTS</u></b>													
Criminal Homicide	0	0											0
Forcible Rape	0	0											0
Robbery	0	2											2
Agg. Assault/Agg Battery	1	2											3
Burglary	2	0											2
Theft	2	3											5
Motor Vehicle Theft	0	0											0
Arson	0	0											0
Total													12
<b><u>DRUG CRIME ARRESTS</u></b>													
Cannabis Control Act	0	1											1
Controlled Substance	2	1											3
Hypodermic Needle/Syringe	0	0											0
Drug Paraphernalia	0	1											1
Methamphetamine	0	0											0
Total													5



# Cook County State's Attorney's Office (CCSAO) January 2022 Report

## Forest Park

All incidents for the below cases occurred within Forest Park. CCSAO data in this report does not include misdemeanor charges.

### 1. Adult Felony Review & Prosecution

#### a) Overall

In January 2022, the CCSAO reviewed and made a charging decision for 7 adult felony cases in Forest Park. 7 cases were approved resulting in a **100% approval rate**. Overall, the CCSAO prosecuted 2 cases, and all those cases were filed by the CCSAO, not directly filed by law enforcement. Of these CCSAO-filed adult felony cases, 1 was convicted, a **50% conviction rate**.

	Felony Review			Prosecution Overall			Prosecution of SAO Filed		
Area	Reviewed	Approved*	Approval Rate	Prosecuted**	Guilty	Conviction Rate	Prosecuted	Guilty	Conviction Rate
Forest Park	7	7	100%	2	1	50%	2	1	50%
Cook County	1,119	947	85%	1,567	1,138	73%	1,265	1,004	79%

#### b) Top Reviewed & Prosecuted Adult Felony Categories

##### Forest Park

Ranking	Top Reviewed Category	Reviewed	Approved	App. Rate	Top Prosecuted Category	Prosecuted	Guilty	Conv. Rate
1	Burglary	2	2	100%	Retail Theft	1	0	0%
2	Unlawful Use of Weapons	2	2	100%	Unlawful Use of Weapons	1	1	100%
3	Forgery	1	1	100%	--	--	--	--
4	Aggravated DUI	1	1	100%	--	--	--	--
5	Aggravated Fleeing and Eluding	1	1	100%	--	--	--	--

##### Cook County

Ranking	Top Reviewed Category	Reviewed	Approved	App. Rate	Top Prosecuted Category	Prosecuted	Guilty	Conv. Rate
1	Unlawful Use of Weapons	441	388	88%	Unlawful Use of Weapons	540	415	77%
2	Possession of Stolen Motor Vehicle	62	50	81%	Narcotics	316	144	46%
3	Aggravated DUI	61	57	93%	Aggravated DUI	89	85	96%
4	Sex Crimes	60	39	65%	Aggravated Battery Police Officer	60	49	82%
5	Retail Theft	57	41	72%	Burglary	56	50	89%

#### c) Felony Review & Prosecution by Race

	Forest Park							Cook County						
Race	Reviewed	Approved	App. Rate	Prosecuted	Guilty	Conv. Rate		Reviewed	Approved	App. Rate	Prosecuted	Guilty	Conv. Rate	
Black	5	5	100%	2	1	50%		675	589	87%	1,133	809	71%	
White	0	0	--	0	0	--		89	78	88%	161	130	81%	
Latinx	1	1	100%	0	0	--		178	151	85%	242	179	74%	
Asian	0	0	--	0	0	--		7	7	100%	5	2	40%	
Biracial	0	0	--	0	0	--		10	10	100%	12	10	83%	
Other	0	0	--	0	0	--		0	0	--	0	0	--	
Unknown	2	2	100%	0	0	--		236	170	72%	14	8	57%	



## 2. Adult Felony Diversion

### a) Overall

In January 2022, the CCSAO referred 0 defendants in Forest Park to a diversion program. 0 defendants graduated from their diversion program and 0 defendants failed their diversion program.

Area	Total Referral***	Total Graduated	Total Failed	Graduation Rate
Forest Park	0	0	0	--
Cook County	48	32	16	67%

### b) Top Diverted Adult Felony Categories

#### Forest Park

Ranking	Top Diverted Category	Total Referral	Total Graduated	Total Failed	Graduation Rate
--	--	--	--	--	--

#### Cook County

Ranking	Top Diverted Category	Total Referral	Total Graduated	Total Failed	Graduation Rate
1	Narcotics	25	16	12	57%
2	Aggravated Battery	3	0	0	--
3	Burglary	3	0	0	--
4	Possession of Stolen Motor Vehicle	3	2	0	100%
5	Unlawful Use of Weapons	3	2	2	50%

### c) Diversion by Race

Forest Park					Cook County			
Race	Total Referral	Total Graduated	Total Failed	Graduation Rate	Total Referral	Total Graduated	Total Failed	Graduation Rate
Black	0	0	0	--	24	13	12	52%
White	0	0	0	--	13	4	2	67%
Latinx	0	0	0	--	8	14	2	88%
Asian	0	0	0	--	0	1	0	100%
Biracial	0	0	0	--	2	0	0	--
Other	0	0	0	--	0	0	0	--
Unknown	0	0	0	--	1	0	0	--

\* The CCSAO's first contact with a felony case typically occurs through the Felony Review process. If an arresting agency decides to charge the arrestee with a felony, the CCSAO's Felony Review Unit (FRU) must be contacted to **review the evidence** and decide whether charges can be filed. Law enforcement can only directly file felonies under limited circumstances, such as narcotics cases, non-felony traffic offenses, and misdemeanors. In some instances, a case may also be directly indicted by a grand jury instead of going through the FRU process. Once the review process is complete, the FRU will either **approve** or **decline** to file the charges or choose to **continue** the case for the police to further investigate. **Approve**: Sufficient facts and evidence support felony charges. **Decline**: the evidence presented is insufficient to support felony charges. If felony charges are not approved by the CCSAO, police can refile the case as a misdemeanor. If initial charges are declined, the CCSAO can call for the investigation to continue and will then review additional evidence when presented. The **approval rate** is calculated by dividing the number of approved cases by the total number of reviewed cases. For example, the FRU reviewed 55 robbery cases - approved 50 and declined 5. The approval rate would be 50/ (50+5) = 91%. Sometimes the FRU will determine that there is not enough information yet from law enforcement to approve or decline charges, so they will classify the case as a Continued Investigation (CI). CI'd case numbers are not included here.

\*\* **Prosecuted**: A case is moved through the system to a conclusion of guilty or not guilty; **Guilty**: defendant was determined to be guilty of criminal charges; **Conviction rate**: Number of guilty dispositions (plea of guilty, finding of guilty, or verdict of guilty) divided by the number of cases prosecuted. Cases that reached disposition during this year may have been initiated prior to this timeframe.

\*\*\* Diversion can occur at many points throughout the criminal justice process. As the prosecuting body for Cook County, diversion for the CCSAO refers to connecting defendants to services and programs (e.g., assistance with substance abuse, employment, mental health treatment, etc.), rather than sentencing them to time in custody. Assistant State's Attorneys screen cases and refer eligible defendants to diversion programs. There are pre-plea and post-plea court-based diversion programs available in Cook County; five are pre-plea diversion programs overseen by the CCSAO, and three are post-plea programs overseen by the Office of the Chief Judge. [Learn more about Cook County diversion programs](#). **Referral** is the number of individuals referred to a diversion program. **Graduated** is the number of individuals who successfully completed a diversion program. **Failed** is the number of people who either dropped out of a diversion program or were disqualified from the program (for example getting rearrested). The **graduation rate** is defined as the number of graduates divided by the number of individuals who either graduated or failed a program.



## **Criminal Investigations Division**

**January and February 2022**



The Forest Park Police Department's (FPPD) Criminal Investigation Division (CID) is supervised by Lt. Pete Morrisette. Two detectives are assigned to CID; Det. Jarlath Heveran and Det. Joe Schick. Det. Mike O'Connor is the police department's Community Policing / Crime Free Housing Officer. LaShan Riggins, the Forest Park Police Department's Evidence Custodian, is a member of CID and aside from her evidence custodian duties performs administrative duties for the investigators, and assists the 24 hour desk, parking, and records when needed. There is a counselor assigned to the department from Amita Health Behavioral Health Clinician. Our Police Crisis Services Worker is Evelyn Simmons. Evelyn is outsourced to the Forest Park Police Department four (4) days a week and has office space within the CID building located at 501 Desplaines Ave.

Police incident reports are reviewed by the investigations division every working day. Incidents that have victims wishing to sign a complaint against an offender are assigned to a detective for further review in an effort to develop a suspect(s), conduct interviews, and gather evidence to effect an arrest and present a winnable case in criminal court. Some incidents are turned over to Evelyn Simmons should there be a need for outreach from her organization, mainly in reference to mental health concerns. Other incidents such as neighbor or landlord tenant disputes, are forwarded to Det. Mike O'Connor so he can intervene and possibly mediate or offer eviction advice. Problem properties may be deemed a nuisance by Det. O'Connor should they meet the criteria established under the village ordinance.

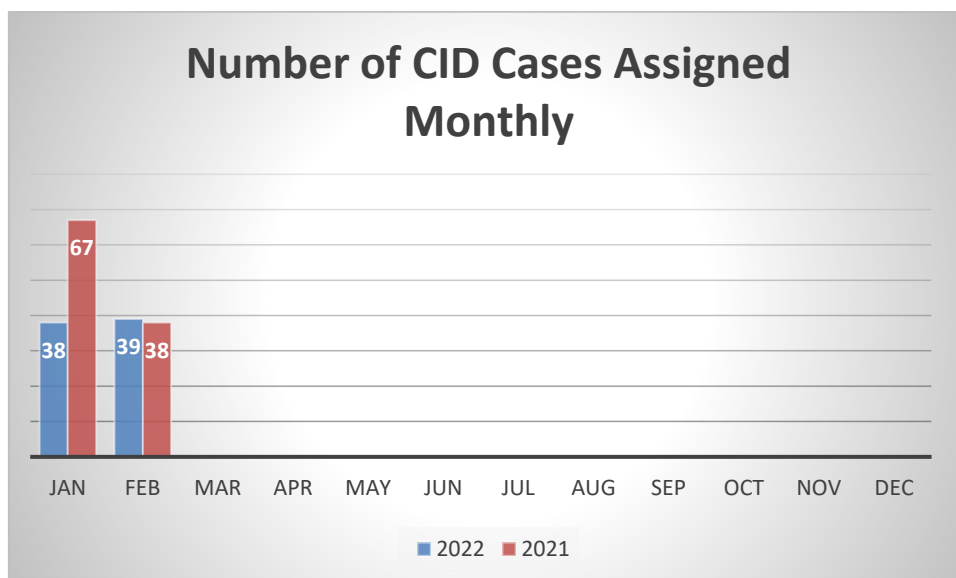
Detectives rotate on call assignments weekly so a Forest Park Police Detective is available 24 hours a day, seven days a week should the need for CID assistance arise. If a major incident is encountered during off hours, the entire CID staff could be called upon to respond if needed.

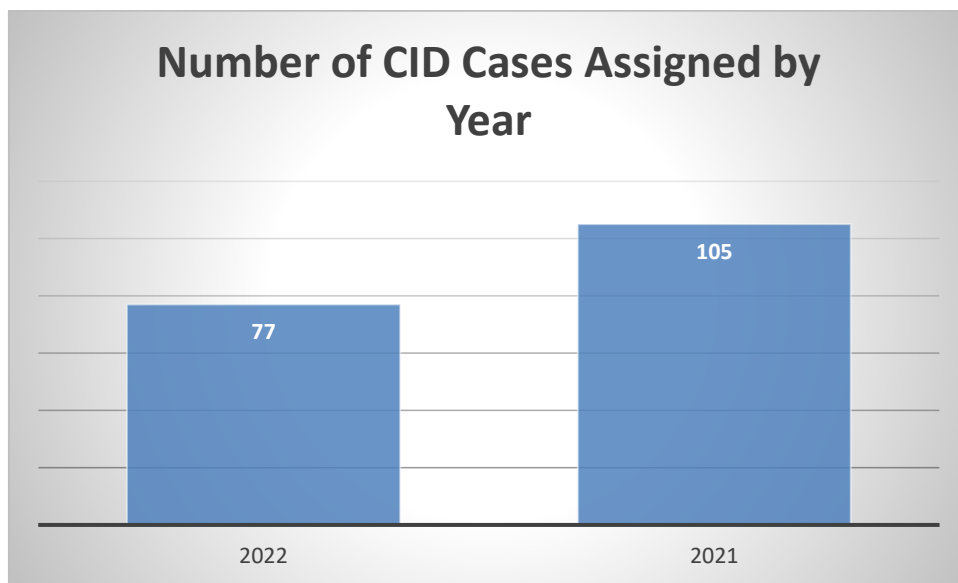
The detectives are members of the West Suburban Major Crimes Task Force (WESTAF) and are, at times, on call to assist member agencies should a homicide occur in a WESTAF jurisdiction. There were no WESTAF callouts during this time period.

Currently, the Forest Park Police Department is a member agency in the multijurisdictional West Suburban Drug and Gang Enforcement Task Force (WEDGE). Det. Schick and Det. O'Connor are assigned to assist WEDGE. Detectives Schick and O'Connor worked with WEDGE in a January operation in which vehicular hijacking hot spots were monitored and several subjects wanted by local agencies were located and arrested. In February, Detective O'Connor brought the Forest Park "bait" car to a WEDGE operation. The bait car was donated to this department by the NICB (National Insurance Crime Bureau) to help combat vehicle thefts.

In February 2022, Forest Park CID joined forces with Chicago Police Department on a Joint Vehicular Hijacking Task Force. This task force has been fast growing as more suburban departments have joined each month to work together to combat an alarming rise in vehicular hijacking incidents that have occurred throughout the Chicago area. On their first mission with the task force, Forest Park CID members had a direct hand in the pursuit and apprehension of offenders in three separate vehicles that had been taken in hijackings. A handgun and a large quantity of narcotics were recovered in one incident. Lieutenant Morrisette was invited to speak at a press conference at the Chicago Police Department Headquarters following the first mission in which the task force's mission and results were highlighted.

There were seventy-seven (77) incidents assigned to investigators for follow-up in January and February 2022, thirty-eight (38) in January and thirty-nine (39) in February. Case selection has been reduced and screened due to a shortage of manpower as well as focus on an unusual number of major cases occurring recently. Operations and investigations have continued to be affected by pandemic restrictions and orders in place order by the Illinois Governor's Office. Courts have been limited or outright closed for business, also limiting the number of active follow-ups, interviews, and the pursuit of warrants and subpoenas for investigative purposes.





Following is a summary of notable investigations in January and February 2022:

- On 04 January 2022, Detective Schick concluded a lengthy investigation in to a fatal vehicle crash that had occurred the month prior. Through interviews and by examining forensic evidence, Detective Schick was able to determine that the driver who perished in the crash was at complete fault. No charges were filed and the investigation was closed.
- Detective Heveran investigated an allegation of Criminal Sexual Abuse of a child, and furthered his investigation with a forensic interview of the child. Through the investigation, Detective Heveran was able to determine that no abuse had occurred and that this allegation was motivated by a custody dispute. The case was unfounded.
- Detective Schick investigated a forgery in which a restaurant owner had found that several company checks had been alerted and cashed fraudulently. Through search warrants and a lengthy investigation, Detective Schick identified a suspect, who was an employee at the restaurant. The employee subsequently admitted his role in this scheme. He was ultimately charged with three felony counts of forgery.
- Detective Schick investigated an unusual allegation of an unlawful surveillance conducted by a suspect who was allegedly conducting this surveillance on a family member due to a dispute over a family business. Detective Schick was able to positively identify the suspect through surveillance footage of him placing a tracking device on a vehicle. That suspect was charged with Unlawful Use of Electronic Tracking Device.
- Lieutenant Morrisette travelled to numerous addresses in Chicago to investigate a matter of a missing person from 2018. Lieutenant Morrisette was able to find the missing person had been alive and well and living on the north side of Chicago for the past few years, and just did not wish to be contacted by family. This matter was closed.

- Detective Heveran investigated an aggravated battery in which a victim was repeatedly stabbed about the head and body by his ex-girlfriend. Detective Heveran conducted interviews of both subjects, and the suspect was charged with Aggravated Battery.
- With the ongoing vehicular hijacking endemic in Forest Park and throughout the Chicago area, Detectives Heveran and Schick have been actively investigating several recent hijackings in Forest Park, obtaining search warrants for cellular phone data and for known suspects in this area. These cases have been detailed and labor intensive, and are continuing.

***Forest Park Criminal Investigations Division members are experienced and dedicated public servants who have built and continue to maintain professional relationships within the community and with neighboring agencies in an effort to quash criminal activity and to solve as many cases as possible.***





## January / February 2022

Following are activities related to the Forest Park Police Department that took place in January and February 2022:

- 1-10-22 -- Surveillance camera/LPR project approved by the Village Board.
- 1-13-22 -- Received baseball caps from Play It Again Sports (7443 Madison St) honoring Ofc. Nick Kozak #241 and Ofc. Jose Flores #218
  - Directive given that baseball caps could be worn on duty as uniform of the day through 12-31-22.



- 1-22-22 -- Funeral Escort -- Retired Illinois State Police Sergeant Plomero -- Aux. Ofc. Curtis
- 1-26-22 -- Department awards for:
  - Life Saving -- Vince McIsaac (Citizen), Lt. Pete Morrisette, and Ofc. Scott McClintock
  - Unit Citation -- Sgt. J. Reilly, Det. Joe. Schick, and Ofc. Scott Frey -- Reference 12-16-21
  - Water Rescue (CR# 2103709).



- Life Saving – Ofc. Benny Marti and Ofc. Mohammad Awad – Reference Burning Automobile Rescue (CR# 2102721).
- Unit Citation – Lt. Pete Morrisette, Sgt Tom Hall, Ofc. Dan Miller, Ofc. Zach Calamus, Ofc. Daysi Riglos, and Ofc. Brendan Reilly – Shooting Incident (CR# 2103494).
- There were four (4) NARCAN deployments this period.
  - January – 1
  - February – 3

The number of applicants on the Forest Park Police Probationary Police Officer Eligibility List has fallen dramatically. There were 51 eligible applicants on the August 2017 list, 42 on the September 2018 list, 43 on the September 2019 list, 25 on the June 2021 list, and the current November 2021 list has 7 eligible applicants.

In response to this 86% drop, Sgt. Dan Miller and Sgt. Jack Reilly have volunteered to begin a Forest Park PD recruitment effort and have been contacting local universities and colleges in an effort to create heightened awareness off the Forest Park Police Department and increase our applicant pool. Thus far the Forest Park PD has had a presence at:

- 2-18-22 – Concordia University – River Forest – Sgt. Miller and Sgt. Reilly
- 2-22-22 – Lewis University – Romeoville – Sgt. Miller
- 2-24-22 – Aurora University – Aurora – Sgt. Miller and Sgt. Reilly



## FOREST PARK POLICE DEPARTMENT

### Life Saving Award

PRESENTED TO

*Lieutenant Pete Morrisette #2903*

On 16-Dec-2021, at approximately 0935 hrs, FPPD units were dispatched to the 8200 block of Roosevelt Rd for the vehicle that crashed into the river. WESCOM was on the phone with the driver, who was an elderly female, and the vehicle was filling up with water. The driver advised WESCOM she was unable to exit the vehicle and the water was up to her chin as the 911 call disconnected. Lt. Morrisette, Ofc. McClintock, Ofc. Frey, and a Good Samaritan named Vince McIsaac were the first on scene and realized the need for immediate action as the vehicle continued to sink in the water. Despite the frigid conditions Vince McIsaac and Ofc. McClintock, swam out to the vehicle and were able to smash the window of the vehicle to rescue the driver as the vehicle became completely submerged. Lt. Morrisette swam out to the vehicle to assist as Ofc. McClintock and Vince McIsaac pulled the woman from the vehicle. Ofc. McClintock and Lt. Morrisette, together swam the woman to safety, turning her over to paramedics, where she was rushed to Loyola Hospital for treatment. At this point the officers had been in the water for over 24 minutes. Their swift and decisive actions resulted in the saving of the woman's life and turned what could have become a tragedy into a memorable moment for this police department.

  
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Mayor  
\_\_\_\_\_  
Chief of Police

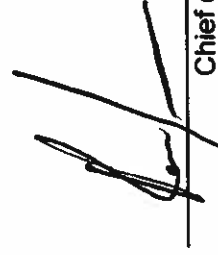
## FOREST PARK POLICE DEPARTMENT

### Life Saving Award

PRESENTED TO

*Officer Scott McClintock #235*

On 16-Dec-2021, at approximately 0935 hrs, FPPD units were dispatched to the 8200 block of Roosevelt Rd for the vehicle that crashed into the river. WESCOM was on the phone with the driver, who was an elderly female, and the vehicle was filling up with water. The driver advised WESCOM she was unable to exit the vehicle and the water was up to her chin as the 911 call disconnected. Lt. Morrisette, Ofc. McClintock, Ofc. Frey, and a Good Samaritan named Vince McIsaac were the first on scene and realized the need for immediate action as the vehicle continued to sink in the water. Despite the frigid conditions Vince McIsaac and Ofc. McClintock, swam out to the vehicle and were able to smash the window of the vehicle to rescue the driver as the vehicle became completely submerged. Lt. Morrisette swam out to the vehicle to assist as Ofc. McClintock and Vince McIsaac pulled the woman from the vehicle. Ofc. McClintock and Lt. Morrisette, together swam the woman to safety, turning her over to paramedics, where she was rushed to Loyola Hospital for treatment. At this point the officers had been in the water for over 24 minutes. Their swift and decisive actions resulted in the saving of the woman's life and turned what could have become a tragedy into a memorable moment for this police department.

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Chief of Police



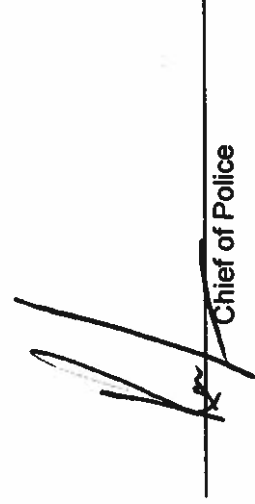
## FOREST PARK POLICE DEPARTMENT

### Unit Citation

PRESENTED TO

*Sergeant Jack Reilly, Officer Scott Frey and Detective Joe Schick*

On 16-Dec-2021, at approximately 0935 hrs, FPPD units were dispatched to the 8200 block of Roosevelt Rd for the vehicle that crashed into the river. WESCOM was on the phone with the driver, who was an elderly female, and the vehicle was filling up with water. The driver advised WESCOM she was unable to exit the vehicle and the water was up to her chin as the 911 call disconnected. Ofc. McClintock and Lt. Morrisette were with the woman atop the submerged auto. Det. Schick, Ofc. Frey, and Sgt. Reilly all entered the water to assist with the rescue. Sgt. Reilly swam a rope and flotation vests to Lt. Morrisette and Ofc. McClintock. Ofc. Frey assisted a fireman in the water who was in need of aid and all three officers assisted as the victim was brought to shore and carried up the steep and muddy river bank. Their swift action and teamwork helped getting an elderly victim care and brings great credit to the Forest Park PD.

  
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Mayor  
\_\_\_\_\_  
Chief of Police

## FOREST PARK POLICE DEPARTMENT

### Life Saving Award

PRESENTED TO

*Officer Mohammad Awad #274*

On September 11, 2021 at 0024hrs., Forest Park Police units responded to a car fire on the I-290 W/B at Harlem on the right shoulder. Upon arrival, Officer Mohammad Awad noticed an unconscious male sitting in the passenger seat. Officer Awad called for more units. Officer Marti arrived on the scene and provided Officer Awad with his fire extinguisher, at which time Officer Awad began attempting to extinguish the active car fire.

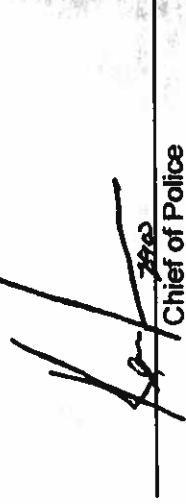
At this time without regard for his own safety Officer Benito Marti opened the driver's door and immediately pulled the unconscious driver out of the vehicle and dragged him away from the burning vehicle. Office Marti once again went back to the burning vehicle and unbuckled the passenger's seatbelt, and with the assistance of Oak Park Officer Robert Aghajan, he was able to drag the second occupant out of the burning vehicle.

Officers Awad and Marti dragged both unconscious occupants further away from the burning vehicle and began performing CPR on both occupants. Officer Marti administered a dose of Narcan and Officer Flores arrived on the scene and administered a second dose of Narcan.

After several doses of Narcan, both occupants re-gained consciousness and were transported to Loyola Hospital and Oak Park Hospital for treatment.

If it was not for all the Officers quick reaction and disregard for their own safety, the occupants of the vehicle may not be alive today.

Due to Officer Awad's quick response, utilizing a fire extinguisher, and performing CPR, this brings credit upon himself and the police department. For this he has been issued the "Life Saving Award".

  
\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Chief of Police

# FOREST PARK POLICE DEPARTMENT

## Life Saving Award

PRESENTED TO

*Officer Benito Marti #267*

On September 11, 2021 at 0024hrs., Forest Park Police units responded to a car fire on the I-290 W/B at Harlem on the right shoulder. Upon arrival, Officer Mohammad Awad noticed an unconscious male sitting in the passenger seat. Officer Awad called for more units. Officer Marti arrived on the scene and provided Officer Awad with his fire extinguisher, at which time Officer Awad began attempting to extinguish the active car fire.


At this time without regard for his own safety Officer Benito Marti opened the driver's door and immediately pulled the unconscious driver out of the vehicle and dragged him away from the burning vehicle. Officer Marti once again went back to the burning vehicle and unbuckled the passenger's seatbelt, and with the assistance of Oak Park Officer Robert Aghajan, he was able to drag the second occupant out of the burning vehicle.

Officers Awad and Marti dragged both unconscious occupants further away from the burning vehicle and began performing CPR on both occupants. Officer Marti administered a dose of Narcan and Officer Flores arrived on the scene and administered a second dose of Narcan.

After several doses of Narcan, both occupants re-gained consciousness and were transported to Loyola Hospital and Oak Park Hospital for treatment.

If it was not for all the Officers quick reaction and disregard for their own safety, the occupants of the vehicle may not be alive today.

Due to Officer Benito Marti's bravery and quick thinking, he was able to drag both occupants out of the vehicle and to safety where he then performed CPR. Officer Marti administered Narcan and continued performing CPR until EMS arrived on the scene, bringing credit upon himself and the police department. For this he has been issued the "Life Saving Award".

  
Mayor  
Chief of Police

FOREST PARK POLICE DEPARTMENT

Unit Citation

PRESENTED TO

*Lieutenant Pete Morrisette, Sergeant Tom Hall, Officer Dan Miller, Officer Zachary Calamus,  
Officer Daysi Riglos and Officer Brendan Reilly*

On 22Nov21 at approximately 2014hrs, Forest Park PD officers were dispatched to the area of Desplaines Ave. and I-290 for the call of gunshots being fired and a person shot. Lt. Morrisette arrived and located shell casings, secured the crime scene, and learned that an involved auto possibly turned south on Desplaines Ave from the I-290 exit ramp. Ofc. Miller and Ofc. Calamus located a parked and occupied auto on the 900 block of Desplaines Ave with an open door. Officers made contact with the driver, ordered him from the auto, and asked if he was shot. The driver fled. Officers Miller and Calamus followed after the vehicle, each relaying information via WESCOM radio band and ISPERN. The fleeing vehicle crashed on the 2400 block of Desplaines Ave. in North Riverside. Sgt. Hall and Ofc. B. Reilly arrived and officers rendered aid to the driver who was found to be shot at least two times and continued to render aid to save the drivers life as they awaited the arrival of paramedics. A five year old child was also located in the vehicle. The child was removed, checked for injuries, and cared for by Ofc. Riglos. All officers acted as a team responding to a tense situation and performed exceptionally while under pressure to gather information and care for those injured.

1-6-22

Date

Chief of Police

**Firearms/Range**

Nothing to Report

**Accident Investigation**

There are no new Forest Park Investigations and we continue to participate in WESTAF Crash Unit.

**LESO**

Nothing to Report

**Special Response Team (SRT)**

There were no SRT activation for the months of January and February 2022.

**Special Response Team Training**

The SRT conducted training on January 5, 2022. The training consisted of administrative discussion and team goals moving forward. The rest of the training consisted of shoot/not shoot tape drills and building/room searches. The training had searches with four person teams and full team entries and searches. No activations for the months of September thru December 2021.

**Neighborhood Watch**

Nothing to Report

**Auxiliary Unit**

The Auxiliary Unit held a meeting on January 12, 2022. The topic was the annual St. Patrick's Day Parade which is scheduled for Saturday, March 5, 2022. An event action planned was prepared.



**RESOLUTION No.**

**BE IT RESOLVED** by the Council of the Village of Forest Park, Cook County, Illinois, that we dispense with the reading of the individual bills inasmuch as each department head has approved and signed bills in the following aggregate amount for their respective departments.

Refunds and Allocations	\$ 25.00
Public Affairs	\$ 77,000.01
Police Department	\$ 1,052.50
Community Center	\$ 821.80
Accounts & Finance (Clerks Office)	\$ 169,244.34
Accounts & Finance (Fire Department)	\$ 427.31
Department of Health & Safety	\$ 5,044.84
Street Department	\$ 90,987.59
Public Property	\$ 32,066.48
Seizure	\$ 2,222.99
Federal Custom	\$ 624.13
TIF	\$ 18,434.84
VIP	\$ 1,053.01
Water Department	\$ 16,237.64
<b>TOTAL</b>	<b>\$ 415,242.48</b>

**ADOPTED BY THE Council of the Village of Forest Park this 14th Day of March, 2022.**

Ayes:

Nays:

Absent:

\_\_\_\_\_  
Rory Hoskins, Mayor

ATTEST:

\_\_\_\_\_  
Vanessa Moritz, Village Clerk



Account Number	Vendor	Invoice Date	Amount
100-00-000-4510-100	Moneka Curtis	02/18/2022	25.00
	Refunds and Allocations		25.00



Account Number	Vendor	Invoice Date	Amount
100-10-101-6100-100	Storino Ramello & Durkin	01/31/2022	8,888.20
100-10-101-6100-100	Storino Ramello & Durkin	01/31/2022	551.00
100-10-101-6100-100	Storino Ramello & Durkin	01/31/2022	152.00
100-10-101-6100-100	Storino Ramello & Durkin	01/31/2022	76.00
100-10-101-6100-100	Storino Ramello & Durkin	01/31/2022	323.00
100-10-101-6100-100	Storino Ramello & Durkin	01/31/2022	247.00
100-10-101-6100-305	Saber-Toothed Computing	07/27/2021	140.00
100-10-101-6100-305	Saber-Toothed Computing	10/06/2021	140.00
100-10-101-6100-305	Saber-Toothed Computing	10/27/2021	280.00
100-10-101-6100-305	Saber-Toothed Computing	12/09/2021	280.00
100-10-101-6100-305	Saber-Toothed Computing	12/28/2021	240.00
100-10-101-6120-160	Verizon Wireless	02/22/2022	32.15
100-10-101-6120-305	West Central Municipal Conf	02/17/2022	500.00
100-10-101-6150-125	Illinois City/County Management Association	03/01/2022	15.00
100-10-101-6150-152	Verizon Wireless	02/22/2022	291.31
100-10-101-6150-152	Verizon Wireless	02/22/2022	84.66
100-10-101-6150-202	Stanard & Associates Inc	11/30/2021	645.00
100-10-101-6150-210	Metro Reporting Services LTD	03/01/2022	433.75
100-10-101-6150-300	West Suburban Cons Dispatch Center	02/01/2022	58,043.00
100-11-111-6100-120	Techno Consulting Inc	03/01/2022	3,500.00
100-11-111-6110-105	Techno Consulting Inc	02/18/2022	65.98
100-11-111-6110-105	Techno Consulting Inc	02/18/2022	153.96
100-11-111-6110-110	Redsky Technologies Inc	02/24/2022	1,218.00
100-11-111-6110-110	Techno Consulting Inc	03/01/2022	700.00
Public Affairs			77,000.01



Account Number	Vendor	Invoice Date	Amount
100-12-121-6145-306	Animal Care League	09/03/2021	450.00
100-12-121-6145-306	Animal Care League	01/31/2022	200.00
100-12-125-6140-204	Forest Printing Company	02/18/2022	402.50
	Police Department		1,052.50



Account Number	Vendor	Invoice Date	Amount
100-15-152-6170-200	Case Lots Inc	02/15/2022	78.90
100-15-154-6170-102	Case Lots Inc	03/01/2022	97.70
100-15-154-6170-110	Brenda Powers	03/01/2022	645.20
	Community Center		821.80



Account Number	Vendor	Invoice Date	Amount
100-21-211-5005-002	Blue Cross-Blue Shield of Ill	02/14/2022	137,256.86
100-21-211-5005-002	Fidelity Security Life Ins Co	02/22/2022	86.20
100-21-211-5005-002	Fidelity Security Life Ins Co	02/22/2022	605.60
100-21-211-5005-002	Guardian - Appleton	02/22/2022	8,007.73
100-21-211-6110-110	Xerox Financial Services	02/08/2022	125.30
100-21-211-6110-110	Xerox Financial Services	02/08/2022	36.45
100-21-211-6120-300	West Central Municipal Conf	02/25/2022	3,076.29
100-21-211-6140-102	FED EX	03/01/2022	60.39
100-21-211-6140-102	Suburban Mailing Services Inc	02/21/2022	3,464.48
100-21-211-6140-104	Quill	02/09/2022	351.56
100-21-211-6140-104	Quill	02/14/2022	13.58
100-21-211-6140-104	Quill	02/16/2022	256.39
100-21-211-6140-110	Forest Printing Company	02/21/2022	510.76
100-21-211-6140-140	Quill	02/09/2022	112.17
100-21-211-6140-140	Quill	02/16/2022	87.10
100-21-211-6140-140	Quill	02/22/2022	26.94
100-21-211-6150-150	AT&T	02/19/2022	864.85
100-21-211-6150-150	AT&T	02/19/2022	452.16
100-21-211-6150-150	AT&T	02/25/2022	107.38
100-21-211-6150-150	AT&T	02/25/2022	53.71
100-21-211-6150-150	AT&T	02/25/2022	54.76
100-21-211-6160-001	Mesirow Insurance Services	02/23/2022	100.00
100-21-211-6160-001	Mesirow Insurance Services	02/23/2022	100.00
100-21-211-6160-001	Secretary of State Index Dept	03/02/2022	10.00
100-21-211-6160-001	Secretary of State Index Dept	03/02/2022	10.00
100-21-211-6190-003	POLICE PENSION FUND	02/21/2022	5,714.29
100-21-211-6190-004	Firefighters Pension Fund	02/21/2022	5,714.29
100-21-211-7000-080	Midwest Time Recorder Inc	02/01/2022	180.00
100-21-211-7000-080	Xerox Financial Services	02/08/2022	120.89
100-21-211-7000-080	Xerox Financial Services	02/08/2022	1,684.21
Accounts & Finance (Clerks Office)			169,244.34



Account Number	Vendor	Invoice Date	Amount
100-30-302-6110-150	Verizon Wireless	02/22/2022	154.80
100-30-302-6110-200	Air One Equipment Inc	02/21/2022	150.00
100-30-302-6145-105	The Locker Shop	02/16/2022	122.51
Accounts & Finance (Fire Department)			427.31



Account Number	Vendor	Invoice Date	Amount
100-40-401-5000-017	AMS Electric Inc	02/07/2022	675.00
100-40-401-5000-017	Lakeside Consultants LLC	02/28/2022	120.00
100-40-401-5000-017	Raymond Traynor	02/28/2022	495.00
100-40-402-6150-232	B&F Construction Code Service	02/18/2022	1,886.84
100-40-402-6150-232	B&F Construction Code Service	02/28/2022	225.00
100-40-402-6150-240	Chicago Land Agency Services	03/02/2022	243.00
100-40-403-6140-206	Smithereen Pest Mgmt Services	02/16/2022	200.00
100-40-403-6140-206	Smithereen Pest Mgmt Services	03/01/2022	1,200.00
Department of Health & Safety			5,044.84





Account Number	Vendor	Invoice Date	Amount
100-50-501-7000-035	ABC Automotive Electronic	12/17/2021	550.00
100-50-501-7000-035	Fleet Safety Supply	02/17/2002	51.74
100-50-501-7000-035	Fleet Safety Supply	08/24/2021	1,507.21
100-50-501-7000-035	Fleet Safety Supply	02/17/2022	233.43
100-50-501-7000-035	Illinois Communications Sales Inc	02/23/2022	1,290.50
100-50-502-6180-160	Com Ed	01/24/2022	3,934.82
100-50-502-6185-106	Compass Minerals America	02/24/2022	6,159.50
100-50-502-6185-106	Compass Minerals America	02/24/2022	5,936.18
100-50-502-6185-106	Compass Minerals America	02/24/2022	6,059.87
100-50-502-6185-108	Paulsons Rex Paint JC Licht LLC	02/28/2022	199.12
100-50-502-6185-112	Republic Services #551	02/15/2022	963.00
100-50-502-6185-501	Republic Services #551	02/15/2022	36,604.86
100-50-502-6185-502	Republic Services #551	02/15/2022	23,948.23
100-50-502-6185-503	Republic Services #551	02/15/2022	3,549.13
Street Department			90,987.59



Account Number	Vendor	Invoice Date	Amount
100-55-553-6180-150	Lyons Pinner Electric Co	02/23/2022	3,787.64
100-55-553-6180-150	Lyons Pinner Electric Co	02/24/2022	1,348.90
100-55-553-6180-150	Lyons Pinner Electric Co	02/27/2022	165.00
100-55-553-6180-150	Lyons Pinner Electric Co	02/27/2022	824.80
100-55-553-6180-150	Lyons Pinner Electric Co	02/27/2022	2,190.00
100-55-553-6180-152	Lyons Pinner Electric Co	02/24/2022	595.00
100-55-553-6180-160	AEP Energy	01/25/2022	4,611.45
100-55-553-6180-160	Com Ed	01/14/2022	222.11
100-55-553-6180-160	Com Ed	01/27/2022	729.89
100-55-553-6180-160	Com Ed	03/01/2022	27.27
100-55-553-6180-160	Com Ed	03/01/2022	35.43
100-55-553-6180-160	Com Ed	03/01/2022	31.35
100-55-553-6180-160	Com Ed	03/01/2022	35.52
100-55-553-6180-160	Com Ed	03/01/2022	231.03
100-55-553-6180-160	Com Ed	03/02/2022	28.74
100-55-553-6180-160	Com Ed	03/02/2022	46.27
100-55-555-6180-100	Comcast	02/08/2022	195.00
100-55-555-6180-100	MECOR Inc.	12/10/2021	125.00
100-55-555-6180-100	MECOR Inc.	02/21/2022	209.40
100-55-555-6180-100	Quill	02/09/2022	342.87
100-55-555-6180-100	Quill	02/16/2022	64.80
100-55-555-6180-100	Quill	02/16/2022	198.32
100-55-555-6180-100	West Town Mechanical	02/28/2022	484.00
100-55-555-6180-110	Comcast	02/02/2022	50.48
100-55-555-6180-110	Comcast	02/12/2022	2.10
100-55-555-6180-110	Comcast	02/13/2022	128.95
100-55-555-6180-130	Case Lots Inc	02/15/2022	303.15
100-55-555-6180-130	Case Lots Inc	03/01/2022	275.35
100-55-555-6180-130	Illinois Alarm	02/03/2022	75.00
100-55-555-6180-130	MECOR Inc.	12/10/2021	337.50
100-55-555-6180-140	Comcast	02/07/2022	2.10
100-55-555-6180-140	HOME DEPOT CREDIT	01/14/2022	163.16
100-55-555-6180-140	HOME DEPOT CREDIT	01/19/2022	(30.52)
100-55-555-6180-140	HOME DEPOT CREDIT	01/19/2022	21.78
100-55-555-6180-140	HOME DEPOT CREDIT	01/25/2022	54.24
100-55-555-6180-140	HOME DEPOT CREDIT	01/25/2022	96.10
100-55-555-6180-140	HOME DEPOT CREDIT	01/27/2022	(6.98)
100-55-555-6180-140	HOME DEPOT CREDIT	01/27/2022	14.78
100-55-555-6180-140	HOME DEPOT CREDIT	01/27/2022	184.35



Account Number	Vendor	Invoice Date	Amount
100-55-555-6180-140	HOME DEPOT CREDIT	02/11/2022	(85.96)
100-55-570-6155-106	ABC Automotive Electronic	12/15/2021	555.00
100-55-570-6155-106	CCP INDUSTRIES INC	02/23/2022	106.39
100-55-570-6155-106	Currie Motors Chevrolet	12/20/2021	324.90
100-55-570-6155-106	Fire Service Inc	02/15/2022	1,173.94
100-55-570-6155-106	Fleet Safety Supply	02/15/2022	445.05
100-55-570-6155-106	Factory Motor Parts Co	02/11/2022	18.44
100-55-570-6155-106	Kimball Midwest	02/14/2022	75.57
100-55-570-6155-106	Linde Gas North America LLC	02/22/2022	47.52
100-55-570-6155-106	Wholesale Direct Inc.	01/24/2022	131.61
100-55-570-6155-106	Wholesale Direct Inc.	02/02/2022	177.29
100-55-570-6155-106	Zarnoth Brush Works Inc.	02/07/2022	693.14
100-55-570-6155-112	ABC Automotive Electronic	08/23/2021	283.50
100-55-570-6155-112	Action Transmission & Auto	02/16/2022	3,671.84
100-55-570-6155-112	Berwyn Garage	01/13/2022	680.19
100-55-570-6155-112	Commercial Tire Service	02/24/2022	488.35
100-55-570-6155-112	Commercial Tire Service	02/24/2022	272.00
100-55-570-6155-112	Illinois Communications Sales Inc	02/23/2022	194.00
100-55-570-6155-112	Illinois Communications Sales Inc	02/23/2022	135.00
100-55-570-6155-112	Illinois Communications Sales Inc	02/23/2022	135.00
100-55-570-6155-112	Illinois Communications Sales Inc	02/23/2022	135.00
100-55-570-6155-112	Illinois Communications Sales Inc	02/23/2022	135.00
100-55-570-6155-112	Service Spring	02/04/2022	1,950.18
100-55-570-6155-112	Truck Alignment Specialists	02/21/2022	727.78
100-55-570-6155-202	Berwyn Garage	01/12/2022	869.27
100-55-570-6155-202	Berwyn Garage	01/21/2022	187.46
100-55-580-6155-120	RUSSO POWER EQUIPMENT	03/01/2022	52.56
100-55-580-6155-120	RUSSO POWER EQUIPMENT	03/01/2022	285.13
Public Property			32,066.48



Account Number	Vendor	Invoice Date	Amount
230-00-000-6150-152	Verizon Wireless	02/22/2022	272.17
230-00-000-6150-152	Verizon Wireless	02/22/2022	211.88
230-00-000-6900-230	J.G. Uniforms	02/14/2022	878.90
230-00-000-6900-230	J.G. Uniforms	02/25/2022	192.00
230-00-000-6900-230	J.G. Uniforms	02/25/2022	35.00
230-00-000-6900-230	Ray O'Herron Co Inc	11/30/2021	189.70
230-00-000-6900-230	Ray O'Herron Co Inc	11/30/2021	195.71
230-00-000-6900-230	Ray O'Herron Co Inc	12/23/2021	247.63
	Seizure		2,222.99



Account Number	Vendor	Invoice Date	Amount
232-00-000-6900-232	ABC Automotive Electronic	08/27/2021	325.00
232-00-000-6900-232	ITEA	03/02/2022	128.13
232-00-000-6900-232	Secretary of State	03/08/2022	171.00
	Federal Customs		624.13



Account Number	Vendor	Invoice Date	Amount
302-00-000-6200-100	Nunley LLC	02/15/2022	7,846.24
304-00-000-6185-700	Lyons Pinner Electric Co	02/27/2022	9,493.60
304-00-000-6185-700	Lyons Pinner Electric Co	02/27/2022	1,095.00
	TIF		18,434.84



Account Number	Vendor	Invoice Date	Amount
312-00-000-6150-152	Verizon Wireless	02/22/2022	38.01
312-00-000-7000-312	K-Five Hodgkins LLC	12/08/2021	145.00
312-00-000-7000-312	K-Five Hodgkins LLC	01/12/2022	145.00
312-00-000-7000-312	K-Five Hodgkins LLC	01/19/2022	145.00
312-00-000-7000-312	K-Five Hodgkins LLC	02/11/2022	145.00
312-00-000-7000-312	K-Five Hodgkins LLC	02/14/2022	145.00
312-00-000-7000-312	K-Five Hodgkins LLC	02/16/2022	145.00
312-00-000-7000-312	K-Five Hodgkins LLC	02/23/2022	145.00
VIP			1,053.01



Account Number	Vendor	Invoice Date	Amount
501-80-800-6110-105	Verizon Wireless	02/22/2022	36.01
501-80-800-6145-100	Rick Barger	01/31/2022	53.79
501-80-800-6150-150	AT&T	02/25/2022	57.67
501-80-800-6150-154	Com Ed	01/14/2022	33.21
501-80-800-6150-154	Com Ed	02/14/2022	66.83
501-80-800-6150-154	Constellation Energy Services Inc	01/31/2022	2,946.28
501-80-800-6150-154	Constellation Energy Services Inc	02/01/2022	2,270.35
501-80-800-6150-156	NICOR	02/03/2022	290.30
501-80-800-6150-156	NICOR	02/03/2022	1,158.92
501-80-800-6800-150	National Power Rodding Corp	12/23/2021	3,412.50
501-80-800-6800-152	The Hydrant Doctor	12/05/2021	402.50
501-80-800-6800-153	Comcast	02/06/2022	83.90
501-80-800-6800-176	Core & Main LP	02/22/2022	335.00
501-80-800-7000-010	Centurion Plumbing Company	02/14/2022	5,090.38
	Water Department		16,237.64
			415,242.48



## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a resolution authorizing the award of contract for the 510 Des Plaines Avenue Green Parking Lot Project to Chicagoland Paving Contractors, Inc.

#### Background

At the February 14, 2022 Village Council Meeting, the Village Council tabled action concerning the awarding of a contract for the 510 Des Plaines Avenue Green Parking Lot Project.

Following the meeting, staff learned that the Metropolitan Water Reclamation District (MWRD) is unable to provide the Village with any additional supplemental funding for this project; their project partnership contribution still stands at \$201,600.

To recap, the Village's initial project partnership contribution amounted to \$115,200 based upon an estimated construction cost of \$288,000 (2020 estimate). This local share contribution would be paid out of the Village's VIP Fund account.

With the low bid coming in at \$345,000, the Village's local share contribution now stands at \$177,900; this sum represents an increase of \$62,700 in local match dollars.

The additional project costs reflect increases in material and labor costs (2022 values and rates vs. 2020 estimates) as well as an increase of \$6,000 in construction engineering costs.

As an alternative to just using VIP monies as its local share contribution, the Village can choose to continue to fund the project using local VIP Fund monies at the original \$115,200 amount, and, can choose to utilize \$62,700 of its \$1.863M ARPA allotment as its local share contribution; this project is ARPA eligible as it provides green/flood benefits.

Following the Village Council's discussion and direction as to whether this project shall be pursued, staff will either effectuate the commencement of the project or will inform the MWRD that the Village will not be pursuing the project at this time. Should the it be the latter, the Village will need to reapply with the MWRD for a green infrastructure project partnership for said project in the future.

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

February 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a resolution authorizing the award of contract for the 510 Des Plaines Avenue Green Parking Lot project to Chicagoland Paving Contractors, Inc.

#### Background

Pursuant to Village Council direction a little more than a month ago, the Village solicited bids for its 510 Des Plaines Avenue parking lot project. As a reminder, the proposed project will convert the Village's existing asphalt employee parking lot to a green permeable paver parking lot. The conversion of this parking lot from asphalt to pavers will provide compensatory flood storage benefits to the area (approximately 40,000 gallons); following a rain event, this water will slowly be released into the adjacent combined sewer. Today, stormwater flows from this parking lot into said combined sewer without restriction.

Staff along with the Village's Engineer have reported to the Council the concern of potential forecasted cost increases associated with the project due to pricing reflected in recent public bids.

The original project cost estimate (construction portion) amounted to \$288,000. The Metropolitan Water Reclamation District (MWRD) has partnered with the Village on this project and has committed to providing 70% of construction cost related funding, or \$201,600; the Village's portion being \$86,400 (for construction) and approximately \$28,800 for construction observation engineering costs (\$115,200 total).

As noted on the attachments; bids came back somewhat favorably (though higher than the original \$288,000 estimate) given market conditions at the present time. The low bid amounted to \$345,000.

In light of this bid, the Village share cost of the project now amounts to \$143,400 (construction) plus \$35,000 (engineering). The increase in Village share cost reflects increases in material and labor costs (vs. 2020 estimates) and now the MWRD will be funding 58% of the construction costs vs. the original 70% share; the \$201,600 funding amount is a fixed amount per the agreement that the Village has with the MWRD. The cost differential for engineering amounts to \$6,000.

Should the Village Council decide to move forward with this project, a motion shall be made to adopt the attached resolution to award the contract to Chicagoland Paving Contractors, Inc. In the alternative, should the Council decide to not pursue the project at this time, a motion shall be made to reject all bids received for said project. The MWRD partnership award would then be cancelled; the Village will later need to decide if it will reapply for a future MWRD partnership for said project through a similar competitive application process.

#### Attachments

- Bid results and recommendation letter from CBBEL related to award of contract.
- Resolution authorizing award of contract to Chicagoland Paving Contractors, Inc.

**A RESOLUTION AUTHORIZING THE AWARD OF THE CONTRACT FOR THE  
510 DESPLAINES GREEN PARKING LOT PROJECT TO CHICAGOLAND  
PAVING CONTRACTORS, INC. IN THE VILLAGE OF FOREST PARK**

WHEREAS, the Village of Forest Park has advertised for bids for the 510 Desplaines Green Parking Lot Project ("Project"), in the Village of Forest Park; and

WHEREAS, on February 1, 2022 at 10:00 a.m., the bid results were publicly opened, read aloud and the following five (5) bids were received and reviewed by the Village staff and Christopher B. Burke Engineering, Ltd.:

	<b>COMPANY</b>	<b>BID</b>
-	<i>Engineer's Estimate</i>	<i>\$473,755.00</i>
1	Chicagoland Paving Contractors, Inc.	\$345,000.00
2	A Lamp Concrete Contractors, Inc.	\$388,380.00
3	Swallow Construction	\$428,337.50
4	V3 Construction Group, Ltd.	\$444,604.00
5	Martam Construction, Inc.	\$472,524.00

WHEREAS, Chicagoland Paving Contractors, Inc. was the apparent low bidder and provided the correct forms required, including bid bond and specifications; and

WHEREAS, the bid documents have been reviewed by Christopher B. Burke Engineering, Ltd., the Village Engineers, who have determined Chicagoland Paving Contractors, Inc. to be a responsible bidder, and have recommended to the Village Council that the award of contract for the Project in the Village of Forest Park be made to Chicagoland Paving Contractors, Inc. in the amount of \$345,000.00; and

WHEREAS, the Mayor and Council of the Village of Forest Park have determined that it is in the best interest of the Village to award the contract for the Project, in the Village of Forest Park, to the lowest responsible bidder, Chicagoland Paving Contractors, Inc., in the amount of \$345,000.00; and

WHEREAS, it is necessary that the Mayor of the Village of Forest Park execute and file the appropriate documents and sign any and all documents necessary for the awarding of the

contract to Chicagoland Paving Contractors, Inc., and that the Village Clerk attest to the Mayor's signature on said documents.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2. The Council of the Village of Forest Park finds that it is in the best interest of the Village to award the contract for the Project, in the Village of Forest Park, to the lowest responsible bidder, Chicagoland Paving Contractors, Inc., in the amount of \$345,000.00, with a portion of the Project cost being underwritten with a Metropolitan Water Reclamation District funding, in the amount of \$201,600.00.

Section 3. The Mayor and the Village Clerk are hereby authorized and directed to execute and attest, respectively, any and all documents necessary to award the contract for the Project, in the Village of Forest Park, to the lowest responsible bidder, Chicagoland Paving Contractors, Inc., in the amount of \$345,000.00.

PASSED by the Council of the Village of Forest Park, Cook County, Illinois this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 14<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTESTED and filed in my office, and published  
in pamphlet form this \_\_\_\_\_ day of March, 2022.

\_\_\_\_\_  
Vanessa Moritz, Village Clerk



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

February 1, 2022

Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, Illinois 60130

Attention: Moses Amidei, ICMA-CM – Village Administrator

Subject: 510 Des Plaines Green Parking Lot Project  
**Bid Results / Recommendation of Award**  
(CBBEL Project No. 00-23BG0100)

Dear Mr. Amidei:

On Tuesday, February 1, 2022 at 10:00 a.m. bids were received at the Village of Forest Park, Village Hall and opened for the 510 Des Plaines Green Parking Lot Project. Five (5) bids were received for this project. The bids have been reviewed and tabulated and are as follows.

	COMPANY	BID
-	ENGINEER'S ESTIMATE	\$ 473,755.00
1	CHICAGOLAND PAVING CONTRACTORS, INC.	\$ 345,000.00
2	A LAMP CONCRETE CONTRACTORS, INC.	\$ 388,380.00
3	SWALLOW CONSTRUCTION	\$ 428,337.50
4	V3 CONSTRUCTION GROUP, LTD.	\$ 444,604.00
5	MARTAM CONSTRUCTION, INC.	\$ 472,524.00

Chicagoland Paving Contractors, Inc. is the low bidder with a bid of \$345,000.00. We have reviewed their bid document and find it to be in order. The Village and CBBEL have worked with Chicagoland Paving Contractors, Inc. previously and they appear qualified to perform this work.

Please note that this project is receiving \$201,600.00 of funding from MWRD. Enclosed for your review is the bid tabulation. If you have any further questions, please do not hesitate to contact me.

Sincerely,

James F. Amelio, PE  
Senior Project Manager

cc: Sal Stella – Village of Forest Park

Forest Park - 510 Des Plaines Green Parking Lot

Bid Tabulation

Design Firm Name: Christopher B. Burke Engineering

Design Firm Project #: 000023BG100

Date: 2/1/2022

					ENGINEERS ESTIMATE		Chicagoland Paving Contractors Inc.		A Lamp Concrete Contractors, Inc.		Swallow Construction		V3 Construction Group, LTD.		Martam Construction, Inc.	
					Bid Bond		YES		YES		YES		YES		YES	
					Addendum		YES		YES		YES		YES		YES	
SP	ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
*	1	TREE TRUNK PROTECTION	EACH	6	\$ 200.00	\$ 1,200.00	\$ 100.00	\$ 600.00	\$ 50.00	\$ 300.00	\$ 105.00	\$ 630.00	\$ 320.00	\$ 1,920.00	\$ 360.00	\$ 2,160.00
	2	TREE ROOT PRUNING	EACH	6	\$ 100.00	\$ 600.00	\$ 100.00	\$ 600.00	\$ 50.00	\$ 300.00	\$ 150.00	\$ 900.00	\$ 260.00	\$ 1,560.00	\$ 360.00	\$ 2,160.00
	3	NITROGEN FERTILIZER NUTRIENT	POUND	1	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 1.00	\$ 1.00	\$ 25.00	\$ 25.00	\$ 53.00	\$ 53.00	\$ 15.00	\$ 15.00
	4	POTASSIUM FERTILIZER NUTRIENT	POUND	1	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 1.00	\$ 1.00	\$ 25.00	\$ 25.00	\$ 53.00	\$ 53.00	\$ 15.00	\$ 15.00
	5	PHOSPHORUS FERTILIZER NUTRIENT	POUND	1	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 1.00	\$ 1.00	\$ 25.00	\$ 25.00	\$ 53.00	\$ 53.00	\$ 15.00	\$ 15.00
	6	SODDING	SQ YD	24	\$ 50.00	\$ 1,200.00	\$ 25.00	\$ 600.00	\$ 50.00	\$ 1,200.00	\$ 30.00	\$ 720.00	\$ 79.00	\$ 1,896.00	\$ 120.00	\$ 2,880.00
	7	EARTH EXCAVATION	CU YD	854	\$ 55.00	\$ 46,970.00	\$ 32.00	\$ 27,328.00	\$ 48.00	\$ 40,992.00	\$ 40.00	\$ 34,160.00	\$ 70.00	\$ 59,780.00	\$ 52.00	\$ 44,408.00
	8	INLET FILTERS	EACH	2	\$ 250.00	\$ 500.00	\$ 125.00	\$ 250.00	\$ 15.00	\$ 30.00	\$ 161.00	\$ 322.00	\$ 150.00	\$ 300.00	\$ 260.00	\$ 520.00
	9	AGGREGATE SUBGRADE IMPROVEMENT, CA-1 GRADATION	CU YD	22	\$ 100.00	\$ 2,200.00	\$ 35.00	\$ 770.00	\$ 10.00	\$ 220.00	\$ 54.00	\$ 1,188.00	\$ 92.00	\$ 2,024.00	\$ 88.00	\$ 1,936.00
	10	GRANULAR SUBGRADE, CA-1 GRADATION, 18 INCH	SQ YD	1280	\$ 58.00	\$ 74,240.00	\$ 20.00	\$ 25,600.00	\$ 23.00	\$ 29,440.00	\$ 23.25	\$ 29,760.00	\$ 45.00	\$ 57,600.00	\$ 38.00	\$ 48,640.00
	11	GRANULAR SUBGRADE, CA-7 GRADATION, 6 INCH	SQ YD	1280	\$ 10.00	\$ 12,800.00	\$ 7.50	\$ 9,600.00	\$ 12.50	\$ 16,000.00	\$ 10.00	\$ 12,800.00	\$ 15.00	\$ 19,200.00	\$ 22.00	\$ 28,160.00
*	12	PORTLAND CEMENT CONCRETE PAVEMENT, 8 INCH	SQ YD	45	\$ 140.00	\$ 6,300.00	\$ 120.00	\$ 5,400.00	\$ 107.00	\$ 4,815.00	\$ 116.00	\$ 5,220.00	\$ 160.00	\$ 7,200.00	\$ 189.00	\$ 8,505.00
*	13	PAVEMENT REMOVAL	SQ YD	1280	\$ 15.00	\$ 19,200.00	\$ 4.50	\$ 5,760.00	\$ 5.00	\$ 6,400.00	\$ 17.00	\$ 21,760.00	\$ 22.00	\$ 28,160.00	\$ 18.00	\$ 23,040.00
*	14	COMBINATION CURB AND GUTTER REMOVAL	FOOT	350	\$ 10.00	\$ 3,500.00	\$ 5.00	\$ 1,750.00	\$ 6.00	\$ 2,100.00	\$ 2.00	\$ 700.00	\$ 5.75	\$ 2,012.50	\$ 14.00	\$ 4,900.00
*	15	SIDEWALK REMOVAL AND REPLACEMENT	SQ FT	350	\$ 20.00	\$ 7,000.00	\$ 12.25	\$ 4,287.50	\$ 9.00	\$ 3,150.00	\$ 12.00	\$ 4,200.00	\$ 18.00	\$ 6,300.00	\$ 14.00	\$ 4,900.00
*	16	REMOVAL AND DISPOSAL OF WHEEL STOPS	EACH	5	\$ 60.00	\$ 300.00	\$ 50.00	\$ 250.00	\$ 50.00	\$ 250.00	\$ 63.00	\$ 315.00	\$ 130.00	\$ 650.00	\$ 60.00	\$ 300.00
*	17	FURNISH AND INSTALL WHEEL STOPS	EACH	8	\$ 150.00	\$ 1,200.00	\$ 175.00	\$ 1,400.00	\$ 125.00	\$ 1,000.00	\$ 125.00	\$ 1,000.00	\$ 350.00	\$ 2,800.00	\$ 215.00	\$ 1,720.00
*	18	COPPER WATER LINE, 2 INCH	FOOT	7	\$ 275.00	\$ 1,925.00	\$ 270.00	\$ 1,890.00	\$ 525.00	\$ 3,675.00	\$ 350.00	\$ 2,450.00	\$ 340.00	\$ 2,380.00	\$ 286.00	\$ 2,002.00
*	19	COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.12	FOOT	325	\$ 40.00	\$ 13,000.00	\$ 49.00	\$ 15,925.00	\$ 32.50	\$ 10,562.50	\$ 51.00	\$ 16,575.00	\$ 57.00	\$ 18,525.00	\$ 37.00	\$ 12,025.00
	20	METAL POST, TYPE A	FOOT	60	\$ 20.00	\$ 1,200.00	\$ 16.00	\$ 960.00	\$ 20.00	\$ 1,200.00	\$ 14.00	\$ 840.00	\$ 37.00	\$ 2,220.00	\$ 16.00	\$ 960.00
*	21	WOVEN GEOTEXTILE FABRIC	SQ YD	1280	\$ 5.00	\$ 6,400.00	\$ 1.50	\$ 1,920.00	\$ 1.50	\$ 1,920.00	\$ 5.25	\$ 6,720.00	\$ 1.00	\$ 1,280.00	\$ 3.50	\$ 4,480.00
	22	CONCRETE RETAINING EDGE	FOOT	150	\$ 30.00	\$ 4,500.00	\$ 58.50	\$ 8,775.00	\$ 26.00	\$ 3,900.00	\$ 60.00	\$ 9,000.00	\$ 32.00	\$ 4,800.00	\$ 48.00	\$ 7,200.00
*	23	OBSERVATION WELL	EACH	2	\$ 750.00	\$ 1,500.00	\$ 1,375.00	\$ 2,750.00	\$ 840.00	\$ 1,680.00	\$ 1,000.00	\$ 2,000.00	\$ 1,300.00	\$ 2,600.00	\$ 1,160.00	\$ 2,320.00
*	24	PIPE UNDERDRAINS 4 INCH, SPECIAL	FOOT	255	\$ 40.00	\$ 10,200.00	\$ 57.00	\$ 14,535.00	\$ 41.00	\$ 10,455.00	\$ 35.00	\$ 8,925.00	\$ 44.00	\$ 11,220.00	\$ 44.00	\$ 11,220.00
*	25	PERMEABLE INTERLOCKING CONCRETE PAVERS, 3 1/8 INCH	SQ FT	11050	\$ 18.00	\$ 198,900.00	\$ 14.35	\$ 158,567.50	\$ 15.50	\$ 171,275.00	\$ 15.75	\$ 174,037.50	\$ 14.75	\$ 162,987.50	\$ 16.00	\$ 176,800.00
*	26	WHITE GRANITE INLAID PAVEMENT MARKING, 5 INCH	SQ FT	365	\$ 30.00	\$ 10,950.00	\$ 17.00	\$ 6,205.00	\$ 47.50	\$ 17,337.50	\$ 21.00	\$ 7,665.00	\$ 45.00	\$ 16,425.00	\$ 50.00	\$ 18,250.00
	27	NON-SPECIAL WASTE DISPOSAL	CU YD	125	\$ 150.00	\$ 18,750.00	\$ 50.00	\$ 6,250.00	\$ 75.00	\$ 9,375.00	\$ 1.00	\$ 125.00	\$ 67.00	\$ 8,375.00	\$ 94.00	\$ 11,750.00
	28	SPECIAL WASTE PLANS AND REPORTS	L SUM	1	\$ 6,000.00	\$ 6,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,200.00	\$ 2,200.00	\$ 200.00	\$ 200.00	\$ 1,100.00	\$ 1,100.00	\$ 5,600.00	\$ 5,600.00
	29	SOIL DISPOSAL ANALYSIS	EACH	1	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,675.00	\$ 1,675.00	\$ 100.00	\$ 100.00	\$ 3,200.00	\$ 3,200.00	\$ 1,680.00	\$ 1,680.00
*	30	TRAFFIC CONTROL AND PROTECTION, SPECIAL	L SUM	1	\$ 8,000.00	\$ 8,000.00	\$ 28,747.00	\$ 28,747.00	\$ 24,000.00	\$ 24,000.00	\$ 72,500.00	\$ 72,500.00	\$ 2,600.00	\$ 2,600.00	\$ 25,000.00	\$ 25,000.00
*	31	CONSTRUCTION LAYOUT	L SUM	1	\$ 5,000.00	\$ 5,000.00	\$ 1,800.00	\$ 1,800.00	\$ 4,400.00	\$ 4,400.00	\$ 6,500.00	\$ 6,500.00	\$ 3,200.00	\$ 3,200.00	\$ 7,500.00	\$ 7,500.00
*	32	MODIFIED TOPSOIL	CU YD	7	\$ 200.00	\$ 1,400.00	\$ 150.00	\$ 1,050.00	\$ 225.00	\$ 1,575.00	\$ 50.00	\$ 350.00	\$ 110.00	\$ 770.00	\$ 235.00	\$ 1,645.00
*	33	BIOSOLIDS, DELIVER AND PLACE, 1 1/2 INCH, SPECIAL	SQ YD	180	\$ 3.00	\$ 540.00	\$ 15.00	\$ 2,700.00	\$ 15.00	\$ 2,700.00	\$ 20.00	\$ 3,600.00	\$ 16.00	\$ 2,880.00	\$ 8.50	\$ 1,530.00
	34	MULCH	CU YD	20	\$ 75.00	\$ 1,500.00	\$ 95.00	\$ 1,900.00	\$ 75.00	\$ 1,500.00	\$ 50.00	\$ 1,000.00	\$ 79.00	\$ 1,580.00	\$ 90.00	\$ 1,800.00
*	35	EDUCATIONAL SIGNS	EACH	2	\$ 1,000.00	\$ 2,000.00	\$ 100.00	\$ 200.00	\$ 3,500.00	\$ 7,000.00	\$ 500.00	\$ 1,000.00	\$ 1,600.00	\$ 3,200.00	\$ 600.00	\$ 1,200.00
*	36	INFORMATIONAL SIGN	EACH	1	\$ 750.00	\$ 750.00	\$ 100.00	\$ 100.00	\$ 3,500.00	\$ 3,500.00	\$ 500.00	\$ 500.00	\$ 1,600.00	\$ 1,600.00	\$ 188.00	\$ 188.00
*	37	AS-BUILT DRAWINGS	L SUM	1	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,250.00	\$ 2,250.00	\$ 500.00	\$ 500.00	\$ 2,100.00	\$ 2,100.00	\$ 5,100.00	\$ 5,100.00
						\$ 473,755.00		\$ 345,000.00		\$ 388,380.00		\$ 428,337.50		\$ 444,604.00		\$ 472,524.00

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a Resolution Approving and Authorizing the Execution of an Application for a Cook County Bureau of Economic Development Community Development Block Grant Program (CDBG) 2022 Program Year Capital Improvement / Demolition and Economic Development Project (15<sup>th</sup> Street – Marengo to Elgin – Sewer Separation and Resurfacing Project)

#### Background

In efforts to minimize the effects of larger rainfall events that overburden the Village's combined sewer system, where said rain events have caused flooding to occur upon Village streets, private properties and sewer backups into buildings, the Village in recent years has begun the process to separate stormwater and wastewater conveyance systems.

Following the completion of the installation of a dedicated storm sewer main along Circle Avenue (south of Roosevelt) in 2020, the Village will be using CDBG funding to separate the sewer systems on 15<sup>th</sup> Street between Circle and Marengo in 2022.

This CDGB grant application seeks funding to further the sewer separation along 15<sup>th</sup> Street – in this instance, the installation of a 48" diameter storm sewer between Marengo and Elgin. The project will also include roadway resurfacing, ADA sidewalks and spot curb repairs.

Should the Village receive CDGB funding for same, the sewer separation project on 15<sup>th</sup> between Marengo and Elgin will take place in 2023.

Anticipated project cost is \$450,000; \$375,000 of CDBG funding is being sought with the local match (VIP Fund) being \$75,000.

**RESOLUTION APPROVING AND AUTHORIZING THE EXECUTION  
OF AN APPLICATION FOR A COOK COUNTY BUREAU OF  
ECONOMIC DEVELOPMENT COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM (CDBG) 2022 PROGRAM YEAR CAPITAL IMPROVEMENT/  
DEMOLITION AND ECONOMIC DEVELOPMENT PROJECT  
(15<sup>th</sup> Street – Marengo to Elgin – Sewer Separation and Resurfacing Project)**

WHEREAS, the Village of Forest Park (“Village”) is applying for a Cook County Bureau of Economic Development Community Development Block Grant Program (CDBG) 2022 Program Year Capital Improvement/Demolition and Economic Development Project for a grant amount of Three Hundred Seventy-Five Thousand Dollars (\$375,000.00) (“CDBG Grant”); and

WHEREAS, the Village wishes to apply for a CDBG Grant for the 15<sup>th</sup> Street – Marengo to Elgin – Sewer Separation and Resurfacing Project (the “Project”), with an estimated total Project budget cost of Four Hundred Fifty Thousand Dollars (\$450,000.00), which Project is eligible for funding under the CDBG Grant; and

WHEREAS, the Village deems it advisable, necessary and in public interest that the Village apply for the CDBG Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. The Village’s application for a CDBG Grant, pursuant to the terms and conditions contained in said application, a copy of which is attached hereto and made a part hereof as Exhibit “A” (“Application”) and on file with the Village Clerk, is hereby approved, and the execution to submit the Application by the Mayor is hereby authorized.

Section 2. The officials, officers and employees of the Village are hereby authorized to take such further actions and execute such documents as are necessary to obtain the



Application for the CDBG Grant and carry out the purpose and intent of this Resolution, the Application and the CDBG Grant.

Section 3. The Village will make available the Village's share of the Project costs, if the Village's application for a CDBG Grant is approved, equal to the local matching amount of Seventy-Five Thousand Dollars (\$75,000.00).

Section 4. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**EXHIBIT “A”**

**CDBG 2022 Program Year Application**



**Toni Preckwinkle**  
**President**

Cook County Board of Commissioners

# COOK COUNTY

## Bureau of Economic Development Community Development Block Grant Program (CDBG)

### 2022 Program Year Capital Improvement/Demolition and Economic Development Project Application

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Applicant Municipality/Agency

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Applicant's Name and Title

*(Mayor, President, Supervisor, Chief Executive Officer, Executive Director)*

**Toni Preckwinkle, President**  
**Cook County Board of Commissioners**

Cook County Department of Planning and Development  
69 West Washington, Suite 2900  
Chicago, Illinois 60602

Susan M. Campbell, Director

January 2022



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICATION CHECKLIST

Please complete all applicable sections of the application before submitting, and make sure that the person who signed your application is the person authorized in your resolution. If your project is a demolition, be sure to complete the demolition information on pages 30-31.

The following attachments are required and **must** be submitted as part of this application.

### Public Agency (Municipal/Township) (Form samples are attached.)

- ☐ Resolution and Certification of Resolution – (See Forms A-1/A-2 and A-3)
- ☐ Estimated Matching Funds Certification - Form B
- ☐ Maintenance of Effort and Project Sustainability - Form C.
- ☐ Fair Housing Action Plan - Form D.
- ☐ Audited Financial Statements (most current) - Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financial. If you do not have audited financial, you may submit other financial documents for consideration. Audited financials are preferred.

### Non-Profit Agency (Form samples are attached.)

- ☐ Resolution and Certification of Resolution – (See Forms A-2 and A-3)
- ☐ Estimated Matching Funds Certification - Form B
- ☐ Maintenance of Effort and Project Sustainability - Form C.
- ☐ Racial Equity Information – Form E
- ☐ List of Board of Directors
- ☐ Copy of 501(c)3
- ☐ Current Certificate of Good Standing (dated within the last 45 days)
- ☐ Copy of Articles of Incorporation or Copy of Amended Articles of Incorporation, if amended, **from the Illinois Secretary of State.**
- ☐ Audited Financial Statements (most current) - Submit your A133 Single Audit, if applicable. Otherwise, submit your latest audited financial. If you do not have audited financial, you may submit other financial documents for consideration. Audited financials are preferred.

**Note: You will lose 15 points for each of the above items that is missing from your submitted application. For more about application scoring, please see the application guide.**

If you have any questions or need assistance regarding the application, please contact Sylvia Parham at (312) 603-1030 or [sylvia.parham@cookcountyil.gov](mailto:sylvia.parham@cookcountyil.gov). DPD staff is available to help clarify application fields and provide guidance.

Please upload an electronic copy of the completed application PDF and all related attachments through the Cook County CDBG Capital Improvement application submission page at:

<https://www.cookcountyil.gov/service/2022CDBGCapital>

**Please see the application guide for detailed submission instructions.\***

***The deadline for submitting all applications is: WEDNESDAY, MARCH 16, 2022, 5:00PM  
(Applications received after this date and time will not be accepted. No exceptions.)***



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICANT INFORMATION SHEET

*Municipality, Township, Agency  
Name:* \_\_\_\_\_

*Mayor/Chief Executive Officer Name:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_

*Contact Person Name & Title:* \_\_\_\_\_

*E-mail Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_

*Applicant Website Address:* \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Total Project Estimate: \$ \_\_\_\_\_

\*Total Matching Funds (if  
applicable): \$ \_\_\_\_\_

**\*Note:** Matching funds, though not required for CDBG, are encouraged and will be looked upon favorably during application review. Matching funds will be expected for facility projects and will be assessed based on the income level of the service area/beneficiaries.

**“The signature below must be from the person authorized to sign the application in your resolution.”**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICANT INFORMATION SHEET (CONT'D)

2022 PROGRAM YEAR - October 1, 2022 through September 30, 2023

*Please complete all pages for each project, as applicable.*

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ Illinois Zip Code: \_\_\_\_\_  
(include full ZIP + 4)

Project Manager  
(if different from  
contact person): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

County Commissioner District #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Is this project consistent with Cook County's  
current Consolidated Plan? If no, **"STOP"**. ☐ Yes ☐ No  
(See related question on page 6.)

Is this capital improvement project a  
continuation of a prior year project? ☐ Yes ☐ No  
(If yes, please specify how this project links and  
the anticipated completion dates. (Please attach  
your statement.)

Is your agency a faith-based entity? ☐ Yes ☐ No

### Activity Category:

#### CAPITAL IMPROVEMENT PROJECTS

- ☐ Infrastructure
- ☐ Public Facility
- ☐ Non-Profit Facility
- ☐ Demolition
- ☐ \*\*Economic Development

\*\*Please refer to the CDBG Application Guide for  
guidelines regarding economic development activities.



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### **National Objective:** *(Check One)*

CDBG requires that each activity funded, except for program administration and planning activities, must meet one of the three national objectives outlined below. An activity that does not meet a national objective is not compliant with CDBG requirements and is therefore ineligible for funding. Applicants are strongly encouraged to consult the application guide for more detailed information.

#### ☐ **Benefit to low- and moderate income (LMI) persons**

1. **Area Benefit Activities** benefit all residents in a particular area, where at least **51%** of the people are low- and moderate-income. The service area of the project must be specifically identified and the area must be primarily residential (see the Appendix of the application guide for details).
2. **Limited clientele activities** benefit low- and moderate-income persons without regard to the area being served. At least **51%** of the persons participating in the activity must be low- and moderate-income and the activity must meet one of the following criteria (see application guide for details):
  - **Presumption of low- and moderate-income:** the activity serves persons who are presumed to be low- and moderate-income: abused children; battered spouses; elderly persons; severely-disabled adults; homeless persons; illiterate adults; persons living with AIDS and migrant workers; or
  - **Income Guidelines:** the activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons, or income must be documented.
3. **Housing activities** that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by at least 51% low- and moderate-income households.
4. **Job creation or retention activities** designed to create or retain permanent jobs, at least 51% of which (computed on a full-time equivalent basis) will be made available to or held by low- and moderate-income persons.

#### ☐ **Aid in the prevention or elimination of slums or blight**

Prevent or eliminate slum and blight on an area basis, or eliminate specific conditions of blight or physical decay on a spot basis that are not located in a slum or blighted area.

#### ☐ **Meet a need having a particular urgency (Demolition Projects Only)**

Use of the urgent need national objective category is rare. It is designed only for activities that alleviate emergency conditions. Activities qualified under urgent need must meet the following criteria:

- The existing conditions must pose a serious and immediate threat to the health or welfare of the community;
- The existing conditions are of recent origin or recently became urgent (generally, within the past 18 months);
- The grantee is unable to finance the activity on its own; and
- Other sources of funding are **not** available.

Does this project meet a National Objective  
and other eligibility requirements, as noted in  
HUD's 24 CFR Part 570.201 regulations?

(Please refer to the 2021 CDBG Application  
Guide for details.) If no, **"STOP"**.

☐ Yes

☐ No



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

DUNS Number (Required For Funding): \_\_\_\_\_

FEIN Number: \_\_\_\_\_

CFDA Number: 14.218

If acquisition or demolition ☐ Yes  
is required for this project, is  
the property vacant?

☐ No

If yes, please specify how long  
property has been vacant. \_\_\_\_\_

## PROJECT NEED AND JUSTIFICATION (35 Pts.)

For the questions below, please attach additional pages if needed when providing your answers.

### Describe the proposed project and designated project area (must be suburban Cook County):

(Provide a DETAILED description and a map that shows the project site and area that will benefit, if applicable. The map should also include any public transit stations (rail and bus) and bicycle facilities. Please also attach any applicable photos.)

### Project Location Information:

Please ensure the following fields are filled in as completely as possible. Also, attach a map with sufficient detail to accurately locate your project in a GIS System.

### Project Limits

\_\_\_\_\_  
*Name of Street or Facility*

\_\_\_\_\_  
*Municipality or Agency*

\_\_\_\_\_  
*South/West Project Extents*

\_\_\_\_\_  
*North/East Project Extents*

Linear Feet: \_\_\_\_\_

**Summary of Project Need and Justification:** Provide a concise summary of the need for the project and why this project is a priority. If the project is for a community center or other public facility, please indicate who is served or will be served by the facility, and include information about the location of similar facilities; the demand for services in the surrounding area; pedestrian, bicycle and public transit accessibility; and the applicant's financial ability to operate and maintain the facility. (If additional space is required, please include attachments.)





## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

**Specific Anticipated Accomplishments:** *(Please provide details of the proposed activity. If additional space is required, please include attachments.)*

Please describe how your agency's proposed project is consistent with Cook County's current Consolidated Plan. The plan can be found here: <https://www.cookcountyil.gov/content/grant-applicants-cdbg-esg>. If your proposed project is consistent with the County's Policy Roadmap or South Suburban Economic Growth Initiative (SSEGI), please describe that connection here as well. Documents related to the Policy Roadmap or SSEGI can be found at the following links: <https://www.cookcountyil.gov/service/policy-roadmap> or <https://www.cookcountyil.gov/content/south-suburban-economic-growth-initiative-ssegi>



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## Specific Outcome Indicators

### **Anticipated Number of Persons to be Assisted (Infrastructure & Public Facility Projects)**

*(For municipal infrastructure projects, census tract or block group data is permissible.)*

With NEW access to service or benefit

With IMPROVED access to service or benefit

### **Anticipated Number of Businesses to be Assisted (For Profit & Non Profit)**

With NEW access to service or benefit

With IMPROVED access to service or benefit

### **Anticipated Economic Development Impact (if applicable)**

Estimated number of jobs created

Estimated number of jobs retained

Estimated amount of taxes generated

Estimated number of businesses retained and/or recruited

### **Anticipated Number of Housing Units Assisted (if applicable)**

Estimated number of units occupied by low- or moderate income households



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### CAPACITY AND SKILLS TO EXECUTE THE PROJECT (25 Pts.)

#### PREVIOUSLY FUNDED APPLICANTS:

Does your municipality or agency have any CDBG project balances, ☐ Yes ☐ No  
with the exception of the current Program Year 2021 grant?

If yes, please explain why the project(s) currently have balances and the planned steps to expend remaining funds. Please specify expected deadlines for expending the remaining funds.

Does your municipality or agency have any outstanding CDBG  
performance reports, HUD reports or monitoring findings? ☐ Yes ☐ No

If yes, please identify the project(s) via project number(s) and explain why the project(s) currently have outstanding performance reports, HUD reports or monitoring findings. Cook County maintains reporting records and will be verifying this information. Outstanding performance reports/HUD reports/monitoring findings can be submitted with the application, or preferably prior to submission of the application.

On your past CDBG projects, please describe your performance related to contracting with Minority Business Enterprises (MBE's), Women Business Enterprises (WBE's) and Section 3 businesses, to include Section 3 Target Worker Hours, Benchmarks and Labor Hours. *(If additional space is required, please include attachments.)*

#### NEW AND PREVIOUSLY FUNDED APPLICANTS:

Has your municipality or agency previously executed  
similar projects (whether with CDBG or other funding)? ☐ Yes ☐ No

If yes, please describe the project(s) previously completed and the outcome(s).

If not, please explain how you will successfully administer this program and execute the proposed project given that you have not previously executed similar efforts. *(If additional space is required, please include attachments.)*



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### **LEVERAGING OTHER FUNDING (10 Pts.)**

If applicable, please describe how this CDBG funding will help you leverage future funding and/or how your municipality or agency will leverage other funds (public or private) over the long-term to support your efforts and reduce reliance upon Cook County CDBG funding. *(If applicable, please complete and certify "FORM B: ESTIMATED MATCHING FUNDS CERTIFICATION" included in this application.)*



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### PROPOSED PROJECT BUDGET (10 Pts.) (Clarity and Reasonableness of Proposed Costs)

#### STAFF SALARIES, IF APPLICABLE (3 Person Limit)

Position	(A) Annual Salary	(B) % of time spent on project	(A) multiplied by B) Salary allocated for project	Salary CDBG Portion	Project Match (In-Kind)
<b>TOTAL SALARIES</b>					

*Please note: Fringe benefits and indirect costs are not applicable for Capital, Demolition or Economic Development Projects.*



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## PROPOSED PROJECT BUDGET (CONT'D) (Clarity and Reasonableness of Proposed Costs)

### LINE ITEM BUDGET

<i>Project Activity</i>	<i>CDBG Funds</i>	<i>Matching Funds</i>	<i>TOTAL</i>
Capital Improvements			
Public Facilities			
Demolition			
Economic Development			
<b>Total Project Activity</b>			

<i>Project Delivery</i>	<i>CDBG Funds</i>	<i>Matching Funds</i>	<i>TOTAL</i>
Staff Salaries			
Postage			
Printing			
Publication/Notices			
Project Travel @ \$0.56 per mile			
<b>Total Project Delivery</b>			
<i>***Professional Services</i>	<i>CDBG Funds</i>	<i>Matching Funds</i>	<i>TOTAL</i>
Engineering			
Architectural			
Legal			
Accounting (except Single Audit)			
Other:			
<b>Total Professional Services</b>			
<b>Grand Total</b> (Project Activity, Project Delivery & Prof. Services)			

**\*\*\*Professional Services MUST be procured if you are using CDBG funds.**

**{Please attach any construction cost estimates, preferably provided by a certified engineer.}**



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## PROJECT ELIGIBILITY

Please see the Application Guide for more information on eligibility.

### A. AREA BENEFIT: *(if applicable)*

Total percentage of low and moderate-income persons served in area:

Census Tract	Block Group	% Low/Mod Income
<b>TOTAL AVERAGE LOW/MOD INCOME AREA PERCENTAGE:</b>		

*(Please see the 2022 CDBG Application Guide for appropriate website links.)*

### B. LIMITED CLIENTELE BENEFIT: *(if applicable)*

#### 1. Presumed Benefit

Qualifying group \_\_\_\_\_

Number of persons served \_\_\_\_\_

#### 2. Low- and Moderate-Income Persons\* Served

Moderate-income (61-80% of AMI) \_\_\_\_\_

Low-income (51-60% of AMI) \_\_\_\_\_

- OR - Very Low (31-50% of AMI) \_\_\_\_\_

Extremely Low (<30% of AMI) \_\_\_\_\_

Total Served (add above lines) \_\_\_\_\_

Number of Female-Headed Households \_\_\_\_\_

\*How will income be verified? Check below:

- ☐ Income Verification Request Forms *(Attach a sample of the form you will use.)*
- ☐ Eligibility Status for other Governmental Assistance program
- ☐ Self-Certification *(You must request source documentation for 20% of certifications and must inform the beneficiary that all sources of income and assets must be included when calculating annual income)*



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### READINESS TO PROCEED (0 to -15 Pts.)

**Summary of Project Readiness:** Please indicate if all funds have been secured for this project and the date the project is ready to start. Please describe any obstacles that will prevent this project from starting on time. Please explain if this project will require phases/multi-year to complete. *(If additional space is required, please include attachments.)*





# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## PROJECT COMPLETION SCHEDULE

**Capital Improvement Projects** - Please provide a detailed time line outlining specific plans for completing this project within 12 months after issuance of the "Authorization to Incur Grant Costs", including but not limited to project specification development, bid and contractor procurement, preconstruction, construction and completion schedule. Assume that the authorization to incur grant costs will be issued by 12/31/22. Construction should begin in the spring to the extent possible.

January 2023 (Notice to Proceed Issuance)
February 2023
March 2023
April 2023
May 2023
June 2023
July 2023
August 2023
September 2023
October 2023
November 2023
December 2023 (Project Completion, if not earlier)



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### **BROADER CONTEXT OF PROJECT (20 Pts.)**

Please describe how your agency's proposed project is part of a broader organizational strategic plan or vision, and/or consistent with an existing local plan (e.g., comprehensive plan, capital improvement plan) or a plan produced through CMAP's Local Technical Assistance Program, RTA's Community Planning Program, or similar programs. Describe any connection to the Cook County Department of Transportation and Highways' **Invest in Cook** program - <https://www.cookcountyil.gov/investincook>. If your project relates to the United Way Neighborhood Network in Blue Island/Robbins, describe the connection. (In addition to your narrative response below, please provide a copy of or a link to relevant plans, pages, etc.)

Does your proposed project connect to a geographic target area or to other recent projects? If so, describe the connection. Please provide a map showing recent investments/developments and the proposed 2022 project. This question applies to demolition projects as well as construction and facility improvements.



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### BROADER CONTEXT OF PROJECT (CONT'D)

If you are proposing an infrastructure improvement, how are you considering storm water management, flood issues or “Complete Streets” in the design of the project, where applicable? Cook County encourages applicants to consider these broader impacts of the proposed project. We will be examining proposals in the context of local flooding data, as well as assessing a project’s impact on making the County less auto dependent. Please also describe any sustainable or resilient features of the proposed project.

#### Regional Collaboration

Does your proposed project offer or support a plan for regional or sub-regional collaboration?

☐ Yes

☐ No

Is your proposed project consistent with the [ON TO 2050 comprehensive regional plan](#)?

☐ Yes

☐ No

Please describe how your efforts are related to regional or sub-regional collaboration and/or is consistent with ON TO 2050. *(If additional space is required, please include attachments.)*



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### Innovative or Creative Aspects of Proposal

Does your proposed project include innovative aspects?

☐ Yes

☐ No

If yes, please describe the creative elements of your proposal?

### Economic Development Activities

Does your proposed project directly or indirectly facilitate economic development using any of the activities described below? (check all that apply):

☐ Business Incubator

☐ Commercial/Industrial Rehabilitation/Improvements

☐ Economic Development Infrastructure Projects

☐ Façade Improvements

☐ Non-Profit Business and Technical Assistance

☐ Micro-Enterprise Assistance

☐ Public Facilities

### Economic Development Impact

Does your proposed project directly or indirectly facilitate economic development targeting the following as major goals? (check all that apply):

☐ Job Creation

☐ Job Retention

☐ Goods or Services Provision

Please describe how your proposed project will facilitate economic development directly or indirectly, including specifying major goals. *(If additional space is required, please include attachments.)*



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

Does your proposed project/program incorporate any of the following components? (check all that apply):

### Capital Improvements

- |  |  |
|--|--|
| <input type="checkbox"/> Facilitates broadband connectivity ("last mile infrastructure readiness")                     | <input type="checkbox"/> Incorporates underground utility lines as appropriate |
| <input type="checkbox"/> Improves infrastructure or adds facilities that promote walking, bicycling, or transit access | <input type="checkbox"/> Supports new affordable housing development           |

### Economic Development

- |  |   |
|--|---|
| <input type="checkbox"/> Generates tax revenue   | <input type="checkbox"/> Facilitates additional investments in industrial and/or commercial corridors |
| <input type="checkbox"/> Promotes economic development focused public or non-profit capacity building as part of an existing regional plan | <input type="checkbox"/> Encompasses foreclosure prevention strategies                                |
| <input type="checkbox"/> Functions as part of broader Transit Oriented Development (TOD) or Cargo Oriented Development (COD) area          | <input type="checkbox"/> Attracts employers to area of need, or links residents to jobs               |

### Long Range Planning and Sustainability

- |  |   |
|--|---|
| <input type="checkbox"/> Promotes energy efficiency improvements                 | <input type="checkbox"/> Encourages environmentally friendly or green initiatives                   |
| <input type="checkbox"/> Functions as part of a broader strategic plan or vision | <input type="checkbox"/> Demonstrates ongoing efforts to promote and enforce fair housing practices |



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

Please describe your municipality's ongoing efforts to affirmatively further fair housing.

Please explain how your project supports any of the other boxes checked above.

Please describe any other funding you currently receive from other departments or agencies of Cook County. If you do receive other Cook County funding, please indicate whether or not that funding supports the activity(ies) you are applying for in this CDBG application. *(If additional space is required, please include attachments.)*



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## APPLICATION RESOLUTION AND CERTIFICATION

### Instructions

**Cook County** has prepared two versions of the authorizing resolution: one for municipalities and one for all other applicants. Please choose the appropriate resolution. Samples of the versions are included in this application.

**The person signing the application must be the same person authorized to sign by the resolution.**

The resolution must be adopted by your governing body and a **certified** copy submitted with the application. A sample form for certification by non-municipal agencies is included.

A municipal or agency seal should be included on both the resolution and the certification. If an agency does not have a seal, please indicate that on the forms.



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## FORM A-1: SAMPLE RESOLUTION Municipality

NOW, THEREFORE BE IT RESOLVED by the Mayor/President and Council/Board of Trustees of Municipality, Illinois as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant ("CDBG") funds for Program Year 2022 in the amount of \$ \_\_\_\_\_ for the following project(s):

Project: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

as identified in **Municipality's** CDBG 2022 Program Year

Section 2. That the (insert position title of person signing the application) is hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to complete the application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

### **-B Optional -B**

Section 3. That the (insert position title of person signing the matching funds certification) is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

By: \_\_\_\_\_  
Print Name - Mayor/President Sign - Mayor/President

Attest: \_\_\_\_\_  
Print Name - Clerk Sign - Clerk

{SEAL}





# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## FORM A-2: SAMPLE RESOLUTION Not-for-Profit Organization/Non-Municipal Agency

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of (insert agency name) as follows:

Section 1. That a Request is hereby made to the County of Cook, Illinois for Community Development Block Grant ("CDBG") funds for Program Year 2022 in the amount of \$ \_\_\_\_\_ for the following project(s):

Project: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

as identified in agency's CDBG 2022 Program Year application.

Section 2. That the (insert position title of person signing the application) is hereby authorized to sign the application and various forms contained therein, make all required submissions and do all things necessary to complete the application for the funds requested in Section 1 of this Resolution, a copy of which application is on file with the Secretary.

### **-B Optional -B**

Section 3. That the (insert position title of person signing the matching funds certification) is hereby authorized to certify that matching funds which have been identified as supporting its projects as set out within its application will be made available upon the approval of the projects by the County of Cook, Illinois or the prorated share thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

By: \_\_\_\_\_  
Print Name – Chairman/President Signature - Chairman/President

Attest: \_\_\_\_\_  
Print Name – Board Secretary Signature – Board Secretary

{SEAL}



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## FORM A-3: SAMPLE CERTIFICATION Not-for-Profit Organization/Non-Municipal Agency

The undersigned Duly Qualified and Acting Secretary of the Board of Directors of (insert agency name) hereby certifies that the attached Resolution authorizing execution of the Application for the County of Cook, Illinois' 2022 Community Development Block Grant ("CDBG") Program Year is a true and correct copy of said Resolution as passed by the Board of Directors of (insert agency name) on (insert Board meeting date), which Resolution is still in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Attest: \_\_\_\_\_  
Print Name – Board Secretary                      Signature – Board Secretary

{SEAL}



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## FORM B: ESTIMATED MATCHING FUNDS CERTIFICATION

Matching funds are defined as any local, county, state, federal (other than CDBG) or private funds used in conjunction with CDBG funds to implement or construct a proposed project. This form must be filled out to document matching funds entered on the project budget (page 10-11). **Please note** that the use of special assessments against property owned and occupied by low- and moderate-income persons is prohibited.

In the event that the proposed project is funded at a lesser amount than requested, the matching funds will be reduced in the same proportion. For example, if you request \$100,000 with a \$30,000 (30%) match, and actually receive \$50,000 in block grant funds, your required match will be \$15,000 (30% x \$50,000).

***Subrecipients are urged to use matching funds whenever possible.***

1. Project Type

\_\_\_\_\_

2. Amount of Matching Funds to Assist Project

\_\_\_\_\_

3. Source(s) of Matching Funds to Assist Project

\_\_\_\_\_

4. Timetable of Availability of Matching Funds

\_\_\_\_\_

5. Designated Use of Matching Funds

\_\_\_\_\_

The authorized official of the applicant must certify the availability of the above matching funds by signing in the designated area below. Municipal/Agency seal is also required, if available. If there is no seal, please note that below.

Dated this \_\_\_\_\_

day of \_\_\_\_\_

2022

By: \_\_\_\_\_

Print Name – Authorized Official

\_\_\_\_\_  
Signature – Authorized Official

\_\_\_\_\_  
Title of Authorized Official

Attest: \_\_\_\_\_

Print Name – Clerk/Board Secretary

\_\_\_\_\_  
Signature – Clerk/Board Secretary

**{SEAL}**



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### FORM C: MAINTENANCE OF EFFORT AND PROJECT SUSTAINABILITY **Capital Improvement Project**

CDBG funds cannot be used for on-going maintenance, building operations and staffing requirements for projects constructed or rehabilitated with CDBG funds. Please provide the following information concerning these costs:

Amount of Annual Funds Required for Maintenance of Effort/Project: \$\_\_\_\_\_

Source of Funds: \_\_\_\_\_

Designated Use of Maintenance Funds: (i.e. utilities, staff, equipment, maintenance). An applicant must demonstrate the availability of funding to perform routine maintenance/upkeep on the proposed CDBG project and should strive to have adequate reserves to cover needed larger improvements with less reliance on CDBG funding.



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### FAIR HOUSING ACTION PLAN - 2022 PROGRAM YEAR

The Secretary of the United States Department of Housing and Urban Development requires that Community Development Block Grant recipients certify that they will comply with Title VIII of the Civil Rights Act of 1968. To fulfill this certification, Cook County requires each **municipal** Subrecipient to take action each year to affirmatively further fair housing.

In accordance with Cook County's revised *Analysis of Impediments to Fair Housing Choice*, please indicate on the list below *all* of the items that currently apply to your municipality:

- ☐ Existence of a fair housing ordinance
- ☐ Existence of a fair housing enforcement body that is responsible for reviewing fair housing complaints
- ☐ An individual identified as the fair housing compliance officer
- ☐ Existence of an action plan for affirmatively furthering fair housing
- ☐ Outreach to the public on fair housing issues via workshops, educational materials, etc.
- ☐ Outreach to housing-related industries including real estate, finance and property management on fair housing issues via workshops, educational materials, etc.
- ☐ Annual fair housing training for municipal staff, especially those answering public phone calls
- ☐ Annual reviews of land use and zoning ordinances and building codes to ensure they are not impediments to fair housing

As part of the application, a municipal Subrecipient must submit a Fair Housing Action Plan. If you already have a plan, you should review it to ensure the plan is still relevant and up-to-date before submission.

The following are examples of actions your municipality can take to affirmatively further fair housing. Please check the appropriate sections that you plan to undertake during this program year. On the attached Form D, provide a narrative of actions to be undertaken and what your agency plans to accomplish during this program year to affirmatively further fair housing.

- ☐ Provide copies of fair housing brochures published and distributed among realtors and other businesses in your community.
- ☐ Provide copies of newspaper articles published locally about fair housing issues in your community.
- ☐ Provide a summary of activities conducted to promote an open community.
- ☐ Enact a Fair Housing Ordinance.
- ☐ Update/Amend your Fair Housing Ordinance, if applicable.
- ☐ Attend Cook County's Fair Housing Seminar.
- ☐ Submit notices, agendas and minutes of Fair Housing meetings sponsored by your municipality.

These points are merely suggestions for the types of actions that are acceptable to demonstrate your community's active commitment to fair housing. Additional or different action may be acceptable as well, and your submissions are not limited to the types listed above.

The County is required to provide documentation supporting its activities in compliance with Title VIII of the Civil Rights Acts of 1968. The activities of Cook County's Subrecipients, therefore, require this documentation. Failure by a municipal Subrecipient to provide complete and accurate information to the County in a timely manner may jeopardize current and/or future funding for that community.



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### FORM D: FAIR HOUSING ACTION PLAN (0 to -10Pts.) Municipalities Only

Please complete the Department of Planning and Development's Municipal Fair Housing Survey at this link:  
<https://www.surveymonkey.com/r/municipalfairhousingsurvey>

**All municipal applicants should complete the survey by the application due date of March 16, 2022.**

If you have questions regarding the Fair Housing Survey, please feel contact Cheryl Cooke at  
[cheryl.cooke@cookcountyil.gov](mailto:cheryl.cooke@cookcountyil.gov) or Sylvia Parham at [sylvia.parham@cookcountyil.gov](mailto:sylvia.parham@cookcountyil.gov)

**ACTIONS TO BE UNDERTAKEN FOR THIS 2022 PROGRAM YEAR:**



## 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

### FORM E: RACIAL EQUITY INFORMATION Non-Profit Agencies Only

Please answer the following question and complete the table below.

How is your organization and/or this project advancing racial equity? *(If additional space is required, please include attachments.)*

Please complete the following table with demographic data on your Board, staff and clients/beneficiaries.

<b>RACE</b>	<b>Number of Board Members</b>	<b>Number of Staff Members</b>	<b>Number of Clients/Beneficiaries</b>
White			
Black or African American			
American Indian or Alaska Native			
Asian			
Native Hawaiian or Other Pacific Islander			
Some other race			
Two or more races			
<b>ETHNICITY</b>	<b>Number of Board Members</b>	<b>Number of Staff Members</b>	<b>Number of Clients/Beneficiaries</b>
<b>Hispanic or Latino</b>			
<b>Not Hispanic or Latino</b>			



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## AUDITED FINANCIAL STATEMENTS

*(Please attach the most current.)*





# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## DEMOLITION PROJECTS **ONLY**

***(This section must also be completed for any demolition project, as noted on page 5 of the application guide.)***

69 West Washington - Suite 2900  
Chicago, Illinois 60602

Phone #: (312) 603-1000  
Fax #: (312) 603-9770

### COMMUNITY INFORMATION

**Name of Municipality:** \_\_\_\_\_

**DUNS # :** \_\_\_\_\_

**Municipal Contact Person:** \_\_\_\_\_

**Municipal Contact Person Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### PROPERTY OWNER INFORMATION (If different from municipality)

**Owner/Business:** \_\_\_\_\_

**Owner/Business Contact Person:** \_\_\_\_\_

**Owner/Business Contact Person Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### NATIONAL OBJECTIVE (Please check one)

☐

Elimination or Prevention of Slums and Blight

If selecting this National Objective, all of the following must be included with this application:

- A. Slum/Blight Criteria selected (include narrative description)
- B. Additional Documentation (Photos, Letters from Officials, etc.)
- C. Declaration/Resolution of Slum/Blight Condition

☐

Urgent Health and Welfare Threat

If selecting this National Objective, all of the following criteria must be met (include narrative description where needed):

- A. Determination of immediate threat – when and by whom; include documentation
- B. Applicant's inability to finance
- C. Confirmation that no other financial sources are available
- D. Confirmation that threat did **not** exist for more than 18 months



# 2022 CDBG Capital Improvement/Demolition and Economic Development Project Application

## DEMOLITION RATIONALE

Provide the rationale for demolishing this structure and why the municipality does not consider rehabilitation a viable option. Include a letter from the municipal solicitor describing the municipality's condemnation process, acknowledging that condemnation proceedings ensued in accordance with all municipal ordinances and that the municipality has the authority to remove the subject structure.

Include copies of the following documents in support of your rationale for demolition:

- ☐ On-site inspection reports identifying the nature of the unsafe condition(s) (e.g. engineer, building inspector/code enforcement officer, fire/police officials, etc.).  
Municipal notification of an unsafe condition to the property owner, agent or person in control of the structure. The correspondence must describe the unsafe condition(s), specifying the required repairs or improvements necessary to abate the existing conditions, or require the owner, agent or person in control to demolish the structure. Supply evidence that sufficient time was permitted to address the situation. Provide proof that notice was properly served (i.e. copy of certified or registered mail return receipt).
- ☐ Any correspondence from the owner, agent or person in control of the structure in response to municipal notification of unsafe conditions.
- ☐ Order of Condemnation (as posted at the site of the proposed demolition site).

## PROPERTY INFORMATION

**Property Identification  
Number:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Please Describe Property:**

- i.e. building size, type, condition

**Intended Use of Property After  
Demolition:**

NOTE: If parcel is to remain vacant, describe how the municipality will assure that the resulting lot will be maintained and kept clear of health and safety hazards (e.g. trash, debris).

**Estimated Demolition Cost:** \_\_\_\_\_

## CERTIFICATIONS

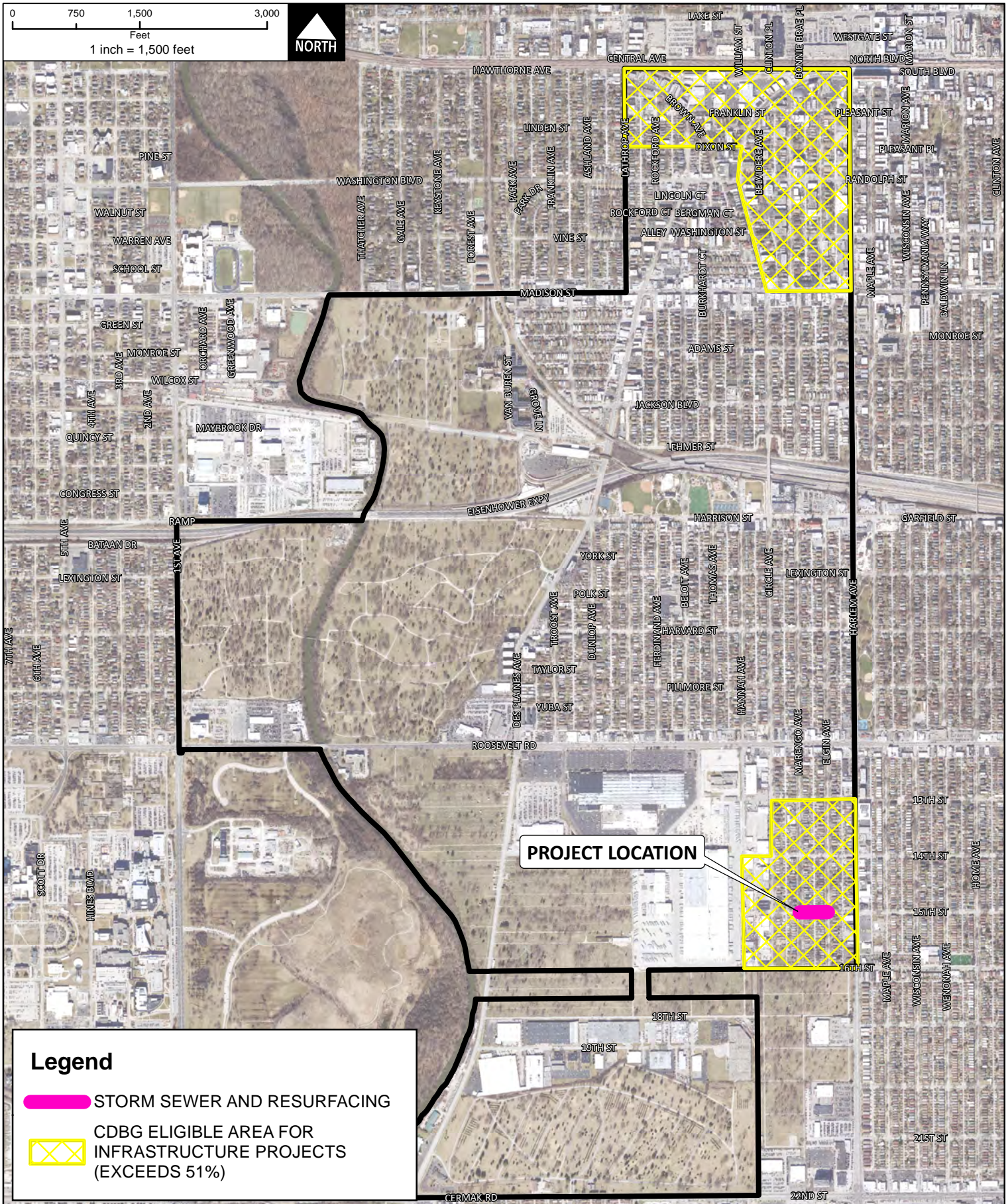
- A. There are no pending legal actions underway or being contemplated that would significantly impact the demolition of this facility.
- B. There are no unpaid property taxes filed against the property.
- C. There are no liens/assessments on the property, or proof of any are attached
- D. The property owner signing has full legal authority to sign

\_\_\_\_\_  
Print Name – Mayor/President



\_\_\_\_\_  
Signature – Mayor/President

\_\_\_\_\_  
Date





## Legend

-  STORM SEWER AND RESURFACING
-  CDBG ELIGIBLE AREA FOR INFRASTRUCTURE PROJECTS (EXCEEDS 51%)

CLIENT:



TITLE:

CURRENT LOCATIONS  
CDBG CENSUS TRACT & BLOCK GROUP  
LOW/MODERATE INCOME PERCENTAGE

PROJ. NO. 000023

DATE: 03/07/2022

SHEET 1 OF 1

DRAWING NO.



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
9575 W. Higgins Road, Suite 600 · Rosemont, Illinois 60018 · (847) 823-0500

DSGN.		SCALE:	1:18,000
DWN.	DRW	AUTHOR:	DWALTERS
CHKD.		PLOT DATE:	3/7/2022
FILE:	Aerial Exhibit_2021 B - Revised		

EXH 1





**Estimated Schedule of Prices**  
**CBBEL Project No. 00-23 GENERAL**  
**2022 CDBG Application**

**PROJECT:** 15th Street Sewer Separation and Resurfacing  
**LOCATION:** 15th Street from Marengo to Elgin

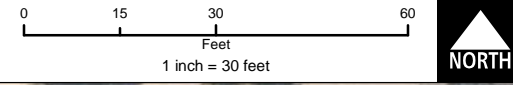
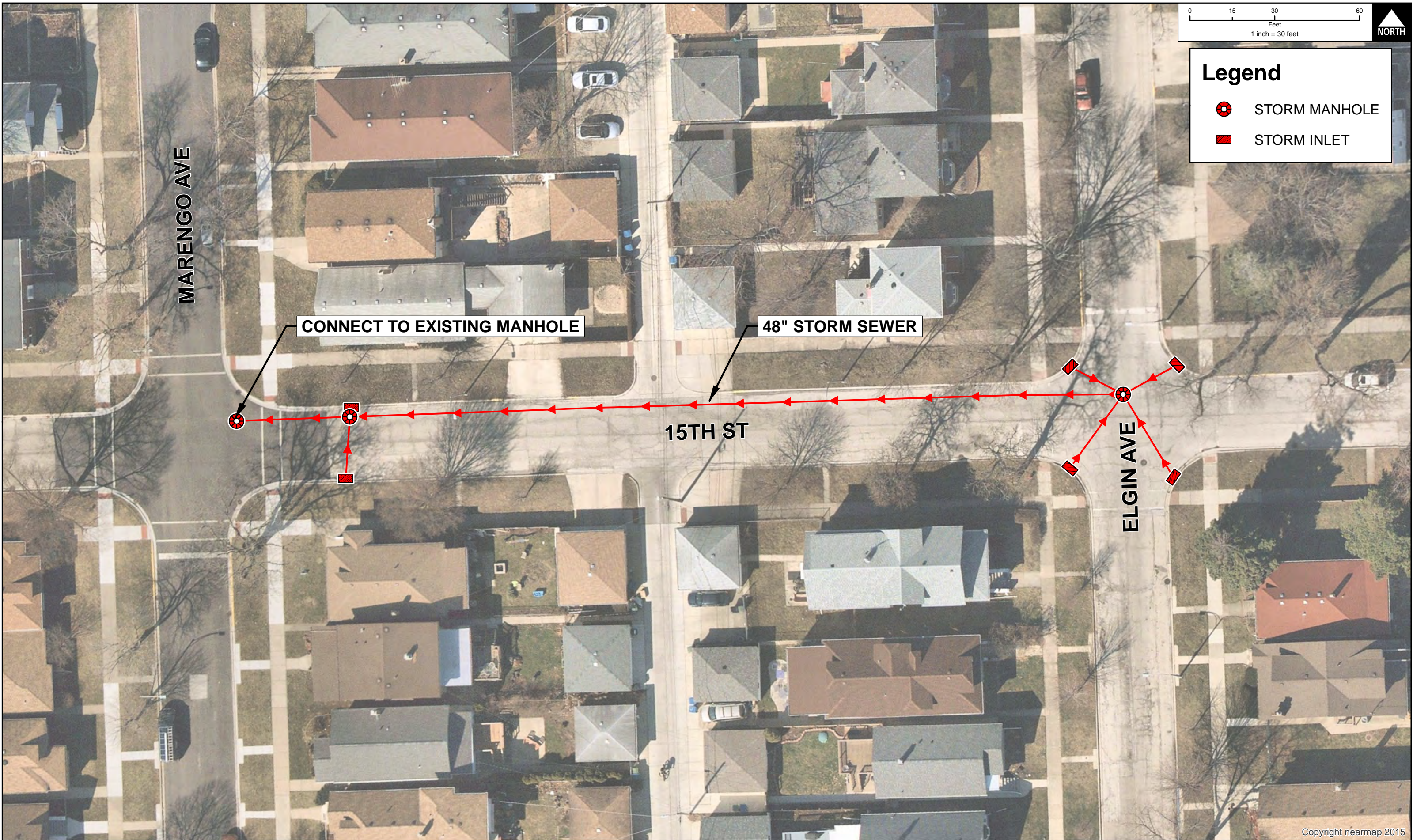
**DATE:** 3/5/2022

SP	ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	
						COST	
	20800150	TRENCH BACKFILL	CU YD	400	\$ 40.00	\$	16,000.00
	21101615	TOPSOIL FURNISH AND PLACE, 4"	SQ YD	500	\$ 10.00	\$	5,000.00
	25200110	SODDING, SALT TOLERANT	SQ YD	500	\$ 10.00	\$	5,000.00
	28000510	INLET FILTERS	EACH	10	\$ 200.00	\$	2,000.00
	40201000	AGGREGATE FOR TEMPORARY ACCESS	TON	10	\$ 20.00	\$	200.00
	40600290	BITUMINOUS MATERIAL (TACK COAT)	POUND	500	\$ 0.10	\$	50.00
	40600825	POLYMERIZED LEVELING BINDER (MACHINE METHOD), N50	TON	70	\$ 105.00	\$	7,350.00
	40603335	HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50	TON	120	\$ 95.00	\$	11,400.00
	42400200	PORTLAND CEMENT CONCRETE SIDEWALK 5 INCH	SQ FT	1000	\$ 7.00	\$	7,000.00
	42400800	DETECTABLE WARNINGS	SQ FT	50	\$ 40.00	\$	2,000.00
	44201771	CLASS D PATCHES, TYPE IV, 10 INCH	SQ YD	600	\$ 100.00	\$	60,000.00
	44000158	HOT-MIX ASPHALT SURFACE REMOVAL, 2 1/4"	SQ YD	1200	\$ 6.00	\$	7,200.00
	44000600	SIDEWALK REMOVAL	SQ FT	1000	\$ 2.00	\$	2,000.00
	550A0050	STORM SEWERS, CLASS A, TYPE 1 12"	FOOT	100	\$ 125.00	\$	12,500.00
	550A0480	STORM SEWERS, CLASS A, TYPE 2 48"	FOOT	330	\$ 350.00	\$	115,500.00
	60224459	MANHOLES, TYPE A, 8' DIAMETER, TYPE 1 FRAME, CLOSED LID	EACH	3	\$ 10,000.00	\$	30,000.00
	60406000	FRAMES AND LIDS, TYPE 1, OPEN LID	EACH	2	\$ 350.00	\$	700.00
	60406100	FRAMES AND LIDS, TYPE 1, CLOSED LID	EACH	2	\$ 350.00	\$	700.00
	78000400	THERMOPLASTIC PAVEMENT MARKING - LINE 6"	FOOT	150	\$ 4.00	\$	600.00
	78000650	THERMOPLASTIC PAVEMENT MARKING - LINE 24"	FOOT	50	\$ 6.00	\$	300.00
*	X0326862	STRUCTURES TO BE ADJUSTED	EACH	5	\$ 400.00	\$	2,000.00
*	X7010216	TRAFFIC CONTROL AND PROTECTION, (SPECIAL)	LSUM	1	\$ 15,000.00	\$	15,000.00
*	Z0013798	CONSTRUCTION LAYOUT	LSUM	1	\$ 5,000.00	\$	5,000.00
*	N/A	CATCH BASIN TO BE REMOVED AND REPLACED	EACH	4	\$ 5,000.00	\$	20,000.00
*	N/A	COMBINATION CONCRETE CURB AND GUTTER REMOVAL AND REPLACEMENT (SPECIAL)	FOOT	660	\$ 40.00	\$	26,400.00
*	N/A	COMBINATION SEWER REMOVAL AND REPLACEMENT	FOOT	20	\$ 130.00	\$	2,600.00
*	N/A	DRIVEWAY REMOVAL AND REPLACEMENT	SQ YD	150	\$ 60.00	\$	9,000.00
*	N/A	ITEMS ORDERD BY ENGINEER	DOLLAR	2000	\$ 1.00	\$	2,000.00
*	N/A	SEWER CLEANING AND TELEVISIONING	FOOT	500	\$ 5.00	\$	2,500.00
*	N/A	WATER MAIN ADJUST	LSUM	1	\$ 5,000.00	\$	5,000.00
						<b>Subtotal</b>	\$ 375,000.00
						Design	\$ 37,500.00
						CM	\$ 37,500.00
						<b>Total</b>	\$ 450,000.00

ENGINEER

**JAMES F. AMELIO**  
 ILLINOIS REGISTRATION NO. 062-060779  
 EXPIRATION DATE: 11/30/23





Legend

STORM MANHOLE

STORM INLET

**CHRISTOPHER B. BURKE** ENGINEERING LTD.  
9575 West Higgins Road, Suite 600  
Rosemont, Illinois 60018  
(847) 823-0500

CLIENT:

VILLAGE OF

BIG CITY ACCESS

SMALL TOWN CHARM

NO.	DATE	NATURE OF REVISION	CHKD.	MODEL:	ARC GIS 10.6
FILE NAME	Aerial Exhibit 15th Street - Revised				
PATH	N:\FORESTPARK\0023\GENERAL\CD\BG\GIS\Exhibits\Aerial Exhibit 15th Street - Revised.mxd				

DSGN.

DWN.

CHKD.

SCALE:

MODEL:

PLOT DATE

DRW.

ArcGIS 10.6

3/7/2022

TITLE:

15TH STREET  
FROM MARENGO AVE TO ELGIN AVE  
STORM SEWER AND RESURFACING

PROJ. NO.

DATE:

SHEET

DRAWING NO.

000023

02/25/2021

1 OF 1

EXH 2



## EXISTING CONDITION PHOTOGRAPHS – 15<sup>TH</sup> STREET





# Fair Housing Policy Contact

[Home](#) » [Contact](#) » Fair Housing Policy Contact

## Contact Links

### Department Contacts

### Fair Housing Policy Contact

### Grievance Contact

### Nondiscrimination Disability Contact

## Affirmative Fair Housing Policy

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability or familial status.

The Village of Forest Park advises the public that it will administer its assisted programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

The Village of Forest Park shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Illinois Department of Human Rights or the U.S. Department of Housing and Urban Development.

The Village of Forest Park has designated the following as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

Village Administrator  
Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60130  
(P) 708-615-6201  
8am to 5pm Monday – Friday



### Village of Forest Park

517 Des Plaines Avenue, Forest Park, Illinois 60130

Hours: Monday – Friday, 8 am until 5 pm / closed weekends

Phone: 708-366-2323 – Fax 708-488-0361

Email: [contact@forestpark.net](mailto:contact@forestpark.net)

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Instagram: vofp517





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- > [Obtain a Building Permit](#)
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- > [Make a Service Request](#)
- > [Obtain a copy of a Record](#)
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- > [View Village Maps](#)
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## Policies

### Affirmative Fair Housing Policy

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Village Administrator  
Mr. Timothy E. Gillian  
517 Desplaines Avenue  
Forest Park, IL 60130  
(P) 708-615-6201  
8am to 5pm Monday - Friday

### Section 504 Grievance Procedure

It is the policy of the Village of Forest Park not to discriminate on the basis of disability. The Village of Forest Park has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of the Village Administrator, 517 Des Plaines Avenue, Forest Park, Illinois, 708-366-2323(the "Section 504 Coordinator"), who has been designated to coordinate the efforts of the Village of Forest Park to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the Village of Forest Park to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- > Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- > A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- > The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the Village of Forest Park relating to such grievances.



- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator in writing to the Mayor of the Village of Forest Park within 15 days of receiving the Section 504 Coordinator's decision. The Mayor shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the Illinois Department of Commerce and Economic Opportunity.

The Village of Forest Park will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Notice of Nondiscrimination on the Basis of Disability

The Village of Forest Park does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities.

Qualified individuals who need accessible communication aids and services or other accommodations to participate in programs and activities are invited to make your needs and preferences known to the Section 504 coordinator. Please give us at least three to five day's advance notice so we can adequately meet your needs.

An internal grievance procedure is available to resolve complaints. Questions, concerns, or requests for additional information regarding Section 504 should be forwarded to:

Section 504 Coordinator Tim Gillian  
Village Administrator  
517 Desplaines Avenue, Forest Park, IL 60130  
*(P) 708-615-6201*  
*TDD: 708-366-2425*  
8am to 5pm Monday - Friday

Upon request, this notice and other materials may be made available in alternative formats (for example, large print or audio tape) from the Section 504 coordinator.

The Americans with Disabilities Act Coordinator for the Village of Forest Park is Village Administrator Tim Gillian. Written correspondence should be sent to Mr. Gillian in care of the Village of Forest Park, 517 Desplaines Avenue, Forest Park, IL 60130 or email at [tgillian@forestpark.net](mailto:tgillian@forestpark.net). Mr. Gillian's office line is 708-615-6201 and can be reached Monday through Friday from 8:00 am until 5:00 pm.

ADA Notice - [click here](#)

ADA Grievance Procedure - [click here](#)

.....

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of an ordinance amending Section 3-3-6 of the Forest Park Liquor Code related the establishment of the number of available liquor licenses.

#### Background

The proposed ordinance amends Section 3-3-6 of the Forest Park Liquor Code to account for the number of locally issued liquor licenses.

The changes in the amount of available licenses accounts for the following:

- Reduction of an A license for Habrae (7230 Madison);
- Creation of an A3 license for Habrae (7230 Madison);

This amends the ordinance to reflect the correct liquor class for this establishment.

#### Attachments

- Proposed Liquor Code Amendment Ordinance
- Current Liquor License Listing (as of 03/14/2022)

**ORDINANCE O-\_\_\_\_\_ -22**

**AN ORDINANCE AMENDING SECTION 3-3-6 ENTITLED “LICENSE FEE  
AND NUMBER:” OF CHAPTER 3 ENTITLED “LIQUOR CONTROL” OF  
TITLE 3 ENTITLED “BUSINESS AND LICENSE REGULATIONS” OF  
THE VILLAGE CODE OF ORDINANCES OF THE  
VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS**

WHEREAS, pursuant to section 4-1 of the Illinois Liquor Control Act of 1934 (235 ILCS 5/4-1), the corporate authorities of the Village of Forest Park, are expressly authorized to regulate and determine, by ordinance, the number, kind and classification of licenses, for sale at retail of alcoholic liquor not inconsistent with the Illinois Liquor Control Act.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND THE VILLAGE COUNCIL OF THE VILLAGE OF FOREST PARK, COOK COUNTY, ILLINOIS, as follows:

SECTION 1: Section 3-3-6 entitled “License Fees and Number:” of Chapter 3 entitled “Liquor Control” of Title 3 entitled “Business and License Regulations,” of the Village Code of Ordinances of the Village of Forest Park, as amended, is hereby further amended to read as follows:

**3-3-6: LICENSE FEES AND NUMBER:**

<u>Classification</u>	<u>Annual Fees</u>	<u>Number Of Licenses</u>
A	\$1,800.00	17 16
A1	1,800.00	14
A2	1,600.00	5
A3	1,300.00	3 4
A4	250.00	0
A5	250.00	2
A6	1,200.00	0
A7	1,800.00	1
A8	1,800.00	2

B1	1,800.00	6
B2	1,300.00	0
C (BYOB)	500.00	2
O	1,000.00	1
Special Use Permit	50.00 per day.	No limit.
Additional fees:		
	Supplemental patio license	\$150.00 per approved license
	Supplemental sidewalk cafe license	\$150.00 per approved license
	Extra bar(s) on premises	\$150.00 per each additional public bar exceeding 1

SECTION 2: That this Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Passed by the Council of the Village of Forest Park, Cook County, Illinois this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTEST:

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

Updated March 8, 2022

<u>License Count</u>	<u>License Number</u>	<u>License Class</u>	<u>Name of Establishment</u>	<u>Address</u>
1	43	A	Caffe De Luca	7427 Madison
2	17	A	Golden Steer	7635 Roosevelt
3	13	A	Goldybrowsers	7316 Circle
4	42	A	Jimmy's Place	7411 Madison
5	56	A	Fat Duck	7218 Madison
6	73	A	Lathrop House Café	26 Lathrop
7	2	A	Mexican Republic Kitchen & Cantina	7404 Madison
8	29	A	Old School Tavern & Grill	201 Des Plaines
9	72	A	Panda Café	7600 Madison
10	19	A	Tacabron	7330 Harrison
11	64	A	Scratch Kitchen	7445 Madison
12	38	A	Shanahan's	7353 Madison
13	6	A	O'Sullivan's	7244 Madison
14	40	A	McGaffers	7737 Roosevelt
15	48	A	Fiore	7407 Madison
16	79	A	N Rebozo	7403 Madison
1	24	A1	Angelo O'Leary's	7522 Madison
2	27	A1	Blueberry Hill	427 Des Plaines
3	30	A1	Carole's Next Best Thing	7307 Roosevelt
4	35	A1	Circle Bowling Lanes	7244 Circle
5	45	A1	Circle Inn	7300 Circle
6	20	A1	Doc Ryan's	7432 Madison
7	3	A1	Duffy's Tavern	7513 Madison
8	26	A1	Forest Park Tap Room	7321 Madison, Unit 1
9	36	A1	Mugsy's	7640 Madison
10	33	A1	Pioneer Tap	7443 Randolph
11	8	A1	Shortstop Lounge	7425 Madison
12	16	A1	Slainte Irish Pub	7505 Madison
13	7	A1	The Beacon	101 Circle
14	57	A1	The Lantern Haus Co.	7414 Madison
1	4	A2	Charlie's Restaurant	7427 Roosevelt
2	23	A2	Chirion Mexican Restaurant	7510 Madison
3	49	A2	Gaetano's	7636 Madison
4	41	A2	Kribi Coffee	7324 Madison
5	74	A2	White Crane	819 Harlem Avenue
1	28	A3	Portillo's Hot Dogs	7740 Roosevelt
2	55	A3	The Junction Diner	7401 Madison

3	75	A3	Mr. Beef and Pizza	123 Harlem
4	80	A3	Habrae	7230 Madsion
1	12	A5	Altenheim	7824 Madison
2	63	A5	American Legion Hall	500 Circle
1	18	A7	Exit Strategy Brewing Company	7700 Madison
1	76	A8	Table and Lain	7322 Madison
2	77	A8	Foundry/FP Company	7503 Madison
1	21	B1	USA Beverage	7200 Madison
2	10	B1	Suburban Liquors	7612 Madison
3	60	B1	Cardinal Wine and Spirits	7533 Roosevelt
4	11	B1	Famous Liquors	7714 Madison
5	32	B1	Forest Park Liquors	7429 Madison
6	78	B1	Wal-mart	1300 Desplaines
1	65	C	Starship Restaurant & Catering	7618 Madison
2	31	C	Yum Thai Restaurant	7748 Madison
1	66	O	Sharship Catering	7618 Madison

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a Resolution Approving and Authorizing the Execution of the Application for Invest in Cook Department of Transportation FY 2022 Grant Funding (EV Charging Stations – Constitution Court)

#### Background

Pursuant to Village Council policy direction given to staff at the February 28, 2022 meeting, attached is a resolution that authorizes the submission of an Invest in Cook Grant Application that seeks funding for two (2) electric vehicle charging stations targeted for installation at the public parking lot located at Constitution Court on Madison Street.

This grant application seeks funding for 50% of the project's installation/construction costs (\$37,600); the balance of project costs (\$42,800) consists of the required local match. **However**, as described below, the Village will be seeking additional grant funding sources (Federal, State, ComEd) in efforts to minimize any Village out of pocket costs required to complete this project. Once (and assuming) these additional grants have been secured, staff will inform the Village Council how much, if any, these out-of-pocket costs amount to, and, in consideration of same, staff will seek the Council's authorization to commence and complete the project.

Any EV charging station installation at said location will not occur until sometime in 2023.

#### 2/28/2022 Narrative to Council

The annual call for projects under the Invest in Cook grant program is now open.<sup>1</sup>

This is the same grant program that is providing funding to Forest Park (\$247,500) related to the multi-use path that will be installed along the west side of Van Buren Street from Madison Street to the CTA Parking Lot (which provides access to the Prairie Path<sup>2</sup>) this coming summer/fall.

In the future, it is hoped that Forest Park can partner with the Village of Maywood to provide for additional non-motorized travel accommodations between the CTA Parking Lot and First Street that will fully complete the Prairie Path extension from First Street to Van Buren. As Maywood will be pursuing other projects under this grant program in 2022, we will consider other options utilizing this grant program.

Staff is seeking policy direction from the Village Council regarding a potential Invest in Cook grant application that will provide two (2) electric vehicle charging stations (each charging station has 2 chargers) in the parking lot at Constitution Court.

The existing electric vehicle charging station at said location is inoperable and the company that provided said station is no longer in business.

The grant will provide funding for said charging stations at a 50% level.

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<sup>1</sup> [https://www.cookcountyil.gov/investincook?utm\\_medium=email&utm\\_source=govdelivery](https://www.cookcountyil.gov/investincook?utm_medium=email&utm_source=govdelivery)

<sup>2</sup> <https://ipp.org/trail-map/>

Staff has estimated that the cost to purchase and install the charging stations will amount to approximately \$75,500. This sum represents Sourcewell pricing for the station as well as site and electric improvements, as a new and dedicated 200amp service will be required for the installation in said area.

Though 50% funding puts the Village's costs at \$37,750, it is staff's intension to pursue multiple grants in conjunction with the Invest in Cook's grant application in order to minimize any local out of pocket costs.

The Illinois EPA after July 1 will be creating a program that will cover up to 80% of install costs for electric vehicle charging stations (per 20 ILCS 627/55).

ComEd also has a grant opportunity<sup>3</sup> available at the present time that will provide up to \$10,000 in funding for similar projects.

Further, they may be some incentives coming soon at the Federal level that will also provide funding for charging stations.

Should staff be directed to pursue this grant (Invest in Cook), a resolution will be presented to the Council at the March 14 meeting to authorize said application. Please do note that staff will seek concurrence from the Council at a future meeting to discuss final (and receive authorization for) local out of pocket costs, following any receipt of additional grant funding for said project.

The electric vehicle charging stations will be a great amenity and attraction to our downtown business district; further, anecdotally, there are no public electric charging stations in Proviso at the present time.

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<sup>3</sup> <http://mayorscaucus.org/initiatives/environment/psc/>



**RESOLUTION APPROVING AND AUTHORIZING THE  
EXECUTION OF THE APPLICATION FOR INVEST IN COOK  
DEPARTMENT OF TRANSPORTATION FY 2022 GRANT FUNDING**

WHEREAS, the Village of Forest Park (“Village”) is applying to the Cook County Department of Transportation and Highways FY 2022 Invest In Cook Grant (“Invest In Cook Grant”) for the grant amount of Thirty-Seven Thousand Eight Hundred (\$37,800.00) Dollars; and

WHEREAS, the Village wishes to make an application for the Constitution Court Electric Vehicle Charging Station project (the “Project”), with an estimated total Project budget cost of Eighty Thousand Six Hundred (\$80,600.00) Dollars, which Project is eligible for funding under Invest In Cook Grant; and

WHEREAS, the Village deems it advisable, necessary and in public interest that the Village apply for the Invest In Cook Grant for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. The Village’s application for an Invest In Cook Grant, pursuant to the terms and conditions contained in said application, a copy of which is attached hereto and made a part hereof as Exhibit “A” (“Application”), is hereby approved, and the execution to submit the Application by the Mayor is hereby authorized.

Section 2. The officials, officers and employees of the Village are hereby authorized to take such further actions and execute such documents as are necessary to obtain the Application for the Invest In Cook Grant and carry out the purpose and intent of this Resolution, the Application and the Invest In Cook Grant.

Section 3. The Village will make available the Village's share of the Project costs, if the Village's application for an Invest In Cook Grant is approved, equal to the local matching budget fund of Forty-Two Thousand Eight Hundred (\$42,800.00) Dollars.

Section 4. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**EXHIBIT “A”**

**INVEST IN COOK DEPARTMENT OF TRANSPORTATION  
FY 2022 GRANT APPLICATION**



**Rory E. Hoskins**  
MAYOR

517 DESPLAINES AVENUE  
FOREST PARK, IL 60130  
PH: 708-366-2323  
FAX: 708-488-0361  
[www.forestpark.net](http://www.forestpark.net)

**Joseph Byrnes**  
COMMISSIONER  
ACCOUNTS & FINANCE

**Ryan Nero**  
COMMISSIONER  
STREETS & PUBLIC IMPROVEMENTS

**Jessica L. Voogd**  
COMMISSIONER  
PUBLIC PROPERTY

**Maria Maxham**  
COMMISSIONER  
PUBLIC HEALTH & SAFETY

**Moses E. Amidei**  
VILLAGE ADMINISTRATOR

**Vanessa Moritz**  
VILLAGE CLERK

March 10, 2022

Jennifer "Sis" Killen, PE, PTOE  
Cook County Department of Transportation and Highways  
Invest In Cook Grant Program  
69 W. Washington, Suite 2300  
Chicago, IL 60602

Dear Jennifer,

Thank you for this opportunity to submit the enclosed application to the Cook County Department of Transportation and Highways (DOTH) for the Village of Forest Park's Electric Vehicle Charging Station Project.

The Village is excited to bring EV chargers to Madison Street which is our main street. The proposed location is Constitution Court which is the central point of Madison Street and serves patrons and employees of the numerous nearby stores, restaurants, and bars. This project will be a great opportunity to demonstrate the EV charger technology to the community and help the Village demonstrate this emerging technology.

Enclosed is a complete application packet. If you have any questions regarding this project, please feel free to contact me at 708-615-6200. If you have any technical questions, please direct them to our Village Engineer, Mr. James Amelio at 847-823-0500 or [jamelio@cbbel.com](mailto:jamelio@cbbel.com).

Thank you very much for considering our proposal.

Sincerely,

Rory E. Hoskins  
Mayor



# INVEST IN COOK

Cook County Department of Transportation and Highways  
FY2022 Call for Projects

Toni Preckwinkle, President  
Cook County Board of Commissioners

Cook County Department of Transportation and Highways (DOTH)  
69 West Washington, Suite 2300  
Chicago, IL 60602

Jennifer “Sis” Killen, P.E., PTOE, Superintendent

January 12, 2022



## Application Checklist

### Required Items:

- ☐ Signed Mayor's or Chief Executive's cover letter
- ☐ Completed Application
- ☐ Project Area Map
- ☐ Project Photos (provide 2 photos that show pre-project conditions)
- ☐ Project Milestone Schedule (use template provided)
- ☐ Most Recent Financial Audit or Proof of Financial Standing

### Optional Items:

- ☐ Sections of applicable project studies or reports
- ☐ Funding resolutions and Certifications of Resolutions
- ☐ Detailed Cost Estimates (Required for construction funding requests)

If you have any questions or would like to request assistance filling out the application, please contact DOTH staff at (312) 703-1223 or [InvestInCook.CC@cookcountyil.gov](mailto:InvestInCook.CC@cookcountyil.gov). DOTH staff is available to help clarify application fields, provide guidance on how to submit a competitive application, and for higher need applicants, to assist in preparing an application (contingent on staff availability).

Please submit an electronic copy of the completed application PDF, with all related attachments, through the Invest In Cook application webpage at:

<https://www.cookcountyil.gov/form/investincook2022>

**The deadline for submitting all applications is: March 16, 2022 at 5:00PM CST**  
**(Applications received after this date and time will not be accepted.)**



## Applicant Information

**Applicant Municipality/  
Agency/Organization:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_

**Main Contact Email  
Address:** \_\_\_\_\_

**Mayor/President/  
CEO Name and Title:** \_\_\_\_\_

**Mayor/President/  
CEO Email Address:** \_\_\_\_\_

**Project Title (use TIP title if  
applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Illinois** **Zip Code:** \_\_\_\_\_

**Main Contact  
Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Total Amount Requested\*:** \$ \_\_\_\_\_

**Total Matching Funds\*\*:** \$ \_\_\_\_\_

\*A total funding request is not required at the time of submission, but it is recommended and may improve your chances of being selected. Please contact DOTH at [investincook.cc@cookcountyil.gov](mailto:investincook.cc@cookcountyil.gov) before applying if your organization needs assistance with developing a cost estimate or needs help determining Motor Fuel Tax eligibility. Your request for assistance will be evaluated for need and approval will be dependent on DOTH staff availability. \*\*Low-need communities (designated by CMAP as Cohort 1 or 2 communities) will be expected to match County funds on at least a one-to-one basis. Very high and high-need communities (Cohort 3 and 4) may not need a local match to County funds.

**Project Summary** – please provide a 700-character (approximately 100-word) summary of your project and its benefits:



## Applicant Information (Continued)

**Project Type  
(select one):**

- ☐ Transit    ☐ Freight  
☐ Bike/Ped    ☐ Roadway    ☐ Other \_\_\_\_\_

**Funding Phase  
Request  
(select one):**

- ☐ Feasibility/Planning Study    ☐ ROW Acquisition    ☐ Construction  
☐ Preliminary Engineering    ☐ Design Engineering    ☐ Other \_\_\_\_\_

**TIP ID (for existing projects):** \_\_\_\_\_

**Will you need assistance with  
a cost estimate? (Y/N):**

- ☐ Yes  
☐ No

**Will you need any other assistance  
before your project can begin?  
(Y/N):**

- ☐ Yes  
☐ No

**If additional assistance is desired, please describe your needs below:\***

\*The County can make staff available to assist higher-need applicants. These services will be provided at the Department's discretion and are contingent upon staff availability.

## Project Location Information

Please ensure the following fields are filled in, as completely as possible.

Please attach a project area map with sufficient detail to accurately locate your project in a GIS system.

### Project Limits

\_\_\_\_\_  
Name of Street or Facility to be Improved

\_\_\_\_\_  
Municipality (or Municipalities) Involved

\_\_\_\_\_  
South/West Project Extents

\_\_\_\_\_  
North/East Project Extents





## Project Description

Please provide a description of the planned improvements, the anticipated benefits, and the project's history. You may include page numbers from relevant studies or reports as part of your application that provide more detail.



## Grant Request and Project Funding Summary

Please provide a funding summary that aligns with the project schedule submitted as part of the project application. If you have already received grant funding, please list those awards. Please document funding for previous phases but do not count it as match for the grant request. If you are requesting County assistance in developing a cost estimate, you may leave the table blank, but consult with staff through [InvestInCook.CC@cookcountyil.gov](mailto:InvestInCook.CC@cookcountyil.gov) before submitting your application. Project funding awarded under this program cannot be used for staff salaries.

	Starting Calendar Year	Phase Cost	County Funds Request**	Local Funds	Other Project Funding*	
					Funding Source	Amount
Planning/Feasibility Study						
Preliminary Engineering						
Design Engineering						
Construction (Including Construction Engineering)						
Right of Way Acquisition						
<b>Total Project Costs</b>						

\*Please describe grant funding already received for the project. \*\*Low-need communities (designated by CMAP as Cohort 1 or 2 communities) should match County funds with local funds on at least a one-to-one basis. Very high and high-need communities (Cohort 3 and 4) may not need a local match to County funds.

**Is local funding committed? (Y/N)**

Yes  
No

If yes, please provide copies of resolutions demonstrating the funding commitment.

**Is ROW acquisition required for this project?**

Yes  
No

**If yes, has the ROW already been acquired?**

Yes  
No

**Estimated Construction Year:** \_\_\_\_\_

**Are you applying for CDBG funds for elements of this project? If yes, please describe:**

## Applicant Experience

In the box below, please demonstrate your organization's ability to execute a project of similar size, scope, and complexity as the project for which you are submitting this application by **listing** comparable projects completed by your organization in the past five years. Please include project type, total cost, and year completed.



## Evaluation Criteria

### Consistency with Existing Plans

Does this project implement goals from *Connecting Cook County*?

- ☐ Yes  
☐ No

Does this project implement goals from other local and regional plans?

- ☐ Yes  
☐ No

Please list the specific local and/or regional plans this grant would help to implement and provide links to the plans:\*

\*If the plan is not available online, please include relevant pages as supplemental material in the application. Plan examples include local comprehensive plans, transit-oriented development plans, capital improvement plans, or other local plans in addition to regional plans such as the Cook County Policy Roadmap and *Partnering for Prosperity*, CMAP's *ON TO 2050*, or RTA's *Invest in Transit: 2018-2023 Strategic Plan*.

### Prioritizing Transit and Other Transportation Alternatives

Transit improvements being made (check all that apply):

- |   |                              |
|---|------------------------------|
| <input type="checkbox"/> Speed increase                           | Service to new areas         |
| <input type="checkbox"/> More frequent or longer hours of service | Fare integration             |
| <input type="checkbox"/> Better neighborhood access to transit    | Better bus stops             |
| <input type="checkbox"/> Station rehab/upgrade                    | Bike and transit integration |
|   | Other: _____                 |

Bicycle and pedestrian improvements being made (check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Provides sidewalks on one side of street    | <input type="checkbox"/> Provides sidewalks on both sides of street      | <input type="checkbox"/> Provides pedestrian/bike access to transit                                   |
| <input type="checkbox"/> Provides marked/striped bike lane on street | <input type="checkbox"/> Provides buffered/protected bike lane on street | <input type="checkbox"/> Provides multi-use path or trail off street                                  |
| <input type="checkbox"/> Provides pedestrian refuge islands          | <input type="checkbox"/> Provides curb extensions/bump outs              | <input type="checkbox"/> Provides bicycle racks and/or bike-sharing docks                             |
| <input type="checkbox"/> Improves crosswalks                         | <input type="checkbox"/> Adds pedestrian beacons or countdown signals    | <input type="checkbox"/> Improves bike/pedestrian safety in a high crash area (provide documentation) |

### Promote Equal Access to Opportunities

ADA improvements being made (list all): \_\_\_\_\_

Primary project impacts benefits for equal access (please check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Project is in an economically disadvantaged area                               | <input type="checkbox"/> Project is located in a CDBG designated low to moderate income census tract  |
| <input type="checkbox"/> Project located in an area with a high minority population                     | <input type="checkbox"/> Project reduces travel time for transportation users in a disadvantaged area |
| <input type="checkbox"/> Project creates or retains jobs accessible to low- and moderate-income persons | <input type="checkbox"/> Project helps make a disadvantaged area more attractive to new businesses    |



## Support the Region's Role as North America's Freight Capital

Traffic Volumes (AADT): \_\_\_\_\_ Truck/Heavy Vehicle Share of Traffic (%) \_\_\_\_\_

**Cook County Freight Plan priorities addressed by the project (check all that apply):**

### Road improvements

- |  |  |
|--|--|
| <input type="checkbox"/> Facilitates a connected truck route network | <input type="checkbox"/> Improves a priority trucking corridor from Cook County Freight Plan |
| <input type="checkbox"/> Improves first- and last-mile connectors    | <input type="checkbox"/> Improves expressway freight access                                  |
| <input type="checkbox"/> Streamlines truck permitting                | <input type="checkbox"/> Improves truck parking  |

### Rail improvements

- |  |   |
|--|---|
| <input type="checkbox"/> Supports business access to rail                              | <input type="checkbox"/> Implements the CREATE Program  |
| <input type="checkbox"/> Reduces conflicts between rail and vehicle/pedestrian traffic | <input type="checkbox"/> Addresses grade crossing from Cook County Freight Plan, CMAP priority list, or other |

Number of employees in freight-related businesses benefitting directly from the project – list businesses and estimated number of employees:

\_\_\_\_\_

## Maintain and Modernize What Already Exists

**Primary project impacts on maintenance and modernization (please check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Repairs a facility that is in poor condition.            | <b>Pavement condition rating, if known, and rating system type (PCI, CRS, etc.):</b> _____ |
| <input type="checkbox"/> Brings a facility up to modern standards.                | <b>Condition of transit facility being improved (TERM rating), if applicable:</b> _____    |
| <input type="checkbox"/> Helps manage roadway access. Briefly describe:           | _____  |
| <input type="checkbox"/> Improves intersection geometry. Briefly describe:        | _____  |
| <input type="checkbox"/> Improves traffic signals. Briefly describe:              | _____  |
| <input type="checkbox"/> Implements crash reduction strategies. Briefly describe: | _____  |



## Increase Investments in Transportation

### Funding Programs Applied For:

- ☐ Federal Grants
- ☐ State Grants
- ☐ Local
- ☐ Other

### Funding Awards:

- ☐ Federal Grants
- ☐ State Grants
- ☐ Local
- ☐ Other

PLEASE DO NOT SUBMIT A SCANNED COPY OF THIS APPLICATION



CHRISTOPHER B. BURKE ENGINEERING, LTD.  
9575 W. Higgins Road, Suite 600  
Rosemont, Illinois 60018

VILLAGE OF FOREST PARK  
EV CHARGERS AT CONSTITUTION COURT  
CBBEL PROJECT NO. 00023

Engineer's Opinion of Probable Construction Cost

ITEM NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT COST	COST
1	CONCRETE EQUIPMENT PAD	L SUM	2	\$ 3,000.00	\$ 6,000.00
2	LOW-VOLTAGE ELECTRICAL CONDUCTORS AND CABLES	L SUM	1	\$ 15,000.00	\$ 15,000.00
3	RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS	L SUM	1	\$ 10,000.00	\$ 10,000.00
4	ELECTRIC SERVICE INSTALLATION	L SUM	1	\$ 10,000.00	\$ 10,000.00
5	EV CHARGER	EACH	2	\$ 13,000.00	\$ 26,000.00
6	PAVEMENT PATCHING, MARKINGS AND LANDSCAPE RESTORATION	LSUM	1	\$ 5,000.00	\$ 5,000.00
-	INSURANCE AND BONDS	L SUM	1	\$ 3,600.00	\$ 3,600.00
				TOTAL COST	\$ 75,600.00

---

Description	Date
Milestone 1	
Milestone 2	
Milestone 3	
Milestone 4	
Milestone 5	
Milestone 6	
Milestone 7	
Milestone 8	
Milestone 9	
Milestone 10	
Milestone 11	
Milestone 12	
Milestone 13	
Milestone 14	
Milestone 15	

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of a Resolution Authorizing Acceptance of a 2020-2022 USDA Forest Service and Illinois Department of Natural Resources Urban and Community Forestry Core Grant in the Amount of \$9,375.00

#### Background

Pursuant to direction given to staff at the February 28, 2022 Village Council Meeting, attached is a resolution that authorizes the execution of grant award with the Morton Arboretum that will provide a for 50/50 cost share to have a Village-wide tree inventory performed as well as the establishment of an Urban Forestry Management Plan for the Village.

The Council's authorization of said resolution will also authorize staff to enter into a contract with Great Lakes Urban Forestry Management to perform said services; said contractor is the partnering contractor with Morton for these initiatives.

Following the completion of the Urban Forestry Management Plan this coming spring, the Village will be required to update its existing Tree Preservation Ordinance (Section 7-3-5 of the Village Code). The attached draft update currently meets grant requirements as has been refined to meet the Village's needs, though said draft may need to be updated further following the results of said Management Plan.

Please note a minor correction to the February 28, 2022 memo. This grant program provides for a 50/50 cost share to have a tree inventory performed as well as an Urban Forestry Management Plan composed for the Village; said Management Plan will be specific and tailored to the results of the tree inventory. The cost of such services amounts to \$18,750. Each entity's (Morton/Village) share amounts to \$9,375. There is a GIS service charge of \$750; this charge will take the results of the Village's tree inventory and embed same into the Village's local GIS system. Once the inventory data gets embedded into the Village's GIS system, Public Works staff then will have the immediate ability to begin to edit the Village's data in efforts to document tree trimmings, removals and plantings in real time. Thus, the Village's inventory will continuously be updated, allowing the Public Works staff to plan for and manage the Village's forestry assets (management of the Village's tree inventory is a grant requirement). This charge is outside of the scope of the grant and must be paid for by the Village; it is not an eligible cost-share expense.

It is anticipated that the work shall be complete by late June; prior to receipt of grant reimbursement funding, the Village will be required provide a copy of its updated tree preservation ordinance to Morton.

#### 2/28/22 Memo to Council

The Morton Arboretum administers a grant program that is funded by the United States Department of Agriculture and the Illinois Department of Natural Resources. Funding is provided to public entities to improve and support one's "urban forest" through:

1. The preservation and protection of trees;



2. Developing an improved understanding of what one's forest composition and structure is to support improve its management and health;
3. The improvement of the management and care of one's urban forest in the short and long term; and,
4. To increase the health and growth of one's urban forest.

The grant in question provides partial funding to public entities to have a professional tree inventory conducted of all street and (managed) public property trees as well as the composition of an "urban forestry management plan" related to the short and long term planning and maintenance activities of one's unique and specific urban forest – the plan will be based upon the results of the completed tree inventory.

In discussion with Morton's grant coordinator, the Village was advised that Morton has funding available from their 2020 grant cycle year; these monies would be available to the Village should the Council decide to enter into a grant agreement with the Morton Arboretum as well as comply with the applicable grant requirements.

A proposal specific to our Village was received by the designated contractor who performs said services for Morton's grant recipients. A copy of same is attached. The proposal outlines the deliverables/outcomes from both of these efforts.

In furtherance of the objectives of the grant program, the Village is required to update its ordinances related to the protection and management of trees upon its public property/public right of ways.

Section 7-3 of the Village Code, as it exists as of the date of this memo, outlines existing policy concerning the management of trees upon its right of ways. In order to qualify for grant funding, this section of the Village code will need to be updated to expand upon existing requirements as well as to adopt by reference the findings and administration of the Village's (proposed) urban forestry management plan.

Attached to this memo is a DRAFT update to Section 7-3 of the Village Code. Specifically, Section 7-3-5 was amended to comply with grant requirements, though the entire Section of 7-3 was updated to reflect current practice as well as to ensure that the Village continues to comply with the requirements to retain its status as a "Tree City USA" as well as our "Growth Award" achievement. This draft ordinance has reasonable semblance of what a future code update ordinance would look like in order to qualify for said grant award. Refinements may be necessary following completion of said Urban Forestry Management Plan.

The total cost of the services to be provided by the designated contractor amounts to \$19,500. The cost share is generally 50/50; though it is noted that the \$750 GIS services cost can be used a local Village match; this sum can be eventually be paid back to the Village through this grant award. NOTE: this \$750 charge is an added cost from the contractor to take their deliverable data and embed it into the Village's GIS system; thus, data input will not be required by Village staff and the Village will have turn-key data embedded into its GIS system for immediate use following completion of the inventory activities. Following grant reimbursement, the total Village out-of-pocket cost to have this work performed will amount to \$9,375.

In summary, the tree inventory and management plan will allow the Village to understand and assess its short and long term needs concerning the maintenance, investment and management of its urban forest resource. The inventory/plan will help with identifying areas that can support future plantings, trees that require maintenance/removal and will help with the continued planning to respond to threats and challenges that the Village will face concerning its specific inventory in the years to come. As this inventory will be embedded into the Village's GIS system, which is managed by the Public Works Department, said inventory will be a living resource as it can be updated in real time following the performance of maintenance activities (trimming, planting, removals).

Should the Village Council desire to proceed, an ordinance authorizing the execution of a grant agreement, as well as the acceptance of services proposal, will be presented to you for your consideration at the March 14 meeting.

Attachments

- Draft Grant Application;
- Services Proposal to Conduct Tree Inventory / Compose Urban Forestry Management Plan; and,
- Draft Revisions to Section 7-3 of the Village Code.

**RESOLUTION NO. R-\_\_\_\_\_-22**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF A 2020-2022 USDA FOREST SERVICE AND ILLINOIS DEPARTMENT OF NATURAL RESOURCES URBAN AND COMMUNITY FORESTRY CORE GRANT IN THE AMOUNT OF \$9,375.00**

WHEREAS, the Village of Forest Park (“Village”) has made application through the Morton Arboretum, as Grant Administrator, and has been awarded a grant to be funded under the 2020-2022 USDA Forest Service and Illinois Department of Natural Resources Urban and Community Forestry Core Grant for the purposes of conducting an inventory of public trees and implementation of an urban forest management five (5) year plan (the “Grant Project”); and

WHEREAS, the Village was awarded a grant for the Grant Project in the amount of Nine Thousand Three Hundred Seventy-Five Dollars (\$9,375.00) (“Grant Award”), with a required Village match expenditure of Nine Thousand Three Hundred Seventy-Five Dollars (\$9,375.00) (“Village Match”).

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Village Council of the Village of Forest Park, Cook County, Illinois, as follows:

SECTION 1. The foregoing recital clauses to this Resolution are adopted by the corporate authorities as their findings of fact and are incorporated herein by specific reference.

SECTION 2. The Village hereby authorizes acceptance of the Grant Award for the Grant Project, approves the Village Match expenditure and authorizes the Mayor to execute the Grant Project acceptance agreements (“Grant Project Agreements”), attached hereto as Exhibit A and made a part hereof.

SECTION 3. The officials, officers and employees of the Village are hereby authorized to take such further actions and execute any and all such documents and take such steps as are

necessary to accept and implement the Grant Project Agreements and carry out the purpose and intent of this Resolution for the Grant Project.

ADOPTED by the Village Council of the Village of Forest Park, Cook County, Illinois,  
this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this 14<sup>th</sup> day of March, 2022.

\_\_\_\_\_  
Mayor Rory E. Hoskins

ATTESTED and filed in my office,  
and published in pamphlet form this  
\_\_\_\_\_ day of March, 2022.

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**EXHIBIT A**

GRANT PROJECT AGREEMENTS



4100 Illinois Route 53 • Lisle, IL 60532  
630-968-0074 • [mortonarb.org](http://mortonarb.org)

January 31, 2022

Moses Amidei  
Village Administrator  
Village of Forest Park  
517 Des Plaines Avenue,  
Forest Park, Illinois 60130

**Re: Urban and Community Forestry Grant**

Dear Moses,

The Morton Arboretum is pleased to announce that the Village of Forest Park has been approved in the amount of \$9,375 for the 2020 – 2022 round of the USDA Forest Service and Illinois Department of Natural Resources Urban and Community Forestry Core Grant.

Please read all the terms and conditions of the contract agreement, including all attachments, carefully.

Sign the agreements and return an electronic copy of the agreements to Zach Wirtz

([zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org)) as soon as practicable. This letter and the following attachments outline the terms and conditions of accepting this funding.

- Sub-Award Agreement
- Grant Agreement
- Your Original Application
- Our Request for Proposals

Once your agreements are received, we will review, sign, and return the completed and executed agreements to you, at which time you may begin to implement your proposed project. **Please note that only urban forestry work started after the date of the executed agreement may be counted as match.** Any work started before the receipt of your fully executed agreement will be ineligible for reimbursement.

The grant project must be completed and reimbursement request received by **August 1, 2022**. There are no exceptions as the Illinois Department of Natural Resources and the USDA Forest Service require that we have all work completed by that date.

By signing the attached contract, your organization agrees to all terms and conditions and you will notify The Morton Arboretum if there is any change in your organization that would affect the completion of this grant. Notification must be received by The Morton Arboretum, in writing, within two weeks of when any deficiency becomes apparent.

You are required to provide progress reports on grant expenditures and activities at the designated times outlined in the attached agreement.

All finance documents (such as invoices, receipts, cancelled checks, man-power records, etc.) for both grant-funded and match activities must be included and submitted when you request reimbursement. You are required to include copies of canceled checks.

This signed agreement gives The Morton Arboretum your permission to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press released and/or publications.

Communities are required to complete and pass a Tree Preservation Ordinance that meets the criteria outlined in the Request for Proposal, prior to the termination date of this grant – August 1, 2022. Please notify The Morton Arboretum as soon as possible if you would like to benefit from free assistance in developing an ordinance.

Finally, and importantly, congratulations on this recognition of your important efforts in urban and community forestry. We look forward to working with you during the coming term.

Sincerely,

Zach Wirtz  
[zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org)

Enclosures

**THE MORTON ARBORETUM**  
**Subaward Agreement**

*This is an award of financial assistance. Prime and subrecipients to this award are subject to the OMB guidance in subparts A through F of 2CFR Part 200 as adopted and supplemented by the USDA in 2CFR Part 400. Subrecipient must follow the requirements and regulations contained in any/all attachments.*

Prime Recipient		Subrecipient	
The Morton Arboretum		Name:	
Project Manager:		DUNS #:	
		CAGE Code:	
Awarding Agency:			
Prime Award #:		Subaward #:	
CFDA # and description:			
Prime Award Date:		Subaward Date:	
Project Title and Description:			
Award Term:		Subaward Term:	
Award Amount/Cost Share:		Subaward Amount/Cost Share:	
Indirect Cost Rate (if applicable):		Indirect Cost Rate (if applicable):	
R & D?			
Agency Contact:		Subrecipient Contact:	
Agency Contact Email:		Subrecipient Email:	
Agency Contact Phone:		Subrecipient Phone:	

Subrecipient expending \$750,000 or more in Federal awards during the subrecipient's fiscal year as provided in OMB Circular 2CFR 200 are required to meet the audit requirements and forward a copy to the Morton Arboretum. FFATA worksheet attached must be returned with the signed acceptance.

Subrecipient's entity must be registered in the SAM government database and be eligible to receive federal funds without exclusion for the term of the award.

**Terms and Conditions**

- Subrecipient shall submit invoices according to the terms of reimbursement in the attached agreement. Upon the receipt of proper invoices, the Arboretum agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(a).  
  
*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise*
- A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted no later than 15 days following the end of the subaward term.
- Any change in terms, conditions or requirements of the subaward requires the written approval of each party's Authorized Official as shown below.
- Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
- By signing this Subaward, including the attachments, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.



Award Approval/Obligation/Acceptance Form

Date

The Morton Arboretum

APPROVED FOR

The information, certifications and representations above have been read, signed and made by an authorized official of the above named subrecipient. The appropriate programmatic and administrative personnel involved in this agreement are aware of the agency and federal policies applicable to subawards and have established procedures consistent with those policies. Any costs incurred before the period of the award and acceptance are at the subrecipient's risk.

Acceptance:

Signature of authorized representative

Date

Name of authorized representative

Title

**FFATA Reporting Form**

The Federal Funding Accountability and Transparency Act (FFATA) requires granting agencies to report the following information on specific subawards. Complete the following form.

Organization:

Address:

Principal place of performance (if different):

County:

State:

Congressional District(s):

DUNS Number:

Do you receive more than 80% of your funding from federal sources?:



THE  
CHAMPION  
of TREES

4100 Illinois Route 53 • Lisle, IL 60532  
630-968-0074 • mortonarb.org

**2020 – 2022 Urban and Community Forestry Grant  
Grant Recipient Assurances and Requirements 2020 – 2022**

**Project #0827-27**

**1. Cooperating Agencies**

<b>Grant Program Administrator</b>	The Morton Arboretum (TMA)
<b>Funder</b>	<ul style="list-style-type: none"><li>• Illinois Department of Natural Resources (IDNR)</li><li>• USDA Forest Service through the Northeastern Area, State and Private Forestry (USFS)</li></ul>
<b>Recipient Community</b> (Municipality, Park District, Local Government)	Village of Forest Park
<b>Community Contact</b>	Moses Amidei, Village Administrator
<b>Contact Email &amp; Phone</b>	mamidei@forestpark.net   708-615-6201
<b>Tree Inventory Quantity</b>	100% of the tree canopy
<b>Urban Forest Management Plan Deliverables</b>	5 management plan sections
<b>Grant Award</b>	\$9,375
<b>Match Funding</b>	\$9,375

**Non-Liability**

The Morton Arboretum, IDNR, and USDA Forest Service do not assume liability for any third party claims for damages arising out of this instrument.

**Budget Revisions**

Budget revisions are not allowed unless approval is provided by The Morton Arboretum in advance. Revisions will require written notice and will require a minimum 14 days prior notice for a written response from The Morton Arboretum. Invoices for unapproved budget changes will not be paid.

**Prior Approval**

Prior approval is required for any change to the scope of objectives of the approved projects, key personnel, or transfer of substantive programmatic work to another party. A written request must be submitted and will require a minimum of 14 days prior notice for a written response from The Morton

Arboretum. Until written approval is granted for a modification, the terms and conditions of the original award remain in effect. Prior approval requests should include:

- change in the scope or the objective of the project or program (even if there is no associated budget revision);
- change in a key person specified in the application or award document;
- changing local match from the approved work plan;
- extension period of availability of funds;

### **Use of Funds**

1. Completion of a tree inventory.
2. Development of an urban forest management plan.
3. These funds can be used according to the deliverables as identified in the Request For Proposals. Deliverables above and beyond those listed in the RFP shall be negotiated separately between the Awardee and the Contractor. This extraneous work shall not be funded using grant funding.
4. Communities shall pay their costs and receive reimbursement from The Morton Arboretum at the end of the grant period.
5. No part of the grant can be used to pay for land or equipment. Tree removal costs are ineligible for grant support; however, some removal expenses may be used to meet the match requirements.

### **Notification**

The Recipient shall immediately notify The Morton Arboretum of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the agreement. This notification shall include a written statement of the action taken or contemplated, and any assistance needed to resolve the situation.

### **Award and Execution of Agreement**

The agreement must be signed by someone who has the authority to represent the entity receiving the grant. This signed document must be returned to The Morton Arboretum for final execution by **February 15, 2022**. Return an electronic copy to Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org).

The fully executed agreement will be returned to the Awardee and will serve as official notification for the community to begin their project. Any costs matching or otherwise incurred prior to the date of the executed agreement will be ineligible for reimbursement.

### **Matching Costs**

Recipients must document and provide proof of local match with the minimum required ratio of 1:1. Proof of match includes copies of invoices, proof of payment, time cards, staff time spent, etc.

- **Eligible Local Matching Costs**

The following examples of allowable costs for a community's local match:

1. Tree removal and stump grinding occurring after the completion of the inventory and/or urban forest management plan.

2. Utilization of salvageable lumber and disposal of ash trees by community employees, volunteer or contractors.
3. Tree purchases for tree planting in response to priority actions identified by the inventory and/or management plan.
4. Site modifications and materials (soil, mulch) directly related to tree planting occurring in response to priority actions identified by the inventory and/or management plan.
5. Labor costs or in-kind volunteer labor to plant trees as detailed in #3 above.
6. Administrative costs directly related to the project.
7. Labor and material costs for tree maintenance up to August 1, 2022. All additional costs related to the maintenance and care of the trees for three years are **not** eligible as match.

Supporting documentation for the Recipient's match must be included with the completed reimbursement forms. Approved forms of documentation include: receipts, paid invoices, daily activity reports, volunteer sign-in sheets, or other paperwork documenting work completed.

### **Reporting Requirements**

You are required to submit progress reports to The Morton Arboretum until the work plan is completed. Recipients will receive an email notification accompanied by the progress report form two weeks prior to when the progress report is due. The Recipients are responsible for ensuring the proper email address on file is active and regularly checked. Report forms are due:

- March 15, 2021
- June 15, 2021
- September 15, 2021
- January 15, 2022
- March 15, 2022
- June 15, 2022

A final report is due at project completion (August 1, 2022) and a template will be provided.

The final report will include a budget form and match documentation worksheets. The Inspector's report is available for the Recipient's review in the completed agreement packet. Work for this Grant **must be completed by July 1, 2022.**

**A locally approved Tree Protection/Preservation Ordinance is required before grant funds are disbursed. No grant expenses will be reimbursed until a Tree Protection/Preservation Ordinance is on file. To receive assistance in completing a Tree Protection/Preservation Ordinance, the Recipient must submit a request, in writing, to Zach Wirtz ([zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org)) at The Morton Arboretum no later than February 15, 2022.**

## Tree Protection / Preservation Ordinance Requirements:

Prior to reimbursement of funding, a tree protection/preservation ordinance shall be approved by the organization's authority and shall meet the following requirements:

(\*The Morton Arboretum provides ordinance revision assistance free of charge to communities. Please contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org))

1. Statement of purpose for the tree protection/preservation ordinance.
2. Clear definitions of terms.
3. Clear statement of the value and service of the urban forest as infrastructure.
4. Clear scope of protection, preservation, management, removals, care and pruning, selection, and planting requirements.
5. Clear specifications standards referencing the most current American National Safety Institute, National Association of Arborists, International Society of Arboriculture, National Association of Nurserymen and/or other nationally recognized organizations for the following:
  - a. tree production (nursery source production standards)
  - b. tree planting
  - c. tree care
  - d. tree pruning including frequency
  - e. species restrictions, e.g. under utilities, use of invasive species
  - f. tree removal
6. Skill requirements or certifications for individuals/organizations managing trees for the community.
7. Tree protection from construction impacts, and fee and penalty requirements.
8. Replacement requirements, fees, and penalties for trees damaged or killed.
9. A list of invasive or prohibited species, or a reference to a list in tree management plan.
10. Clear prohibition of tree topping, including fees and penalties.
11. Tree permit requirements, penalties, enforcement, variance and civil remedies.
12. Identified individual and/or group responsible for making decisions about trees.
13. Formation and qualifications, responsibilities, and terms for a Tree Board or other advisory group responsible for trees.
14. A preferred species list or reference to list in tree management plan
15. Restricted or illegal species list, e.g. invasive species list.
16. Insurance requirements.

It is recommended but not required that the tree protection/preservation ordinance include:

1. Tree risk assessment protocol and frequency
2. Education, outreach, and/or assistance to private property owners on tree planting, management and assessment.

Incentives or regulations for trees located on private property.

# Tree Inventory Requirements

**Inventory:** a database containing specific, standardized information recorded for individual trees in an identified area of the community. The inventory must inform management decisions and be regularly updated. The inventory may contain information about the immediate area surrounding a tree, as necessary for tree management and planning. Sample size must be statistically appropriate to provide accurate conclusions for management recommendations.

The Illinois Department of Natural Resources has requested that The Morton Arboretum pool community proposals and request bids from qualified contractors to complete the work, with the goal of achieving an economy of scale. Awardees will work directly with the awarded Contractor to complete work as outlined in the award agreement.

Reputable, qualified contractor has been selected to provide the following services. **Additional services, beyond the deliverables listed below, are not a reimbursable cost but may be used as match.** Expenses related to services beyond the deliverables for this grant shall be paid by the Awardee to the Contractor.

## Tree Inventory Deliverables

1. Individual Tree Data Fields
  - a. GPS Coordinates
  - b. Street Address and Relative Location
  - c. Land use (i.e., residential, business zone, natural area, park, etc.)
  - d. Growing space (i.e., parkway, park, etc.)
  - e. Species
  - f. DBH
  - g. Single or multi-stem designation
  - h. Condition rating & risk assessment (such as TRAQ, Davey 10 point, etc.)
    - i. Defects (Roots, wounds, rot, deadwood, etc.)
    - ii. Maintenance Recommendation
  - i. General comments or notes
  - j. Plantable Space
2. The inventory shall be delivered as a digital spreadsheet, such as Excel. Grant funds cannot be used to deliver this data using any type of software or user interface.
3. **REQUIRED:** an inventory must be accompanied by a management plan that addresses a portion or all of the findings synthesized from the data. The plan may be paid for with grant or matching funds.
4. Training and education
  - a. Before the project starts, the Contractor shall meet with the community to outline project goals and plans specific to the community.
  - b. Immediately after the inventory is complete, the Contractor shall provide a minimum of 3 hours of technical assistance to ensure that the community understands how to use the inventory effectively.
  - c. Following the initial 3 hours, the Contractor shall provide an additional minimum of 3 hours of assistance, as needed. These services expire on August 15, 2023.
5. The Contractor shall provide a dated copy of an inventory summary to IDNR. The Morton Arboretum requests a copy of the completed inventory to facilitate its development of outreach materials that assist communities in managing their trees. (Please contact Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) for more information about how inventory data is used by the Arboretum or to waive this request.)

# Urban Forest Management Plan Requirements

A management plan is required as an outcome for this grant. It may accompany the tree inventory or be a project on its own – as long as it is based on an inventory that was updated no more than four years ago.

The Illinois Department of Natural Resources has requested that The Morton Arboretum pool community proposals and request bids from qualified contractors to complete the work, with the goal of achieving an economy of scale. Awarded Applicants will work directly with the awarded Contractor to complete work as outlined in the award agreement.

The selected qualified Contractor shall provide a management plan that is based on the funded inventory or an up-to-date inventory and shall include the following services.

## Management Plan Deliverables

1. Plan goals and format
  - a. This plan shall be developed to outline the future management of the community's trees and forests. It shall include prioritized action items to ensure that communities can effectively and efficiently manage their trees.
  - b. This plan shall be delivered in a document format that can be easily edited and updated, e.g. Microsoft Word or another similar program.
  - c. The Applicant's governmental organization shall accept the plan prior to request for reimbursement.
2. Plan components may include some of the following, as needed and appropriate for each community. One component from item (a) is REQUIRED.
  - a. Recommended and prioritized urban forest management action items, based on an inventory. One component from this list is required.
    - i. A description of the organization's urban forest canopy cover and composition.  
(Canopy cover can be provided to organizations in Will, Lake, Kane, Kendall, Cook, and McHenry by the Chicago Region Trees Initiative and can be found at [Chicagorti.org/UTC](http://Chicagorti.org/UTC).)
    - ii. Prioritized planting locations, including replacements and new plantings.
    - iii. A cyclical pruning schedule and map
    - iv. Prioritized hazard abatement informed by inventory data
    - v. A list of preferred species, prohibited species, and species to be planted in limited capacity
    - vi. How the urban forest inventory will be used to inform decisions and how it will be updated.
    - vii. A strategy for improving forest age and species structure.
  - b. Short and long-term urban forest goals 2021 – 2031.
    - i. Long-term goals such as:
      1. Urban forest management goals and risk mitigation
      2. Canopy cover goals
      3. Climate change response
    - ii. Short-term goals



1. Annual management goals, such as:
  - a. Tree pruning schedules
  - b. A plan for replacement and removals
  - c. A plan for hazard abatement
  - d. Mitigation of pests and diseases
2. Benchmarks to ensure progress towards long-term goals
- c. Specifications for planting, pruning, removals, and protection
  - i. Specifications from ANSI, ISA, and/or other nationally recognized standards for tree care (pruning, planting, etc.)
  - ii. Establishing a pruning and maintenance cycle so that care is regularly scheduled.
  - iii. Protection and standards for trees in construction zones
- d. Required and recommended certifications, qualifications, and training for staff, contracted labor, and consulting.
  - i. Formulating these requirements so as to mitigate and manage risk, including climate impacts.
- e. Material and budget considerations
  - i. Short- and long-term budget projections and needs.
  - ii. A plan for acquisition and replacement of equipment and resources.
- f. A program for education and outreach of residents
  - i. Engaging private landowners and managers within the organization's boundaries.
  - ii. Developing a marketing strategy for engaging residents so they are familiar with urban forestry in their community.
3. Training and education
  - a. Before the project starts, the Contractor shall meet with the community to outline project goals and plans specific to the community.
  - b. The Contractor shall provide a minimum of 3 hours, as needed, of outreach and education (that is separate from required inventory outreach) to ensure that the community is able to use the management plan effectively. These services shall expire on August 15, 2023.

**The Contractor shall provide proof that the management plan was completed and submit a copy of the document to The Morton Arboretum. (Please email Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) for more information.)**

## Payment Procedures

Reimbursement payment shall be made only to the contracted entity for invoices paid by the grant recipients. Communities can expect payment between 45-60 days after The Morton Arboretum has received completed reimbursement request forms containing valid invoices and canceled checks. **Only one reimbursement payment will be made to the contracted community upon completion of all phases of the grant project.** Once payment is made the grant project is considered completed, however, maintenance and care of the trees is required for three years. Maintenance and care of the trees cannot be used as match after the end of the grant period.

**To receive payment, the administering agency must receive and approve your (new or existing) Tree Preservation/Protection Ordinance and verify that it meets all requirements listed on pages 3 and 4. It is recommended that your organization work with The Morton Arboretum to ensure that your proposed ordinance meets the requirements outlined in the Request for Proposals and the Agreement prior to requesting reimbursement.**

Payments for grants are awarded by The Morton Arboretum. You may only receive one payment. To receive that payment, you must invoice The Morton Arboretum, attach relevant invoices, copies of cancelled checks, and documentation of your local match. Invoice requests must be submitted for review to The Morton Arboretum no later than **August 1, 2022** using the Reimbursement Packet. You may request a copy of the reimbursement packet by emailing Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org).

### **Project Implementation Technical Assurances**

The grant Recipient agrees to the following Assurances:

1. Tree planting projects must be planned and executed for long-term survival of trees. Tree species must be selected to match site and cultural conditions.
2. Trees should be selected for compatibility with overhead utilities. For assistance in planting for long-term success and compatibility, see <https://www.comed.com/customer-service/service-request/trees-powerlines/pages/maintenance.aspx> Or contact your regional Commonwealth Edison vegetation manager at 1-800-334-7661
3. When contracting for services related to this project(s) firms must have appropriate Workers Compensation insurance.
4. Anyone removing trees or pruning trees must adhere to the most current *ANSI standards and requirements*.
5. Nursery stock must be a minimum of 1" and no greater than 2" inches in caliper and must adhere to the ANSI Z60.1-2004 American Standard for Nursery Stock. The standard is available here <http://agri.nv.gov/Brochures/ANLStandard2004.pdf>.
6. Trees must be purchased from nurseries certified by the Illinois Department of Agriculture.
7. Individuals conducting tree inventory work must have previous experience and provide proof of successful completion of tree inventory work to Recipients. Using tree care companies or other arboriculture-related organizations is highly recommended.

## **2. Federal Grant Terms and Conditions**

### **Federal Requirements**

Program funds are available through the U.S. Forest Service State and Private Forestry and disbursed through the US Forest Service Forest and the Illinois Department of Natural Resources. The Recipient shall be responsible for reporting funds received on their annual Schedule of Expenditure of Federal Awards. The Community shall also be responsible for compliance with all federal laws and regulations, and specifically those pertaining to federal funding.

### **Recipient Audits**

Recipients expending \$750,000 or more in Federal awards during the Recipient's fiscal year for fiscal years ending after December 31, 2003 as provided in OMB Circular A-133 are required to meet the audit requirements of OMB Circular A-133 (the circular is available at <http://whitehouse.gov/omb/circulars/a133/a133.html>). The required audits must be completed within 9 months of the end of the Recipient's audit period and a copy forwarded to The Morton Arboretum along with management's response to audit findings. Within 6 months after receipt of the Recipient's audit report The Morton Arboretum will contact the Recipient to ensure that the Recipient takes timely and appropriate corrective actions on all findings. For questions regarding the above please contact Carol Walter, The Morton Arboretum Finance Department at [cwalter@mortonarb.org](mailto:cwalter@mortonarb.org) or 630-719-2404.

### **Debarment and Suspension**

The Recipient shall immediately inform The Morton Arboretum if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the Recipient or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, and then they shall notify the Morton Arboretum without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.

### **Legal Authority**

The Recipient shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

### **Notices**

Any notice given by the U.S. Forest Service or The Morton Arboretum will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

- To The Morton Arboretum.
- To Recipient, at the Recipient's address shown in the grant/agreement or such other address designated within the grant/agreement.
- Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

### **Drug-Free Workplace**

- a. The Recipient agrees that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must:
  1. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
  2. Specify the actions the Recipient will take against employees for violating that prohibition; and
  3. Let each employee know that, as a condition of employment under any award, he or she
    - i. Must abide by the terms of the statement, and

- ii. Must notify you in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace, and must do so no more than five calendar days after the conviction.
- b. The Recipient agrees that it will establish an ongoing drug-free awareness program to inform employees about:
  - i. The dangers of drug abuse in the workplace;
  - ii. Your policy of maintaining a drug-free workplace;
  - iii. Any available drug counseling, rehabilitation and employee assistance programs; and
  - iv. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.
- c. Without The Morton Arboretum's expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this instrument, or the completion date of this instrument, whichever occurs first.
- d. The Recipient agrees to immediately notify The Morton Arboretum if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee's position title, the award/agreement number of each instrument on which the employee worked. The notification must be sent to The Morton Arboretum within ten calendar days after the Recipient learns of the conviction.
- e. Within 30 calendar days of learning about an employee's conviction, the Recipient must either:
  - i. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
  - ii. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

#### **Eligible Workers**

The Recipient shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). The Recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental agreement awarded under this instrument.

#### **Title VI Compliance**

The Recipient shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive Orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e-16), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685 and 1686), which prohibits discrimination on the basis of sex in educational programs and activities; (c) the Age Discrimination Act of 1975, as amended, which prohibits discrimination based on age (42 USC 6101); and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) which prohibits discrimination on the basis of disabilities.

Please refer to the US Forest Service Washington Office Civil Rights Office for additional information at: <http://www.fs.fed.us/cr/>

#### **Trafficking Victims Protection Act (TVPA)**

- a. Provisions applicable to a Recipient that is a private entity.

1. You as the Recipient, your employees, sub-recipients under this award, and sub-recipients' employees may not—
  - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - ii. Procure a commercial sex act during the period of time that the award is in effect; or
  - iii. Use forced labor in the performance of the award or sub-awards under the award.
2. The U.S. Forest Service as the Federal awarding agency and/or The Morton Arboretum, may unilaterally terminate this award, without penalty, if you or a sub-recipient that is a private entity —
  - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
  - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
    - A. Associated with performance under this award; or
    - B. Imputed to you or the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 7 CFR 3017.
- b. Provision applicable to a Recipient other than a private entity. We as the U.S. Forest Service a Federal awarding agency and/or The Morton Arboretum may unilaterally terminate this award, without penalty, if a Recipient or sub-recipient that is a private entity—
  1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
  2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
    - i. Associated with performance under this award; or
    - ii. Imputed to the Recipient or sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement),” as implemented by our agency at 7 CFR 3017.
- c. Provisions applicable to any Recipient.
  1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
  3. You must include the requirements of paragraph a.1 of this award term in any sub-award you make to a private entity.
- d. Definitions. For purposes of this award term:
  1. “Employee” means either:
    - i. An individual employed by you or a sub-recipient who is engaged in the performance of the project or program under this award; or
    - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the

use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
    - B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

### **Freedom of Information Act**

It is the U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. The Recipient is encouraged to give public notice of the receipt of this instrument and, from time to time, to announce progress and accomplishments. Please contact Lydia Scott at 630-719-2425 to review announcements as far in advance as possible because she may need to communicate directly with the Forest Service regarding the press release.

### **Public Information**

The Recipient shall include the following statement, in full, in any agreements, printed, audiovisual material, or electronic media for public distribution developed or printed with any federal funding.

***"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)"***

***To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."***

If the material is too small to permit the full statement to be included, the material shall, at minimum, include the following statement, in print size no smaller than the text:

**"This institution is an equal opportunity provider."**

The undersigned agree to comply with the requirements of this grant agreement.

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**Signature of Authorized Community Representative**

**Name:**

**Title:**

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**Date**

---

**Signature of Representative from The Morton Arboretum**

---

**Date**

# Tree Inventory Maintenance Agreement

This Tree Inventory Maintenance Agreement between The Morton Arboretum and the Applicant certifies that regular and effective updates and maintenance will be **performed for a period of five years, and will comply with the following requirements:**

- The tree inventory shall be updated regularly to ensure that it reflects current conditions in the community.
- Inventory updates shall reflect new plantings, removals, replacements, pruning / trimming, condition updates, and maintenance recommendations.
- This work may be done in-house, by contractors, or by volunteers. However, everyone who is working on the update, whether as a paid or volunteer service, shall be qualified/certified or adequately trained to do so.
- Tree inventory updates shall result in periodic updates to prioritization and other action items in the accompanying Urban Forest Management Plan.

I certify that, according to the above, my organization will comply with tree inventory maintenance requirements.

Applicant Contact Name:

Title:

Organization:

---

Signature

---

Date



## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

February 28, 2022

#### Issue Statement

Request for Village Council policy direction related to the authorization of entering into a grant agreement with the Morton Arboretum to have a street tree/public property tree inventory performed and Urban Forest Management Plan composed for the Village of Forest Park.

#### Background

The Morton Arboretum administers a grant program that is funded by the United States Department of Agriculture and the Illinois Department of Natural Resources. Funding is provided to public entities to improve and support one's "urban forest" through:

1. The preservation and protection of trees;
2. Developing an improved understanding of what one's forest composition and structure is to support improve its management and health;
3. The improvement of the management and care of one's urban forest in the short and long term; and,
4. To increase the health and growth of one's urban forest.

The grant in question provides partial funding to public entities to have a professional tree inventory conducted of all street and (managed) public property trees as well as the composition of an "urban forestry management plan" related to the short and long term planning and maintenance activities of one's unique and specific urban forest – the plan will be based upon the results of the completed tree inventory.

In discussion with Morton's grant coordinator, the Village was advised that Morton has funding available from their 2020 grant cycle year; these monies would be available to the Village should the Council decide to enter into a grant agreement with the Morton Arboretum as well as comply with the applicable grant requirements.

A proposal specific to our Village was received by the designated contractor who performs said services for Morton's grant recipients. A copy of same is attached. The proposal outlines the deliverables/outcomes from both of these efforts.

In furtherance of the objectives of the grant program, the Village is required to update its ordinances related to the protection and management of trees upon its public property/public right of ways.

Section 7-3 of the Village Code, as it exists as of the date of this memo, outlines existing policy concerning the management of trees upon its right of ways. In order to qualify for grant funding, this section of the Village code will need to be updated to expand upon existing requirements as well as to adopt by reference the findings and administration of the Village's (proposed) urban forestry management plan.

Attached to this memo is a DRAFT update to Section 7-3 of the Village Code. Specifically, Section 7-3-5 was amended to comply with grant requirements, though the entire Section of 7-3 was updated to reflect current practice as well as to ensure that the Village continues to comply with the requirements to retain its status as a "Tree City USA" as well as our "Growth Award" achievement. This draft ordinance has reasonable semblance of what a future code update ordinance would look like in order to qualify for said grant award. Refinements may be necessary following completion of said Urban Forestry Management Plan.

The total cost of the services to be provided by the designated contractor amounts to \$19,500. The cost share is generally 50/50; though it is noted that the \$750 GIS services cost can be used a local Village match; this sum can be eventually be paid back to the Village through this grant award. NOTE: this \$750 charge is an added cost from the contractor to take their deliverable data and embed it into the Village's GIS system; thus, data input will not be required by Village staff and the Village will have turn-key data embedded into its GIS system for immediate use following completion of the inventory activities. Following grant reimbursement, the total Village out-of-pocket cost to have this work performed will amount to \$9,375.

In summary, the tree inventory and management plan will allow the Village to understand and assess its short and long term needs concerning the maintenance, investment and management of its urban forest resource. The inventory/plan will help with identifying areas that can support future plantings, trees that require maintenance/removal and will help with the continued planning to respond to threats and challenges that the Village will face concerning its specific inventory in the years to come. As this inventory will be embedded into the Village's GIS system, which is managed by the Public Works Department, said inventory will be a living resource as it can be updated in real time following the performance of maintenance activities (trimming, planting, removals).

Should the Village Council desire to proceed, an ordinance authorizing the execution of a grant agreement, as well as the acceptance of services proposal, will be presented to you for your consideration at the March 14 meeting.

#### Attachments

- Draft Grant Application;
- Services Proposal to Conduct Tree Inventory / Compose Urban Forestry Management Plan; and,
- Draft Revisions to Section 7-3 of the Village Code.

VILLAGE OF



BIG CITY ACCESS

SMALL TOWN CHARM

**Rory E. Hoskins**  
MAYOR

517 DESPLAINES AVENUE  
FOREST PARK, IL 60130  
PH: 708-366-2323  
FAX: 708-488-0361  
[www.forestpark.net](http://www.forestpark.net)

**Joseph Byrnes**  
COMMISSIONER  
ACCOUNTS & FINANCE

**Ryan Nero**  
COMMISSIONER  
STREETS & PUBLIC IMPROVEMENTS

**Jessica L. Voogd**  
COMMISSIONER  
PUBLIC PROPERTY

**Maria Maxham**  
COMMISSIONER  
PUBLIC HEALTH & SAFETY

**Moses E. Amidei**  
VILLAGE ADMINISTRATOR

**Vanessa Moritz**  
VILLAGE CLERK

March 1, 2022

Zach Wirtz, M.Sc., CRTI Community Manager  
The Morton Arboretum  
4100 Illinois Route 53  
Lisle, Illinois 60532  
[zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org)

Re: 2020 Urban and Community Forestry Funding Application

Dear Mr. Wirtz:

As Mayor of the Village of Forest Park, Cook County, Illinois, please accept this application for the 2020 Illinois Department of Natural Resources Urban and Community Forestry program.

Our Village now enters its second year as a Tree City USA award recipient; this year, our Village earned the Growth Award designation. These two designations show our commitment and support to preserving our urban forest resources throughout our community.

Our urban forest contains a significant number of trees with varying ages and conditions. A complete inventory and accompanying urban forest management plan will assist our Village to plan for the planting, removal and continued maintenance of our urban forest resources in order to achieve the long-term sustainability of same.

This grant request is in an amount of \$9,375; this sum represents one-half of the cost of said tree inventory and composition of said urban forest management plan. The Village's local cost share is equal to this amount.

We are excited to partner with you to make a greener tomorrow.

Sincerely,

Rory Hoskins  
Mayor, Village of Forest Park

## **DRAFT**

### **7-3-1: PLANTING OF TREES AND SHRUBS:**

A. Planting In Parkway; Permit Required: No person shall plant or cause to be planted any tree, plant or shrub in any parkway within the village without first obtaining a written permit from the ~~commissioner of streets and public improvements~~ Director of Public Works.

B. Acceptable Species List: The Director of Public Works shall maintain an official list of desirable tree species for planting on public property, pursuant to the recommendations in the Urban Forest Management Plan.

~~B C.~~ Prohibited Unacceptable Species: In no case shall any person be allowed to plant any of the following plants, trees or shrubs or any derivation thereof: Box Elder; Catalpa; Cottonwood; Elm—All Species; Fast Growing or Any Brittle Tree; Fruit Tree; Mulberry; Poplar; Silver Maple; Soft Maple; Tree of Heaven; Willow; or, any tree that is not on the Director of Public Works' list of desirable tree species for planting on public property pursuant to the recommendations in the Urban Forest Management Plan.

~~€ D.~~ Supervision: In all other cases where permission is granted for the planting of any tree, plant or shrub, the planting shall be subject to the supervision of the ~~commissioner of public property~~ Director of Public Works.

~~Ð E.~~ Removal: When any person shall plant or cause to be planted any of the plants, trees or shrubs prohibited hereunder, it shall be the duty of the ~~commissioner of public property~~ Director of Public Works to remove such plant, tree or shrub and the expense thereof may be recovered by the village from such person or persons who planted or caused to be planted said tree and said recovery may be by suit in any court of competent jurisdiction.

### **7-3-2: PROHIBITED CONDITIONS:**

A. Overhanging Trees: All shade trees now standing on the streets of this village or which shall be hereafter set out or planted therein, and all shade and other trees standing upon private property, the branches of which extend over the line of the street, shall be pruned and trimmed so that no branch thereof shall grow or hang over the street or sidewalk less than nine feet (9') above the level of the sidewalk and in case the owner of any such tree or of the property in front of which such tree stands shall fail to trim or prune the same in accordance with the provisions of this section within twenty four (24) hours after notice so to do from the ~~commissioner of streets and public improvements~~ Director of Public Works, the costs and expenses of such pruning and trimming may be recovered from such owner by action of debt in the name of the village.

B. Obstructions; Injury To Property: In case any tree standing upon or overhanging any street in said village shall obscure or prevent any streetlamp from properly lighting such street or from any cause shall injure the sidewalk of such street under or near such tree, the village shall have the right by notice in writing, to require the owner or occupant of the lot or parcel of land upon or adjacent to which such tree is standing or growing to prune the same in such manner as the necessities of the case may require, and in case such tree is standing or growing upon the street to remove the same if in the judgment of the village council such removal is expedient or necessary and if such owner or occupant shall fail or neglect to so prune or remove such tree, in the manner provided in such notice, within five (5) days after service of such notice, it shall be the duty of the ~~commissioner of streets and public improvements~~ Director of Public Works to so prune or remove such tree, and the expense thereof may be recovered by the village from such owner or occupant by suit.

## **DRAFT**

~~C. Display In Public Buildings: It shall be unlawful to display, for any reason whatsoever, any natural tree or artificial tree having paper or cellophane boughs and needles in any building used as a place of public assembly in the village.~~

### **7-3-3: DUTCH ELM DISEASE AND EMERALD ASH BORER INFECTED OR DISEASED TREE:**

A. No person shall permit or maintain on any lot or parcel of land any elm tree or dead elm tree infected with the fungus known as Dutch elm disease as determined by analysis. No person shall permit or maintain on any lot or parcel of land any ash tree or dead ash tree infected with emerald ash borer as determined by analysis.

B. ~~The commissioner of public property~~ Director of Public Works is authorized to enter upon any lot or parcel of land to obtain specimens of any elm tree or dead elm tree, or any ash tree or dead ash tree. It shall be unlawful for any person to prohibit such entry.

C. If any elm tree or dead elm tree is found to be infected with Dutch elm disease, the owner of the lot or parcel of land upon which said elm tree or dead elm tree is located, shall within ten (10) days' notice remove the same. If any ash tree or dead ash tree is found to be infected with the emerald ash borer, the owner of the lot or parcel of land upon which said ash tree or dead ash tree is located, shall within ten (10) days' notice remove the same. Notice shall be in person or by registered mail to the last known address of the owner. In the event the owner fails to remove an infected tree the village may remove and burn the same or dispose of the same and charge the cost thereof against the owner of the lot or parcel of land. The village also adopts and incorporates by reference 65 Illinois Compiled Statutes 5/11-20-12, entitled "removal of infected trees", as part of this chapter.

### **7-3-4: WEEDS:**

A. It shall be unlawful for any owner, lessee or occupant or agent or employee representing such owner, lessee or occupant having control of any lot of ground or parcel of land in the village, to allow or maintain on any such lot or parcel, a growth of any grass, thistles, ragweed, noxious weeds or any weeds to a height of over ten inches (10"), and it shall be the duty of such person to remove such objects.

B. Upon the failure of any owner, lessee or occupant, or agent or employee representing such owner, lessee or occupant having control of any lot of ground or parcel of land in the village to remove any growth of grass, thistles, ragweed, noxious weeds or any weeds over ten inches (10") in height, the village may, upon seven (7) days' notice, post in a conspicuous place on the property with a courtesy copy of said notice sent by regular mail addressed to the person whose name the last real estate taxes were assessed, remove the growths upon such lot or parcel and charge the cost thereof to the owner of such lot or parcel of land in the manner provided by law.

### **~~7-3-5: TREE CARE AND MANAGEMENT POLICY:~~**

~~The village, by its Public Works Department, will develop, maintain, implement, modify as necessary, and apply a tree care and management policy for village-owned trees that reflects the village's best tree management and care practices.~~

### **7-3-5: TREE PRESERVATION:**

A. Statement of Purpose. The purpose of this Section is to recognize the services and function that trees provide as a collective asset to the entire community, to acknowledge that the urban forest is an integral part of the infrastructure in the Village, and to state the standards by which trees on public lands will be protected, preserved, maintained, and planted. This Article IV applies to any work or activity that may impact public property trees.

B. Definitions.

Arborist means any individual who possesses education, training and experience in the profession of forestry or a related field and is licensed or certified in forestry by an accredited forestry industry body, e.g. International Society of Arboriculture.

Building Activity Area means the portion of a property within which development activity occurs, including grading, excavation, storage of materials, construction access and construction of both main buildings and unattached structures.

Canopy means the upper portion of a tree, also referred to as the “crown”, where branches and leaves are usually contained.

Cutting means felling or removing a tree, or any similar process resulting in the death or substantial destruction of a tree. For purposes of this section, tree pruning or tree trimming utilizing acceptable forestry practices are not considered cutting.

Development means any human-made change to improved or unimproved real estate, including but not limited to construction of or substantial improvements to buildings or other structures, or the placement of mining, dredging, filling, grading, paving, excavation, or drilling operations.

Diameter at Breast Height is a forestry standard measurement, referred to as “DBH”. It is the diameter of the trunk of the tree measured in inches at a point of 4.5 feet above ground line.

Infrastructure means the basic underlying framework or features that provide collective services, including but not limited to roads, waterlines, storm sewers, bioswales, and trees.

Invasive Species means an introduced or exotic species that significantly modifies or disrupts the ecosystem in which it colonizes (e.g. buckthorn), identified in the Village Urban Forest Management Plan.

Landscape Plan means a plan approved by the Village that defines the location and species of plants and associated hardscape, including grading, and is consistent with the requirements of Appendix A (Unified Development Ordinance), Article VI-D (Landscape Plan) of the Code of Ordinances.

Preferred Tree List means a listing of tree species, identified in the Village Urban Forest Management Plan.

Public Tree means any tree on a street right-of-way, public park, or other publicly owned land.

Tree is any self-supporting woody plant, together with its root system, trunk, and canopy growing upon the earth; usually with one trunk, or a multi-stemmed trunk system, supporting a definitely formed crown.

Tree Damage (damage) means the impact upon or loss of function to any tree including but not limited to: removal, root compaction, root removal, girdling, soil contamination, topping, pruning more than 20 percent of the tree's canopy, bark removal, poisoning, and/or other actions resulting in the decline or death of a tree.

Tree Preservation Plan is a document, developed in compliance with the Urban Forest Management Plan that identifies by both common and scientific name, certain species of trees of a specified DBH within a particular area. It shall list all existing and proposed trees and specifically state how each tree is proposed to be destroyed, relocated, replaced, preserved at its present location, or introduced into the site from an off-site source; whether any tree is to receive remedial care due to construction impacts, e.g. root pruning.

Tree Removal means the cutting down, destruction or by any like means the relocating of any tree, including by poison or other such direct or indirect action.

Tree Topping means the indiscriminate removal of branch ends, which is likely to injure and ultimately result in early failure or death of a tree.

Urban Forest Management Plan means a detailed plan developed and approved by the Village Council, under the direction of a certified arborist or forester, that outlines strategies for tree planting, selection, care, and preservation for the Village's urban forest under recognized national standards.

### C. Preservation.

1. A certified arborist shall oversee any urban forestry work completed by a contractor on Village property within the Village. The Director of Public Works shall be responsible for the enforcement of and compliance with the Urban Forest Management Plan.
2. The Village shall keep in a current state, in accordance to the Urban Forest Management Plan, an inventory of publicly owned trees.
3. Tree preservation, maintenance, and removal standards shall be in accordance with nationally recognized standards, such as the American National Safety Institute (ANSI A300 and ANSI Z133), International Society of Arboriculture, and/or National Association of Nurserymen.



4. The Village shall maintain, as the framework for the protection, management, and planting of public trees within the Village an approved Urban Forest Management Plan, which shall support and clearly define regulations identified in the Tree Preservation Ordinance. This plan shall include the following:
    - a. A ten-year urban forestry strategy with clearly identified one, five, and ten year goals;
    - b. Community canopy mapping that identifies existing tree canopy and priority planting locations;
    - c. A strategy for maintaining the public property tree inventory;
    - d. Guidelines on relevant tree species and age diversity;
    - e. Identification of replacement value and criteria for what allows for tree removal or and what constitutes damage;
    - f. A preferred tree list.
    - g. Specifications for tree planting, pruning, and impact reduction;
    - h. A risk assessment and management program;
    - i. A strategy for establishment, management, preservation, and protection of naturalized areas;
    - j. Defined staff qualifications, training regimen, support systems and any other like needs;
    - k. Specifications for contracted labor and consulting;
    - l. Identification of forestry equipment and resource needs; and
    - m. A commitment to support urban forestry operations through the annual budget process and the five-year capital improvements plan.
  5. Any Contractor, working within the Village who will impact trees on Village public property shall utilize a certified arborist on site for any work pertaining to trees, including but not limited to removal, pruning and planting activities. Contractors shall also submit a certificate of insurance that is in compliance with current Village insurance carrier guidelines.
  6. All tree planting, selection and management of trees on public property shall be in compliance with the Urban Forest Management Plan.
  7. It is recognized that diverse species and age structure of urban trees throughout the Village are critical to the health of the forest structure and protects the Village from catastrophic loss and improves longevity. Specifications for species and age diversity, planting and management of urban trees shall be addressed in the Urban Forest Management Plan.
- D. Sourcing. Trees shall be sourced from the Illinois Department of Agriculture approved nurseries and grown to meet the most current national recognized nursery standards in keeping with the Urban Forest Management Plan.



#### E. Planting.

1. The Village shall plant diverse species with the ratio of not more than 15 percent of any one family, 10 percent of any one genus or 5 percent of any one species, with the exception of naturalized areas where species selections shall be in accordance with natural species assemblages as defined in the Urban Forest Management Plan. Diverse species composition protects the Village from catastrophic loss.
2. Trees shall be planted in accordance with the most current nationally recognized standards, e.g. the International Society of Arboriculture or American National Standards Institute (ANSI), to which the Urban Forest Management Plan shall adhere.
3. All trees planted by the Village or their agent shall be planted in accordance with the Urban Forest Management Plan.
4. Trees purchased by the Village shall meet the specifications set forth in the Urban Forest Management Plan.

#### F. Tree Care. Tree care given upon public lands within the Village shall comply with requirements identified in the Urban Forest Management Plan.

1. Said care shall be given accordance with the most current nationally recognized standards such as the International Society of Arboriculture or American National Standards Institute (ANSI) and occur at every 7 years or less.
2. Trees shall be pruned in accordance with the most current nationally recognized standards, e.g. the International Society of Arboriculture or American National Standards Institute (ANSI A300 and ANSI Z133).

#### G. Tree Protection. Tree removals have an impact on the entire Village, whether on public or private land. It is clearly documented that larger trees provide larger benefits. It is recognized that the planting of smaller trees does not replace the value of larger trees that are lost. It will take tens of years for that value to be replaced and, for that reason, efforts should be made to preserve and protect trees where they are growing.

1. Any public or private new development or existing site improvement that may affect public property trees is subject to a Landscape Plan consistent any existing Code or Ordinance of the Village. Said plan shall incorporate a tree preservation and/or replacement plan. Said plan must be submitted, approved, and implemented prior to the start of any work or delivery of any materials to the Building Activity Area.
2. A certified arborist shall be consulted before any permits are issued on properties where the building activity area may have any impact on public trees. Compliance with the requirement for a landscape plan shall be limited to public trees.
3. Tree Topping is expressly prohibited upon trees on public property / public right of ways.

#### H. Tree Removal and Replacement.

1. Tree removal shall be in accordance with the most current nationally recognized standards, e.g. the International Society of Arboriculture or American National Standards Institute (ANSI).

2. Any tree impacted or likely to be impacted by utility or infrastructure work or public/private construction projects will be assessed by a certified arborist to determine if remedial action can be taken to mitigate the impact or if tree removal and replacement will be necessary. A written permit issued by the Director of Public Works will be required to be issued for any removal of a tree that is located upon public land or public right of way related to any private utility related or private party construction project.
3. Any tree removed by the Village shall be documented, said documentation shall contain a plan and calculated Village budget allocation to be requested for its replacement. Tree replacement shall be subject to the Acceptable Species List as set forth in the Urban Forest Management Plan and approval by a certified arborist.
4. Any tree removed by any private utility or private party shall be documented, said documentation shall contain a plan for tree replacement. Tree replacement shall be subject to the Acceptable Species List as set forth in the Urban Forest Management Plan and approval by a certified arborist. A minimum of two (2) trees of 2.5" DBH shall be the required replacement for each removed tree up to 30" DBH; three (3) trees of 2.5" DBH shall be the required replacement for each removed tree between 30" DBH and 40" DBH; and, four (4) trees of 2.5" DBH shall be the required replacement for each tree greater than 40" DBH. Go the greatest extent possible and where permissible/practicable, trees shall be replaced onsite.
5. All tree replacements shall be completed within the landscape season. In the event that weather conditions or species specific needs prohibit landscape season completion, replacement shall be postponed until either the season or conditions are appropriate.
6. Any public tree removal for utility or infrastructure work/replacement or public construction projects shall comply with the standards established by any applicable existing Code or Ordinance of the Village, or a fee-in-lieu of planting paid that reflects the replacement cost's fair market value.
7. All monies received as a fee-in-lieu of planting or as payment of a penalty for damage to a public tree shall be paid to a tree contributions account established by the Village. Such funds shall be disbursed only for tree acquisition and planting on public lands/rights-of-way.
8. All tree replacement plantings shall require and heed, prior to planting, an underground utility location, including but not limited to JULIE.

J. Removal Plan for Significant Removals for Construction or Development. An applicant seeking significant public tree removals or tree removal and/or planting of public trees in relation to private construction and/or development shall comply with all requirements of any existing Code or Ordinance of the Village.

K. Recreation Board. The Village hereby proclaims that the Recreation Board shall be a recommending body to provide assistance, direction, and advice to the Village regarding the preservation, planting, management, and protection of trees. The Recreation Board shall provide advice concerning the implementation and refinements of and to the Urban Forest Management Plan.

### **7-3-6: VIOLATION; PENALTY:**

A. Any person charged with a violation of this chapter in a citation issued by an employee of the department of public health and safety, detailing the nature of the violation, shall be fined as provided in the general penalty in section [1-3-1](#) of this code. In addition to applicable fines, tree replacement requirements will also apply, where applicable.

B. Absent the failure to satisfy citation, the person charged shall appear at the place, time and date designated on the citation and the superintendent of the department shall thereupon conduct a hearing. After the hearing by the superintendent of the department, the superintendent shall take the following action:

1. Dismiss the citation; or
2. Find that there was probable cause for the issuance of the citation and that the original amount for the commission of such violation shall remain the same; or
3. In the event the violator has not corrected the violation and/or paid the penalty within the time established by the superintendent, proceed to institute appropriate proceedings against the person cited in the circuit court of Cook County, Illinois.

# 2020 Urban and Community Forestry Funding Application

## General Instructions

- Grant contact: Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org) (preferred) or (630) 725-2498.
- Fill out each page of this application, as is applicable to you. In some cases, you may not be required to fill out that item.
- If you would like assistance in filling out the application or have questions, please contact Zach Wirtz.
- Please note that you are required to include a signed cover letter from your Mayor (or corresponding in communities other than municipalities).
- Submit your application electronically. No hard copies will be accepted unless you contact Zach Wirtz to make arrangements.
- ~~Applications are due Friday, September 25<sup>th</sup>, 2020 at 5:00 p.m.~~

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CHICAGO  
REGION  
TREES  
INITIATIVE

Our Trees.  
Our Communities.  
Our Future.



## Part 1: Applicant Background Information

<b>Organization Name</b>	Village of Forest Park, Cook County, IL		
<b>Federal Tax ID (EIN)</b>			
<b>Applicant Contact Information</b>			
<b>Name</b>	Moses Amidei	<b>Title</b>	Village Administrator
<b>Mailing Address</b>	517 Des Plaines Avenue, Forest Park, Illinois 60130		
<b>Email</b>	mamidei@forestpark.net	<b>Phone Number</b>	708-615-6201
<b>Project Supervisor</b> (if different)		<b>Title</b>	
<b>Email</b>		<b>Phone Number</b>	
<b>Additional information</b> (as needed):			
<b>BONUS: Have you encouraged a peer community to apply for this grant? Or, has a peer community recommended that you apply for this grant? If so, please provide details.</b>			

## Part 1: Applicant Background Information (con't)

Community Questions	Yes (please specify)		No
Do you have an inventory of all of your public trees?	Full		X
	Partial		
<b>Eligibility: only applicants whose inventory has not been updated in the last 4 years are eligible for funding for an inventory.</b>	Digital		
	Paper		
Do you have an urban forest management plan for your public trees?	Fewer than 5 years old		X
	More than 5 years old		
<b>Eligibility: only applicants whose management plans are older than 5 years old and/or not based on an inventory are eligible to receive funding for a management plan.</b>	Based on a tree inventory		
	Not based on a tree inventory		
Does your organization have someone legally responsible for and designated by an ordinance to care for trees on public property (i.e.: forester, city department, tree board)? If so, provide name, title, and email.	Name	Commissioner of Public Property/ PW Director	
	Title		
	Email	publicworks@forestpark.net	
Does your organization spend at least \$2 per capita per year on tree planting, pruning, removal, maintenance, etc.?	Yes. FY '22 approximately \$67,000.		
Does your organization hold an annual Arbor Day observance? Do you have an annually signed proclamation?	Yes. Yes.		
Are you a Tree City USA? If so, for how many years? If not and you would like more information, please contact Mike Brunk at <a href="mailto:michael.brunk@illinois.gov">michael.brunk@illinois.gov</a>	Yes. Two (2) Years.		

## Part 2: Project Plan & Ordinance Requirement

<p><b>Please indicate whether you are applying for an inventory and a management plan, or just a management plan. Please place an X in the box.</b></p>				
<b>An inventory and a management plan</b>  <b>YES. Inventory and management plan.</b>		<b>OR</b>	Just a management plan (our community already has a digital inventory that was updated in the last 4 years)	
Full inventory	x			
Partial inventory – what % of your trees?	_____ %			
Partial inventory – one neighborhood, stratified sample, or other? Please explain.				
<p><b>MUNICIPAL ORDINANCE REQUIREMENT:</b> A tree preservation /protection ordinance that meets the criteria identified on page 7 of the RFP must be passed before a municipality is eligible to receive its reimbursement at the end of the grant period. Park Districts and Forest Preserves shall submit board approved policies that stipulate natural resource protection with specific urban and community forest management guidance. Contact Emily Okallau at <a href="mailto:eokallau@mortonarb.org">eokallau@mortonarb.org</a> with any questions.</p> <p><b>Do you have a tree preservation / protection ordinance?</b></p>				
<b>Yes</b>	X However, Village seeks to update same.	<b>OR</b>	<b>No</b> , and we would like assistance from The Morton Arboretum.	
Website link for our tree ordinance, park district / forest preserve policy:  <a href="http://www.forestpark.net">www.forestpark.net</a>			<b>No</b> , but we don't need assistance.	
			<b>Not a municipality, park district or forest preserve/exempt</b> from this requirement.	
<p>*All Applicants, regardless of whether they are awarded, are eligible to receive assistance free of charge from The Morton Arboretum to develop an ordinance or board/commission approved policy.</p>				

## Part 3: Management Plan

Please use the chart below to indicate which components you would like included in your management plan. Your answers will be used to determine an estimated cost of creating your plan. More complete details on each of these categories is available on pages 9 and 10 of the Request for Proposals.

Short- and long-term urban forest goals 2021-2031.	X
Recommended and prioritized urban forest management action items, based on a tree inventory. (ie., Prioritized planting locations, a cyclical pruning schedule, etc.)	X (required)*
Specifications for planting, pruning, removals, and construction protection.	No, because specifications are in draft ordinance.
Required and recommended certifications, qualifications, and training for staff, contracted labor, and consultants.	x
Material and budget projections and considerations.	x
A program for education and outreach for residents.	x

\*This is the minimum component required of all participants, as explained on page 9 of the accompanying RFP.

Have you received an estimate for your management plan? If so, how much is your plan expected to cost?

Yes. \$6,250 (sum does not include tree inventory).



## Part 4: Proposed Timeline

Please provide a concise summary of how the work will take place. You may group activities by month or by quarter, as appropriate. You are welcome to create a numbered or bullet list, or use the one below as a template. Include the following, as applicable.

- Planning / prep meetings
  - Who from your organization will be involved
  - When these meetings will take place
  - Which steps need to be approved by your Board / Council
- Ordinance review / development / passing
  - Who will participate?
  - Timeline for Board / Council review
- Board or Council meetings (as appropriate) to approve items including the management plan and ordinance
- Finalizing the project & beyond
  - Reporting / invoicing
  - How will these items be updated in the future?
- Match activities
  - How, when, what will you use as match?
  - REMINDER: only tree planting that occurs after the inventory is finalized, and that addresses the inventory results, may be counted as match.

## Part 5: Budget & Match Worksheet

Item	Grant Funds (Must not Exceed 50% of total cost)	Match (May not include any federal funds)	Total Cost (Local Match + Grant Funds)
<b>Personnel / Staff Labor Costs</b> (Include any personnel costs for your grant and/or match activities.)	0	0	0
<b>Fringe Benefits</b>	0	0	0
<b>Volunteer personnel</b> (Estimated hours and \$ value per hour. Only counted for match.)	N/A	0	0
<i>Sub Total</i>	0	0	0
<b>Contracted services</b> (Include any estimates you've received. If not, write the amount you are applying for and the amount you are able to match.)	\$9,375	\$9,375	
<i>Sub Total</i>			\$18,750
<p><b>Village Note:</b></p> <p>The total cost of tree inventory and urban forestry management plan is \$18,750. The cost of the GIS implementation services amounts to \$750 (this GIS expense is not grant-eligible and the Village will pay 100% for same).</p> <p>The Village is requesting reimbursement of half of the cost of the tree inventory and urban forestry management plan (\$9,375).</p>			
<b>Grant Total</b>	\$9,375		

## **~~Part 6: Statement of Need~~**

~~Please use this page to describe your organization's economic and programmatic needs. These might include budget limitations, capacity and staff limitations, or other limitations that have prevented your community from accomplishing these goals.~~

## **Part 7: Statement of Leveraged Benefits**

Describe, as appropriate:

- how the inventory and/or management plan will be used and updated regularly
- which components of the management plan you are incorporating, and why (from page 5)
- your organization's commitment to this project, including elected officials and your Board / Council
- local match efforts, financial or in-kind community organization support, and/or community contributions
- the role, training, and qualifications of any partners and/or potential volunteers.

# Tree Inventory Maintenance Agreement

This Tree Inventory Maintenance Agreement between The Morton Arboretum and the Applicant certifies that regular and effective updates and maintenance will be **performed for a period of five years, and will comply with the following requirements:**

- The tree inventory shall be updated regularly to ensure that it reflects current conditions in the community.
- Inventory updates shall reflect new plantings, removals, replacements, pruning / trimming, condition updates, and maintenance recommendations.
- This work may be done in-house, by contractors, or by volunteers. However, everyone who is working on the update, whether as a paid or volunteer service, shall be qualified/certified or adequately trained to do so.
- Tree inventory updates shall result in periodic updates to prioritization and other action items in the accompanying Urban Forest Management Plan.

I certify that, according to the above, my organization will comply with tree inventory maintenance requirements.

Applicant Contact Name: Moses Amidei

Title: Village Administrator

Organization: Village of Forest Park, IL

---

Signature

---

Date

## Final Instructions

Please be sure to include all of the following in your application. Once you have completed and collected all of these items, send it to Zach Wirtz at [zwirtz@mortonarb.org](mailto:zwirtz@mortonarb.org).

<b>Application Checklist</b>	
Cover Letter signed by the Mayor or similar	
Applicant Background Info	
Project plan & ordinance requirement	
Management Plan Requirements	
Timeline & Proposed Work Plan	
Budget – including match expenses	
<del>Statement of Need</del>	
<del>Statement of Leveraged Benefits</del>	
Tree Inventory Maintenance Agreement	
Letters of Support (from organizations who may provide in kind match spending)	



1485 Louis Bork Drive, Unit #113  
Batavia, IL 60510  
630-762-2400 Fax 630/578-1304

January 18, 2022

Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60131

Attn: Moses Amidei

Re: Contract for Tree Inventory & Urban Forestry Management Plan

Dear Moses,

Congratulations on being awarded the Urban & Community Forestry Grant for Tree Inventory and Urban Forestry Management Plan. As the selected contractor for performing this work, we look forward to working with you on this project.

Having performed dozens of inventories for municipal entities and parks departments over many years, we are aware of how much time, energy, and capital are invested in the management of the Urban Forest. Your tree inventory will be a valuable tool in the management of your tree population in the coming years, and the management plan will be a guiding light for your Urban Forestry program going forward.

Final deliverables will include the tree data in Microsoft Excel format, along with the Urban Forestry Management Plan. We are an industry-leading resource when it comes to the management of the urban forest and other municipal natural resources, and we look forward to working with you as part of your Urban Forestry Team to achieve your management objectives.

Regards-

Phil Graf, Great Lakes Urban Forestry Management  
ISA Certified Municipal Arborist # IL 1553-AM



## **SCOPE OF WORK**

This tree inventory is to include all street trees (parkway trees) or trees in the managed (mowed) areas of Village owned properties. This is not to include trees in unmanaged (wooded or natural areas).

### **PART ONE: BASE TREE INVENTORY**

#### **BASE MAP SETUP**

Using GIS base data provided by the City and/or County, a base map and layering system shall be set up in our ArcGIS Online account for field data collection. The base map will display the following information:

- Aerial Photography
- Corporate Limits
- Streets/Street names
- Parcel lines
- Right of way limits

#### **BASE INVENTORY DATA COLLECTION**

Data in the field will be collected using mobile devices which have been connected via Bluetooth to a submeter accuracy GPS antenna. Data collection will be performed in real time using the Collector for ArcGIS mobile application to access the feature services directly. Data to be collected will be consistent with exactly with what is required in the Urban & Community Forestry Grant Program Contractor RFP. These data fields are:

- GPS location (along with Illinois State-Plane XY coordinates and/or WGS 84 coordinates).
- Status: Active Tree, Removed Tree, Stump, Planting Space
- Street Address and Relative Location (for street trees)

All trees are listed by address, street name, and the following site prefixes:

F – Front of the property

R – On the right side of the property

L – On the left side of the property

B - In the back of the property

M – If the tree was located in a planted median in between opposing lanes of traffic

The order of trees at a parcel with multiple trees will be in the direction of the flow of traffic. This holds true for any 1-way streets as well, in order to maintain convention. The front of the parcel is defined by the street its address is on, and this in turn defines the right, left, and back of the parcel. Therefore, a corner parcel with 3 trees in the front of the house and 2 on the right will have them listed as F1, F2, F3 and R1 and R2, with sequential trees being listed in the direction of the flow of traffic. In median situations where there is opposing traffic, M1, M2, and M3 (e.g.) will be listed sequentially from West to East, or North to South, depending on the orientation of the street. This is the same convention as reading, that is to say left to right and top to bottom.



- Land use (i.e., residential, business zone, natural area, park, etc.)
- Growing space (i.e., parkway, park, etc.)
- Species (Common and Latin name)

All tree species are recorded using common names and are identified to the species level. Specific cultivars, hybrids, or varieties will not be identified unless there is a programmatic need to do so. This is because certain genera such as Apple trees, Hybrid Elms, and other ornamentals have such great variation that it is unnecessarily time consuming to identify to this level. The deliverable database will have an open field for entering known cultivars.

- Size: DBH (Diameter at Breast Height, measured to the half inch and rounded to the full inch with a foresters diameter tape at 4.5' above ground level on the uphill side of the tree)
- Number of Stems
- Condition rating (1-5)
  - 1: Specimen Tree, no defects
  - 2: Above Average
  - 3: Average
  - 4: Below Average
  - 5: Dead or nearly so
- Risk assessment
  - Collected as None Observed, Elevated, Substantial, Critical
- Arborist Recommendation
  - A variety of recommendations for pruning, inspection, removal, risk assessment, etc based on our experienced arborists recommendations
- Recommendation Reasons (up to 2)
  - Up to 2 supporting reasons for our recommendation. These are things such as deadwood, presence of insects or disease, etc. Please note, for default recommendations such as "cycle prune", these fields may be left empty.
- General comments or notes
  - Comments are included as a courtesy to denote any conditions worthy of note, such as included bark, interference with utilities or street lamps, need for sidewalk or street clearance, limited growth space, poor form, or any other information that may be valuable. These comments are standardized as much as possible, though certain situations exist where nonstandard comments were utilized.

## **DATA QUALITY ASSURANCE / QUALITY CONTROL**

All field-collected data from the inventory will be checked for geographic and tabular accuracy at the end of each week. All data fields in the tabular data will be queried in GIS for any null fields or inaccuracies and will have individual records verified or corrected where discrepancies are noted. All spatial point locations will be verified using a combination of aerial photography and spatial query. If there are point locations which were subject to multipath errors (i.e. points which did not show up on the map where they were supposed to be) their locations will be corrected using aerial orthoimagery and the tabular data we collected for those points. Quality assurance is performed at the end of every week of data collection by our staff in order to correct any issues promptly.

## **BASE TREE INVENTORY DELIVERABLES**

- Tree Inventory Spreadsheet in Microsoft Excel Format

## **PART TWO: URBAN FORESTRY MANAGEMENT PLAN**

We will create an Urban Forestry Management Plan to meet the requirements of the Urban & Community Forest Grant Program. The plan will be consistent with exactly with what is required in the Urban & Community Forestry Grant Program Contractor RFP.

The plan will consist of the following 5 components:

1. Short- and long-term urban forest goals 2021-2031.
2. Recommended and prioritized urban forest management action items, based on a tree inventory. (ie., prioritized planting locations, a cyclical pruning schedule, etc.)
- ~~3. Specifications for planting, pruning, removals, and construction protection.~~
4. Required and recommended certifications, qualifications, and training for staff, contracted labor, and consultants.
5. Material and budget projections and considerations.
6. A program for education and outreach for residents.

## **PROJECT COST**

**\$18,750**

## **EXECUTION OF CONTRACT**

GRAF TREE CARE, INC.,(DBA GREAT LAKES URBAN FORESTRY MANAGEMENT) will consider your signing and returning one (1) original of this Agreement and an agreed upon as our authorization to proceed. This offer to provide services will remain valid for a period of 30 days from the date of preparation as indicated below, after which time if it has not been accepted it will be subject to change. Thank you again for the opportunity to submit our proposal.

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

### **CLIENT:**

VILLAGE OF FOREST PARK

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

TITLE: \_\_\_\_\_

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

### **CONSULTANT:**

GRAF TREE CARE, INC.

BY: 

TITLE: President

DATE: January 18, 2022

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.*

This institution is an equal opportunity provider.



**1485 Louis Bork Drive, Unit #113  
Batavia, IL 60510  
630-762-2400 Fax 630/578-1304**

January 21, 2022

Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60130  
708-615-6201

Attn: Moses E. Amidei, ICMA-CM  
Village Administrator

Re: Contract for Additional Services – GIS Implementation

Dear Moses,

Thank you for allowing us to propose additional services for your tree inventory project. These services will greatly enhance your tree inventory in such a way that will allow you to manage your tree population more efficiently and with a greater level of detail.

Thank you, and we look forward to the opportunity to work with you this year.

Regards-

A handwritten signature in black ink that reads 'Phil Graf'.

Phil Graf, Urban Forestry Consultant

ISA Certified Municipal Arborist # IL 1553-AM

## Implementation of Inventory on Existing GIS Infrastructure

Great Lakes Urban Forestry Management has no proprietary tree inventory management software that we sell. Instead, we have some very innovative solutions we work with in terms of using ESRI's ArcGIS suite of products. Many municipalities, park districts, and other organizations already have this software in house, and so we are able to save clients money by using their existing ESRI GIS infrastructure.

Using ArcGIS Online, we will set up your newly collected tree inventory data on this GIS infrastructure to create a user friendly set of applications that will allow you to view, edit, and update your inventory from any smartphone, tablet, laptop, or desktop computer. ArcGIS Online is a cloud based GIS program that is a powerful mapping tool that allows you to map, edit, export, and import your tree inventory from the office, field, etc. And in addition, since it is not "tree inventory specific", it can also be used to map and manage other assets in your organization, such as street signs, lighting, water infrastructure, and more. Please note, the \$500 annual ArcGIS contract is not covered in this proposal as it is not paid directly to us.

**\$750\***

\*Does not include licensing costs. Cost of annual license for ArcGIS Online (\$500/year) is paid directly to ESRI.

<u>Service/Task</u>	<u>Unit Cost</u>	<u>Total Cost</u>
<u>GIS Setup and Implementation</u>	<u>\$750</u>	<u>\$750</u>
<b><u>Total Cost, All Services</u></b>		<b><u>\$750</u></b>

The VILLAGE OF FOREST PARK has agreed to enter into contact with GRAF TREE CARE, INC. (DBA GREAT LAKES URBAN FORESTRY MANAGEMENT) in the amount of \$750 to perform the above work. We will consider your signing and returning one (1) original of this Agreement as our authorization to proceed. This offer to provide services will remain valid for a period of 30 days from the date of preparation (as indicated below), after which time if it has not been accepted it will be subject to change. Thank you again for the opportunity to submit our proposal.

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

**CLIENT:**

VILLAGE OF FOREST PARK

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

TITLE: \_\_\_\_\_

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

**CONSULTANT:**

GRAF TREE CARE, INC.

BY: 

TITLE: President

DATE: January 21, 2022

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to lifting the hiring freeze to hire two (2) full-time Public Works employees to replace two (2) current Public Works employees who are retiring.

#### Background

The Public Works Department will have two (2) employees retiring in the near future. Tom Grams, night shift street sweeper, will be retiring at the end of April. Pat Braniff, head of Forestry, will be retiring in the middle of May. These two play major roles in the Public Works Department in their current positions. I have other crewmembers training on a daily basis in those positions so they are ready to immediately take over, upon the retirements, so that services to this village will not be disrupted. With the shuffling in positions and the vacancies occurring due to the retirements, it will put the Public Works Department at a staff shortage once again. Spring is approaching fast and the department will be in full swing with all spring/summer duties. Filling these two vacancies will ensure all services will continue without a hitch.

I am also requesting two summer help employees this year. These individuals will take the burden off our full-time employees in picking up trash on a daily basis, so they can perform the duties that were assigned to them. These seasonal employees will also assist our Grass Crew, Forestry Division and Garbage Crew. These seasonal employees will be employed from May 1<sup>st</sup> – September 1<sup>st</sup>.

- Sal Stella, Director

#### Attachments

- Resolution lifting hiring freeze for new IMRF eligible employees

**RESOLUTION NO. R- -22**

**A RESOLUTION AUTHORIZING THE WAIVER  
OF THE HIRING FREEZE FOR IMRF EMPLOYEES REGARDING  
THE HIRING OF TWO (2) PUBLIC WORKS DEPARTMENT EMPLOYEES**

WHEREAS, the corporate authorities previously adopted Resolution R-46-06 on September 11, 2006, which Resolution directed that no position of employment which is covered by the Illinois Municipal Retirement Fund be filled unless said Resolution was rescinded or otherwise repealed by action of the corporate authorities of the Village of Forest Park; and,

WHEREAS, the Village has found a need to hire two (2) employees in its Public Works Department to fill upcoming vacancies.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. The restrictions on hiring imposed by Resolution R-46-06 are hereby waived only to the extent to allow for the Village to hire two (2) full-time Public Works Department employees.

Section 2. The provisions of Resolution R-46-06 shall remain in full force and effect, except as otherwise modified by this Resolution.

Resolved this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

ATTESTED:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

\_\_\_\_\_  
Vanessa Moritz, Village Clerk



**RESOLUTION NO. R-\_\_\_\_\_ -22**

**A RESOLUTION APPROVING THE EXECUTION  
OF A SOUND AND LIGHTING EQUIPMENT CONTRACT FOR  
RIBFEST BETWEEN AMERICAN MOBILE STAGING, INC.  
AND THE VILLAGE OF FOREST PARK**

WHEREAS, the Village of Forest Park ("Village") requires certain audio, lighting and generator equipment with technical support for the Village Ribfest; and

WHEREAS, American Mobile Staging, Inc. ("American") has previously provided such audio, lighting and generator equipment and technical support to the Village for Ribfest and desires to continue to provide to the Village such equipment and services; and

WHEREAS, the corporate authorities of the Village believe that, due to its experience, skill set and prior satisfactory relationship with the Village, American is uniquely qualified to provide such equipment and services to the Village; and

WHEREAS, the corporate authorities of the Village find it advisable, necessary and in the best interest of the public to waive competitive bidding and accept the proposal from American.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, as follows:

Section 1. The facts and statements contained in the preambles to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. The corporate authorities of the Village hereby waive the competitive bidding requirements set forth in the Village Code and hereby accept the proposal of American to provide audit, lighting and generator equipment with technical support services to the Village for Ribfest.



Section 3. The contract by and between American and the Village of Forest Park ("Contract") to provide audio, lighting and generator equipment with technical support services to the Village for Ribfest, a copy of which is attached hereto and made a part hereof as Exhibit A, is hereby approved, subject to American executing the Contractor Certification Form, a copy of which is attached hereto as Exhibit B.

Section 4. The officials, officers and employees of the Village are hereby authorized to take such further actions and execute such documents as are necessary to carry out the purpose and intent of this Resolution and the Contract.

Section 5. This Resolution shall be in full force and effect upon its adoption.

RESOLVED by the Council of the Village of Forest Park, Cook County, Illinois, this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTESTED:

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**EXHIBIT A**

**American Mobile Staging, Inc. Contract**

**American Mobile Staging Inc.**  
**1841 Mitchell Blvd.**  
**Schaumburg, IL. 60193**



***American Mobile Staging, Inc.***  
***Phone 847-584-0350 Fax 847-584-0352***

Village of Forest Park  
Attn. Karen Dylewski  
7640 Jackson Blvd  
Forest Park, IL 60130

Dear Karen

Thank you for choosing American Mobile Staging, Inc. for your event production company.  
The following is an outline to process your contract.

1. This contract is sent unsigned by AMS.
2. Customer must sign at all **(X)** locations and return all 5 pages of this contract with a 50% nonrefundable deposit.
3. **Your date is not confirmed until deposit and signed contract are received by AMS.**
4. **Any deposit checks returned NSF will void contract.**
5. We cannot hold dates without contract and deposit . Any contract and deposit not returned in 20 days is void.
6. Please include directions to your event to ensure on-time delivery.
7. Please make check payable to: American Mobile Staging, Inc.
8. Mail to: American Mobile Staging, Inc.  
1841 Mitchell Blvd.  
Schaumburg, IL. 60193

**Thank you again for choosing American Mobile Staging, Inc.**

**Sincerely,**  
**Nicholas R. Serino**  
**President American Mobile Staging, Inc.**

# **American Mobile Staging Inc.**

**1841 Mitchell Blvd. Schaumburg, IL. 60193**

**Ph. 847-584-0350 Fax. 847-584-0352**

## **CONTRACT AGREEMENT**

1. This contract is entered into this date 2/24/2022.
2. Between American Mobile Staging, Inc. ("AMS") and Village of Forest Park ("customer").
3. To provide services, personnel and/or equipment for **Forest Park Ribfest 2022**.
4. The services shall be provided by American Mobile Staging, Inc. to customer from: **9/9/2022 to 9/10/2022**.
5. All personnel and equipment shall be returned to AMS by **9/11/2022**.
6. Customer agrees to pay to AMS a total fee of: **\$3070.00**
7. A nonrefundable deposit shall be paid with the execution of this contract in the amount of: **\$1535.00**
8. With the balance due prior to set up: **9/9/22** In the amount of: **\$1535.00**
10. Unless otherwise defined in this contract, setup and dismantle labor shall be provided by AMS but limited to the time restrictions on line 11.
11. Labor is limited to **4 hour(s)** for setup and **4 hour(s)** for dismantle labor is included in this contract. Any overages will be invoiced and payable Net 30 days of line 5 above.
12. **No services and, or equipment shall be considered reserved until this contract is signed by customer and received by AMS with the deposit amount (from line 7).**

### **Customer:**

Village of Forest Park  
Attn. Karen Dylewski  
7640 Jackson Blvd  
Forest Park  
IL 60130  
Phone: 708-771-7737 or  
Fax:

**Services to be Provided And Amendments** to this agreement shall be set forth on **Schedule A**.

**Additional Terms, Conditions and Change Orders** shall be set forth on **Schedule B** and are in addition to the contract price above.

**Staging Rider** shall be set forth on **Schedule C**. Customer shall pay all additional costs and expenses reflected therein.

**GENERAL TERMS AND CONDITIONS:** All the general terms and conditions attached to this agreement are incorporated by reference herein as though set forth at length. All such terms and conditions as well as riders have been read and understood by the parties to this agreement.

**AUTHORITY:** Each party executing this agreement, or any changes thereto, warrants and represents to the other that they have the right and authority to enter into this agreement on behalf of, and legally bind, the party for whom they are signing.

Nicholas R. Serino, President  
American Mobile Staging, Inc.

Customer, on behalf of:



Signature  
Required.

## Schedule A: Services to be Provided And Amendments

**Year:** 2022                      **Invoice #** 11932  
**Date Out:** 9/9/2022  
**Date In:** 9/10/2022  
**Show:** Forest Park Ribfest 2022

Stages come with:	Stage	1	2	3	4
Banner Bars.....		Yes			
Sound Wings.....		Yes			
House Mix Site.....					
Drum Riser.....					
Back Drop.....		Yes			
Monitor Mix Site..					
Skirting.....		Yes			
Extra Stair Units..					

### SERVICES PROVIDED

- 1.
- 2.
- 3.
- 4.
5. 1 24'x16'x4' Superstage
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

<b>Discount:</b>	
<b>Sub Total</b>	<b>\$3,070.00</b>
<b>Total Equipment:</b>	<b>\$3,070.00</b>

#### **Amendments:**

- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.
- 23.
- 24.
- 25.

**Amendment Total:**

#### **Expenses:**

**Total Expenses:**

### LABOR

<u>DATE</u>	<u>Crew</u>	<u>RATE</u>	<u>OT</u>	<u>OT TOTAL</u>	<u>TOTAL</u>
-------------	-------------	-------------	-----------	-----------------	--------------

**Total Labor:**

**Total Labor:**

**Total Expenses:**

**Trucking:**

**Total Equipment:** **\$3,070.00**

**Amendments:**

**On Site Additions:**

**Total:** **\$3,070.00**

**Payments:**

**Balance Due:** **\$3,070.00**

Customer, \_\_\_\_\_

On behalf of: \_\_\_\_\_



Signature  
Required.

## Schedule B: Additional Terms, Conditions and Change Orders

Change to contract	Fee	Approved By:
1. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
2. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
3. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
4. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
5. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
6. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
7. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
8. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
9. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
10. _____	_____	<div style="border: 1px solid black; width: 50px; height: 30px;"></div>
Total Amendments		

### GENERAL TERMS AND CONDITIONS

**Equipment:** AMS warrants and represents that the equipment furnished under this Agreement is in good and efficient working order. In the event of equipment failure through no fault of Customer, AMS shall repair or replace said equipment as quickly as possible so as to minimize any delay or inconvenience to Customer. AMS makes no warranty or representation of any kind as to the suitability of said equipment for any given purpose. Customer warrants and represents that said equipment shall be used only under those conditions, and for those purposes, for which it was designed and intended. Customer agrees to hold AMS harmless from any and all loss, damage and expenses caused by or arising out of the use of said equipment. As well as transportation if transported by customer. Customer shall return all equipment to AMS in the same condition as delivered to Customer, except for normal wear and tear in similar service.

**Insurance:** Customer will be held responsible for any loss, damage, injury, and/or expense caused by or arising out of the use of said equipment, or by the negligence or intentional act of any person other than the AMS agent or employees. Customer shall provide sufficient, Casualty and General Liability Insurance coverage for any loss, damage, injury or expense caused to the AMS equipment or personnel for which the Customer is responsible under the terms of this Agreement.

**AMS Personnel:** Unless otherwise specifically required by terms of this Agreement, AMS shall not be required to provide personnel who are members of any union or guild. AMS personnel shall not be required to perform any services not contemplated under this agreement. AMS personnel shall not be required to be certified by any organization unless mandated by any branch of government of the United States of America.

**Indemnity:** Each Party agrees to indemnify, defend and hold the other Party and its respective officers, officials, agents, and employees harmless from and against any and all claims, damages, liability, loss and expenses (including reasonable attorney fees), by reason of any negligent or wrongful act or omission of the Indemnifying Party, including the Indemnifying Party's officers, officials, agents, employees and invitees.

**Credits:** If any portions of the services produced by the AMS during the term of this Agreement are broadcast or reproduced for commercial exhibition or release, other than news coverage, Customer agrees that an appropriate credit will be given to AMS for the Services under the Agreement. No additional fees will result, provided appropriate credit is given. Bad faith or inadvertent failure to give such credit shall be deemed a breach of this Agreement and will result in additional fees being paid to AMS by Customer for such commercial use.

**Customer Duties:** Customer shall provide adequate and timely access to the place of performance to allow AMS personnel sufficient time and ability to perform its obligations under this Agreement. Customer shall also be responsible for providing adequate security for the safety of the AMS equipment and personnel. In addition, Customer shall be responsible for providing for any and all ancillary and necessary Services and conditions not specifically required of AMS under this Agreement in order to allow AMS to perform its obligations under this Agreement. Any additional costs and expenses incurred by AMS to fulfill Customer's duties under this Agreement shall be paid by Customer upon due notice to customer.

**Unsafe Conditions:** In the event that AMS, or their designated representative, shall in good faith determine that the conditions (whether due to access, exposure, weather, or otherwise) are unsafe to AMS personnel and/or equipment, the performer(s) or any other person(s) or property, AMS or their designated representative shall have the right to delay or refuse to render any further Services under this Agreement without liability or breach of this Agreement, unless and until the Customer shall acknowledge such conditions in writing and specifically indemnify and hold AMS and his personnel harmless from any and all loss, damage, injury, and/or expense arising from or relating to the use of equipment during the term of this Agreement.

**Force Majeure:** AMS shall not be liable for any delay or failure to perform under this Agreement if such delay or failure is caused or prohibited by conditions of force majeure, including strikes, labor disputes, fire, breakdown of transportation, weather, acts of God, acts of restraints of any government agency or any similar such events which are beyond the reasonable control of AMS.

**Time is of the Essence:** It is understood and agreed by all parties to this Agreement that time is of the essence.

**Modifications and Changes:** Any modifications, changes or amendments to this Agreement, whether oral or in writing, which are made between the date of this Agreement and commencement of Services and obligations to be performed by Contractor, shall be set forth in writing as part of Schedule B to this Agreement and signed by Customer prior to the rendering of any Services by AMS.

**Early Delivery:** In the event of early delivery or late pickup whether beneficial to the Customer or AMS, and agreed upon in writing or verbally by both sides, all terms and conditions, schedules and riders shall readjust and be in full force to include those dates.

**General Provisions:** This Agreement may be executed in counterparts, each of which will be deemed and original for all intents and purposes. In the event of any action at law or equity, including any arbitration proceedings, the prevailing party shall be entitled to reasonable attorney's fees and costs. Notwithstanding the fact that one or more parties hereto may have executed this Agreement outside the State of Illinois, it is acknowledged and agreed that this Agreement shall be governed by and construed under the law of the State of Illinois and in the event of any suit to enforce or interpret this Agreement or any of its terms and conditions, the parties agree that this Agreement shall be deemed to have been executed within the State of Illinois, and any action shall be instituted in the court of competent jurisdiction in the County of Cook, State of Illinois.

**Finance Charge:** Customer agrees to pay a finance charge of 1.5% interest per month for any invoice not paid net 30 days of line 5.

**Payments:** No equipment or service shall be considered reserved until 50% deposit and this signed contract has been received by AMS. Balance is due upon delivery of stage. Any additional charges shall be due Net 30 of line 5 of contract agreement.

Customer, \_\_\_\_\_

on behalf of: \_\_\_\_\_



Signature  
Required.

## Schedule C

### Staging Contract Rider

The following terms and conditions will act as part of the AMS Contract.

1. The customer shall secure any and all permits and/or fees for the placement and use of products of attached contract.
2. The placement of all stages will be on solid and level ground.
3. It is the customer's responsibility to install a solid surface such as plywood to ensure a safe delivery and pickup of AMS products. Any questionable soft surface, should marked and protected by customer prior to delivery to help stay within the time limits of this contract. Any damage unless caused by the direct negligence of AMS to any surface as a result of delivery or pickup including, but not to be limited to, baseball or soccer fields, parks and sprinkler systems is the responsibility of the customer.
4. The customer understands and agrees to pay for any damages to AMS equipment other than that of normal wear and tear or caused by AMS.
5. The customer understands they have the option to have onsite labor at a cost of \$300.00 per day for the first 8 hours of each day and \$ 45.00 per hour thereafter during show days. This fee is to supply the customer with one person to manage the functions of the stage such as roof movement, and safety monitoring. This is an additional cost the customer and will be invoiced in addition to this contract price. By declining onsite labor the responsibilities and liability of the stage becomes that of the customer and undersigner.

I accept onsite labor. \_\_\_\_\_ I decline onsite labor \_\_\_\_\_



Signature  
Required.

6. The customer understands and agrees not to cover, hide or remove the AMS logo or phone number on any rented stage.
7. The customer agrees to send AMS directions to the event as well as setup and take down times 7 days prior to the event to assure an on time delivery.
8. The customer is responsible for the actions of anyone attending the event, and agrees to provide reasonable security to protect the equipment and staff of AMS.
9. The customer understands and agrees to pay any additional fees such as optional labor or charges set forth in schedule B and C net 30 days of setup in date.
10. The customer agrees not to exceed the stage roofs uniform distributed load weight limits as follows:  
Unless a rigging plot is provided and approved by AMS 14 days prior to delivery date.

1. 16'X16'X3' American Mobile Stage	(250 pounds on a Uniform Distributed Load basis.)
2. 16'X16'X3' American Mobile Mix/Stage	(350 pounds on a Uniform Distributed Load basis.)
3. 24'X16'X4' Superstage	(500 pounds on a Uniform Distributed Load basis.)
4. 28'X14'X3' Century Stage	(250 pounds on a Uniform Distributed Load basis.)
5. 32'X14'X3' Wenger Stage	(250 pounds on a Uniform Distributed Load basis.)
6. SL100 24'X20'X5' Stageline Stage	(750 pounds on a Uniform Distributed Load basis.)
7. 32'X20'X4' Superstage Stage	(1000 pounds on a Uniform Distributed Load basis.)
8. 32'X24'X4' Superstage Stage	(1000 pounds on a Uniform Distributed Load basis.)
9. SL-250 Stageline New Generation	(2000 pounds on a Uniform Distributed Load basis.)
10. 40'X24' Century Front Row Stage	(2000 pounds on a Uniform Distributed Load basis.)
11. 40'X28' Century Front Row Stage	(2000 pounds on a Uniform Distributed Load basis.)
12. 44'X30' Superstage	(2000 pounds on a Uniform Distributed Load basis.)

11. The customer understands and agrees that any labor provided by Customer if any (whether paid labor or volunteered on behalf of Customer) shall not be entitled to any benefits afforded employees of AMS, including, but not limited to workers' compensation benefits health insurance or payment for services provided. Customer further understands and agrees that it is their solely responsible for complying with all state and local laws as it applies to providing labor to AMS. At no time is anyone working or performing on the stage considered an employee of AMS unless they are on AMS payroll during dates of this contract.
12. AMS shall be allowed additional compensation in the event the customer fails in their obligations set forth at length under the amendments section of this contract. As it pertains to costs incurred by AMS to complete their obligations under this contract. If changes are required on site AMS will provide compensation amount prior to continuing work for customers approval.
13. Any banners, backdrops, advertisements or decorations etc. of any kind that are provided by the customer whether attached to the stage by the Customer or AMS shall be the sole responsibility and liability of the customer as it pertains to loss, damage and injury of any kind. All supplies to hang, adhere or attach banners, backdrops, advertisements or decorations etc. shall be provided by the customer. Any help given for such services provided by AMS is merely a courtesy and not part or required by this contract.
14. It is understood by all parties involved that AMS. onsite call time is based on a 4 hour set up and a 4 hour take down time limit. If AMS exceed time limits due to changes implemented on the site and or are delayed by customer's other sub contractors or other reasons beyond our control. Customer agrees to pay \$30.00 per hour per person that was delayed past 4 hour(s). The cost of the time will be included on the invoice as additional labor charges. No additional charges will be occurred if the delay is caused by weather or AMS.

Customer, \_\_\_\_\_

on behalf of: \_\_\_\_\_



Signature  
Required.

### CONTRACTOR'S CERTIFICATION

The assurances hereinafter made by the Contractor are each a material representation of fact upon which reliance is placed by the Village of Forest Park in entering into the contract with the Contractor. The Village of Forest Park may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance.

I, NICK SERINO, hereby certify that I am the PRESIDENT of  
(Name of Owner or Officer) (Title or Office)  
AMERICAN MOBILE STABLES, and as such, hereby represent and warrant to the  
(Name of Contractor)

Village of Forest Park, a municipal corporation, that the Contractor and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

- (A) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- (B) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- (C) not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;

In addition, the Contractor hereby represents and warrants to the Village of Forest Park that:

- (A) If the Contractor is a corporation, partnership, or other entity (including a sole proprietorship) which has 25 or more employees, the Contractor, pursuant to 30 ILCS 580/1 *et seq.* (ADrug-Free Workplace Act®), will provide a drug-free workplace by:
  - (1) Publishing a statement:
    - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;
    - b. Specifying the actions that will be taken against employees for violations of such prohibition;
    - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;

Aside by the terms of the statement,



ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

- (2) Establishing a drug-free awareness program to inform employees about:
    - a. the dangers of drug abuse in the workplace;
    - b. the Contractor's policy of maintaining a drug-free workplace;
    - c. any available drug counseling, rehabilitation, and employee assistance program; and
    - d. the penalties that may be imposed upon employees for drug violations;
  - (3) Making it a requirement to give a copy of the statement required by Subsection (A)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
  - (4) Notifying the Village within ten (10) days after receiving notice under paragraph (A)(1)(c) from an employee or otherwise receiving actual notice of such conviction;
  - (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
  - (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place; and
  - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (B) the Contractor has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex.
- (C) no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Village officer, spouse or

dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of less than one percent (1%) of such Contractor, the Contractor has disclosed to the Village in writing the name(s) of the holder of such interest.

- (D) no officer or employee of the Village has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Title 1, Chapter 7 of the Municipal Code of the Village of Forest Park; and
- (E) the Contractor has not given to any officer or employee of the Village any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Title 1, Chapter 7 of the Municipal Code of the Village of Forest Park; and
- (F) neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person.
- (G) the Contractor acknowledges that, pursuant to the provisions of the Illinois Freedom of Information Act, (5 ILCS 140/1 *et seq.*), documents or records prepared or used in relation to work performed under this agreement are considered a public record of the Village; and therefore, within thirty (30) days of completion of the work required of the Contractor under this agreement, the Contractor shall produce to the Village, in electronic format, all records that directly relate to the governmental function performed by the Contractor under this agreement at no additional cost to the Village; and furthermore, the Contractor shall review its records and promptly produce to the Village any additional records in the Contractor's possession which the Village requires in order to properly respond to a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), and the Contractor shall produce to the Village such records within three (3) business days of a request for such records from the Village at no additional cost to the Village.

If any certification made by the Contractor or term or condition in this contract changes, the Contractor shall notify the Village of Forest Park in writing within seven (7) days.

Dated: FEB 28, 20 22

Contractor:

American Mobile Staging

By:

NICK SERINO, PRESIDENT  
(Print Name of Owner or Officer) (Title or Office)

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that [Signature] known to me to be the \_\_\_\_\_ of  
(Name of Owner or Officer) (Title or Office)

\_\_\_\_\_, appeared before me this day in person and, being  
(Name of Contractor)  
first duly sworn on oath, acknowledged that he/she executed the foregoing certification as his/her free act and deed.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Notary Public

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

**American Mobile Staging Inc.**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**1841 Mitchell Blvd.**

6 City, state, and ZIP code

**Schaumburg IL 60193**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

OR

Employer identification number

2 0 - 2 6 9 2 9 1 0

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►

Date ► **1/5/22**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.

## **EXHIBIT B**

### **CONTRACTOR CERTIFICATION FORM**

The assurances hereinafter made by AMERICAN MOBILE STAGING, INC. (hereinafter the “Contractor”) are each a material representation of fact upon which reliance is placed by the Village of Forest Park in entering into the contract with the Contractor. The Village of Forest Park may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance.

I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of  
(Name of Owner or Officer) (Title or Office)  
AMERICAN MOBILE STAGING, INC., and as such, hereby represent and warrant to the VILLAGE OF FOREST PARK, a municipal corporation, (hereinafter the “Village”) that the Contractor and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

- (a) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- (b) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- (c) not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1.

In addition, the Contractor hereby represents and warrants to the Village, that:

- (A) the Contractor, pursuant to 30 ILCS 580/1 *et seq.* (“Drug-Free Workplace Act”), will provide a drug-free workplace by:
  - (1) Publishing a statement:
    - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;
    - b. Specifying the actions that will be taken against employees for violations of such prohibition;
    - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;
      - i. Abide by the terms of the statement;
      - ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

- (2) Establishing a drug-free awareness program to inform employees about:
    - a. the dangers of drug abuse in the workplace;
    - b. the Contractor's policy of maintaining a drug-free workplace;
    - c. any available drug counseling, rehabilitation, and employee assistance program; and
    - d. the penalties that may be imposed upon employees for drug violations;
  - (3) Making it a requirement to give a copy of the statement required by Subsection (A)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
  - (4) Notifying the Village within ten (10) days after receiving notice under paragraph(A)(1)e from an employee or otherwise receiving actual notice of such conviction;
  - (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
  - (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
  - (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (B) the Contractor has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;
- (C) no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of less than one percent (1%) of such Contractor, the

Contractor has disclosed to the Village in writing the name(s) of the holder of such interest;

- (D) no officer or employee of the Village has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Chapter 2-8A-3 of the Municipal Code of the Village of Forest Park;
- (E) the Contractor has not given to any officer or employee of the Village any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Chapter 2-8A-3 of the Municipal Code of the Village of Forest Park;
- (F) neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person;
- (G) the Contractor acknowledges that, pursuant to the provisions of the Illinois Freedom of Information Act, (5 ILCS 140/1 *et seq.*), documents or records prepared or used in relation to work performed under this agreement are considered a public record of the Village; and therefore, within thirty (30) days of completion of the work required of the Contractor under this agreement, the Contractor shall produce to the Village, in electronic format, all records that directly relate to the governmental function performed by the Contractor under this agreement at no additional cost to the Village; and furthermore, the Contractor shall review its records and promptly produce to the Village any additional records in the Contractor's possession which the Village requires in order to properly respond to a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), and the Contractor shall produce to the Village such records within three (3) business days of a request for such records from the Village at no additional cost to the Village.
- (H) the Contractor shall comply with any and all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130 *et seq.*

If any certification made by the Contractor or term or condition in this contract changes, the Contractor shall notify the Village in writing within seven (7) days.

Dated: \_\_\_\_\_, 2022

Contractor: AMERICAN MOBILE STAGING, INC.

By: \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_  
(Name of Owner or Officer) (Title or Office)

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_) ss.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_ known to me to be the \_\_\_\_\_  
(Name of Owner or Officer) (Title or Office)  
of \_\_\_\_\_, appeared before me this day in person and,  
(Name of Contractor)  
being first duly sworn on oath, acknowledged that he executed the foregoing certification as his free act and deed.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Notary Public



**AN ORDINANCE APPROVING AND AUTHORIZING THE  
EXECUTION OF A TIME STAMP SYSTEM & SUPPORT  
AGREEMENT WITH MIDWEST TIME RECORDER, INC.**

**WHEREAS**, Section 1-8A-5A of the Village Code of the Village of Forest Park authorizes the corporate authorities of the Village of Forest Park (“Village”) to waive, by fourth-fifths vote of the corporate authorities, the competitive bidding requirements of the Village Code; and

**WHEREAS**, the corporate authorities of the Village find it advisable, necessary and in the best interest of the public to waive the competitive bidding requirements of Section 1-8A-5A of the Village Code and approve and authorize the execution of a Time Stamp Equipment Service & Support Agreement (“Agreement”) with Midwest Time Recorder, Inc. (“Midwest”).

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the Village of Forest Park, Cook County, Illinois, as follows:

**Section 1.** The foregoing recital clauses to this Ordinance are adopted by the corporate authorities as their findings of fact and are incorporated herein by specific reference.

**Section 2.** Pursuant to the provisions of Section 1-8A-5A of the Village Code, the corporate authorities hereby waive advertising for competitive bids and approve and authorize the Mayor’s execution of the Agreement with Midwest, a copy of which is attached hereto as Exhibit A and made a part hereof, subject to Midwest executing the Contractor’s Certification Form, attached hereto as Exhibit B and made a part hereof.

**Section 3.** This Ordinance shall be in full force and effect upon its adoption as provided by law.

PASSED by the Council of the Village of Forest Park, Cook County, Illinois this 14<sup>th</sup> day  
of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTEST:

\_\_\_\_\_  
Vanessa Moritz, Village Clerk

**EXHIBIT A**  
**AGREEMENT**



**Dear Valued Customer,**

**I'd like to take a moment to thank you for your continued business. Midwest Time Recorder is proud to be able to offer onsite preventative maintenance and service for your Time Clock/Stamp Equipment.**

**Attached for your acceptance and payment is your renewal Time Clock Service Maintenance Invoice.**

**This year we've also included an updated service document which outlines services and information for contacting the MTR Support Team.**

**Along with your payment, please include a signed copy of the service document.**

**If you have any questions, please don't hesitate to contact me. I can be reached at 630-537-9631**  
**Sincerely,**

**Mary Laws**  
**President**



# MIDWEST TIME RECORDER

## Employee Time • Labor • Attendance Management Time Clock / Time Stamp Equipment Service & Support Agreement

2/1/2022

Village of Forest Park - Village Hall - 517 Des  
Plaines Avenue  
03-22SLA#547776  
517 Des Plaines Avenue  
Forest Park, IL 60130

Coverage Period	March 2022 thru February 2023
Equipment Type	Time Clock / Time Stamp Equipment
\$180.00 , Model AR-E, s\#547776	
Office Desk	

### Coverage and Conditions

#### 1. Service Center

- a. Includes Telephone and Screen-Share Incident Support.
- b. 24/7 Access - to our afterhours emergency service number  
MTR Support Team  
Phone: 630-321-3860  
Email: help@midwesttime.com

#### 2. Time Clock Equipment –

- a. Includes annual preventive maintenance service inspection, cleaning, calibration, and replacement ribbon.
- b. Includes additional service visits which are resolved in the field.
- c. When in our opinion, shop reconditioning or worn parts replacement is necessary we will submit a cost estimate.

#### 3. Term

This agreement is in effect during the coverage period as noted under coverage period provided payment of agreement has been received by Midwest Time Recorder and account is in good standing. Unless replaced with a new agreement, this agreement shall automatically be renewed for a successive one (1) year term unless terminated by either party on no less than thirty (30) days prior written notice to the other party. The prices, terms and conditions for such successive terms shall be those in effect at the time of renewal. All Agreements shall be billed for one year in advance.

4. Additional Time Clock purchases made during the term of this agreement will automatically be pro-rated and added to the equipment list within this agreement.

#### 5. Hours

Support and preventative maintenance service necessary to keep the Time Clock Equipment in efficient operating order will be performed by Midwest Time Recorder or its assigned Servicing Agent during its normal business hours (8:00a.m. – 5:00p.m., Monday through Friday, except holidays). Before and After-Hours Support is requested thru after hours' emergency support number or designated email address.

6. This agreement does not cover service necessitated by vandalism, theft, misuse of the software and or equipment, neglect, acts of third parties, fire, water, casualty, act of God, mob violence, labor disputes, malfunction of affiliated equipment not covered under this Agreement, unauthorized modification of the equipment, electrical failure not caused by the equipment, accidents, or from other causes unrelated to ordinary wear and tear of the equipment. This agreement is void if service is performed on the equipment by unauthorized individuals.

7. Customer is responsible for ensuring compliance with all federal, state, and local statutes, laws, and regulations. MTR and its employees are not attorneys. Contact your legal counsel for all clarifications and/or advice.

8. Midwest Time Recorder does not assume responsibility for equipment that has been modified or altered by a third party. Service Fees related to diagnostics, restoration and/or repair such alterations or modifications are not part of this agreement.

9. Either party may assign neither this agreement nor any rights or duties pursuant to it hereto without the prior written consent of both parties. This agreement establishes the understanding of the parties hereto and supersedes all prior support maintenance agreements and understandings, both written and oral, between the parties hereto.

10. Services provided which are not included as part of this agreement will be billed at established rates.

No other Agreement, expressed or implied, oral or written, shall limit or qualify the terms of this Agreement unless evidenced by an additional Agreement referencing this Agreement and signed by both parties.

In Witness, whereof the parties have caused this Agreement to be executed by their authorized officers on the day and year indicated.

John Laws

Vice President

Midwest Time Recorder, Inc.

Authorized Signature

Print Name

Date

Title

Village of Forest Park - Village Hall - 517 Des Plaines Avenue

Authorized Signature

Print Name

Date

Title

## **EXHIBIT B**

### **CONTRACTOR'S CERTIFICATION FORM**

The assurances hereinafter made by Midwest Time Recorder, Inc. (hereinafter the "Contractor") are each a material representation of fact upon which reliance is placed by the Village of Forest Park in entering into the contract with the Contractor. The Village of Forest Park may terminate the contract if it is later determined that the Contractor rendered a false or erroneous assurance.

I, \_\_\_\_\_, hereby certify that I am the \_\_\_\_\_ of  
(Name of Owner or Officer) (Title or Office)  
\_\_\_\_\_, and as such, hereby represent and warrant to the  
(Name of Contractor)  
VILLAGE OF FOREST PARK, a municipal corporation, (hereinafter the "Village") that the Contractor and its shareholders holding more than five percent (5%) of the outstanding shares of the corporation, its officers and directors are:

- (a) not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;
- (b) not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or 33E-4 (bid-rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
- (c) not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1.

In addition, the Contractor hereby represents and warrants to the Village, that:

- (A) the Contractor, pursuant to 30 ILCS 580/1 *et seq.* ("Drug-Free Workplace Act"), will provide a drug-free workplace by:
  - (1) Publishing a statement:
    - a. Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance including cannabis, is prohibited in the Contractor's workplace;
    - b. Specifying the actions that will be taken against employees for violations of such prohibition;
    - c. Notifying the employee that, as a condition of employment on such Contract, the employee will;
      - i. Abide by the terms of the statement;

- ii. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (2) Establishing a drug-free awareness program to inform employees about:
  - a. the dangers of drug abuse in the workplace;
  - b. the Contractor's policy of maintaining a drug-free workplace;
  - c. any available drug counseling, rehabilitation, and employee assistance program; and
  - d. the penalties that may be imposed upon employees for drug violations;
- (3) Making it a requirement to give a copy of the statement required by Subsection (A)(1) to each employee engaged in the performance of the Contract, and to post the statement in a prominent place in the workplace;
- (4) Notifying the Village within ten (10) days after receiving notice under paragraph(A)(1)e from an employee or otherwise receiving actual notice of such conviction;
- (5) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5;
- (6) Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place;
- (7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section;
- (B) the Contractor has not excluded and will not exclude from participation in, denied the benefits of, subjected to discrimination under, or denied employment to any person in connection with any activity funded under the contract on the basis of race, color, age, religion, national origin, disability, or sex;
- (C) no Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of any interest in the Contractor; or, if the Contractor's stock is traded on a nationally recognized securities market, that no Village officer, spouse or dependent child of a Village

officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of more than one percent (1%) of the Contractor, but if any Village officer, spouse or dependent child of a Village officer, agent on behalf of any Village officer or trust in which a Village officer, the spouse or dependent child of a Village officer or a beneficiary is a holder of less than one percent (1%) of such Contractor, the Contractor has disclosed to the Village in writing the name(s) of the holder of such interest;

- (D) no officer or employee of the Village has solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Contractor in violation of Section 2-8A-3 of the Municipal Code of the Village of Forest Park;
- (E) the Contractor has not given to any officer or employee of the Village any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer in violation of Section 2-8A-3 of the Municipal Code of the Village of Forest Park;
- (F) neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person and that the Contractor and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person;
- (G) the Contractor acknowledges that, pursuant to the provisions of the Illinois Freedom of Information Act, (5 ILCS 140/1 *et seq.*), documents or records prepared or used in relation to work performed under this agreement are considered a public record of the Village; and therefore, within thirty (30) days of completion of the work required of the Contractor under this agreement, the Contractor shall produce to the Village, in electronic format, all records that directly relate to the governmental function performed by the Contractor under this agreement at no additional cost to the Village; and furthermore, the Contractor shall review its records and promptly produce to the Village any additional records in the Contractor's possession which the Village requires in order to properly respond to a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), and the Contractor shall produce to the



Village such records within three (3) business days of a request for such records from the Village at no additional cost to the Village.

- (H) the Contractor shall comply with any and all provisions of the Illinois Prevailing Wage Act, 820 ILCS 130 *et seq.*

If any certification made by the Contractor or term or condition in this contract changes, the Contractor shall notify the Village in writing within seven (7) days.

Dated: \_\_\_\_\_, 2022

Contractor: MIDWEST TIME RECORDER, INC.

By: \_\_\_\_\_  
\_\_\_\_\_,  
(Name of Owner or Officer) (Title or Office)

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that \_\_\_\_\_ known to me to be the \_\_\_\_\_  
(Name of Owner or Officer) (Title or Office)  
of \_\_\_\_\_, appeared before me this day in person and,  
(Name of Contractor)  
being first duly sworn on oath, acknowledged that he executed the foregoing certification as his free act and deed.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
Notary Public

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to the adoption of an ordinance adopting the Village of Forest Park whistleblower policy and procedures

#### Background

In 2005, the Village adopted by reference (Section 1-9-5 of the Village Code) the Illinois State Code (740 ILCS 174) regarding whistleblower rewards and protections.

Public Act 101-0652 (passed in 2021), known as the Safety, Accountability, Fairness and Equity – Today (SAFE-T) Act, provides further whistleblower protections as well as establishes procedures that must be followed when a report of an improper governmental action takes place.

Section 1-9-5 of the Village Code will be amended to establish the new policies and procedures as required by said State Act.

Please refer to the attached factsheet from the Illinois Municipal League concerning this new law.

# PUBLIC OFFICER PROHIBITED ACTIVITIES ACT Whistleblower Protections Effective July 1, 2021



June 29, 2021

Public Act 101-0652, also known as the Safety, Accountability, Fairness and Equity – Today (SAFE-T) Act, amends the Public Officer Prohibited Activities Act by adding Section 4.1, “Retaliation Against a Whistleblower” ([50 ILCS 105/4.1](#)), to provide whistleblower protections prohibiting retaliation by units of local government, agents or representatives of units of local government or another employee against an employee or contractor who:

- reports an improper governmental action under the Act;
- cooperates with an investigation related to a report of improper governmental action; or,
- testifies in a proceeding or prosecution arising out of an improper governmental action.

Municipalities shall designate an auditing official and provide every employee a written summary or complete copy of Section 4.1 upon commencement of employment and at least once during each year of employment. At the same time, the employee shall also receive a copy, from the auditing official designated by the unit of government, of the written processes and procedures for reporting improper governmental actions.

An employee who invokes the protections conferred by the Act is required to make a written complaint to the designated auditing official. The auditing official is required to establish a written process and procedure for managing those complaints.

The Act provides remedies for an employee or contractor, which include reinstatement, reimbursement of lost wages or expenses incurred, promotion or other forms of restitution, as determined by the auditing official. If the auditing official determines restitution is inadequate, the auditing official may provide the investigation’s findings to the employee or contractor’s attorney for the purpose of aiding an effort to make the employee whole.

Additionally, a person who engages in a prohibited retaliatory action may be subject to penalties, including fines of no less than \$500 and no more than \$5,000, suspension without pay, demotion, discharge, civil or criminal prosecution or any combination of these penalties.

### WHAT MUNICIPALITIES MUST DO:

- Designate an auditing official.
- Direct the auditing official to establish a written process for reporting and managing complaints of improper governmental actions.
- Direct the auditing official to provide each new employee, and all employees annually, a copy of Section 4.1 and a copy of the municipality’s written process and procedure for reporting improper governmental actions.



**AN ORDINANCE ADOPTING THE VILLAGE OF FOREST PARK  
WHISTLEBLOWER REPORTING POLICY AND PROCEDURES**

**WHEREAS**, in accordance with Section 4.1 of the Public Officer Prohibited Activities Act (50 ILCS 105/4.1), the corporate authorities of the Village of Forest Park are required to adopt a written policy and procedures for managing complaints filed pursuant to said Section 4.1.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Village Council of the Village of Forest Park, Cook County, Illinois, as follows:

**SECTION 1.** Chapter 9, entitled “Village Affairs and Other Provisions,” of the Forest Park Village Code is hereby amended by deleting Section 1-9-5, in its entirety, and in lieu thereof replace with a new Section 1-9-5, entitled “Whistleblower Reporting Policy and Procedures,” as follows:

**1-9-5: Whistleblower Reporting Policy and Procedures**

**A. Policy**

It is the policy of the Village of Forest Park (“Village”) to prohibit any officer, employee, agent or representative of the Village from retaliating against any employee or contractor who: (a) reports an improper governmental action, (b) cooperates with the Appointed Auditing Official, as designated herein, in an investigation related to a report of an improper governmental action, or (c) testifies in a proceeding or prosecution arising out of an improper governmental action. All employees are responsible for reporting improper governmental actions, as well as reporting any retaliatory conduct resulting from that action.

**B. Definitions**

As used in this Article:

1. “Appointed Auditing Official” means an individual appointed by the Village whose duties are to receive, register, and investigate reports, complaints and information concerning improper governmental action, as defined hereinafter.
2. “Employee” means anyone employed by the Village, whether in a permanent or temporary position, including full-time, part-time, and intermittent workers. “Employee” also includes members of appointed boards or commissions, whether or not paid. “Employee” also includes persons who have been terminated because of any report or complaint submitted under this Section.
3. “Improper governmental action” means any action by a Village employee, an appointed member of a board, commission or committee, or an elected official of the Village that is undertaken in violation of a federal, State, or Village law or rule; is an abuse of authority; violates the public’s trust or expectation of the individual’s conduct; is of substantial and

specific danger to the public's health or safety; or is a gross waste of public funds. The action need not be within the scope of the employee's, elected official's, board member's, commission member's, or committee member's official duties to be subject to a claim of "improper governmental action." "Improper governmental action" does not include Village personnel actions, including, but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

4. "Retaliate," "retaliation," or "retaliatory action" means any adverse change in an employee's employment status or the terms and conditions of employment that results from an employee's protected activity under this Article. "Retaliatory action" includes, but is not limited to, denial of adequate staff to perform duties; frequent staff changes; frequent and undesirable office changes; refusal to assign meaningful work; unsubstantiated letters of reprimand or unsatisfactory performance evaluations; demotion; reduction in pay; denial of promotion; transfer or reassignment; suspension or dismissal; or other disciplinary action made because of an employee's protected activity under this Article.

#### **C. Designation of Appointed Auditing Official**

The Village has appointed the Village Administrator as its Appointed Auditing Official.

#### **D. Procedures for Reporting Improper Governmental Action or Retaliation**

In order to invoke the protections of this Article, an employee shall make a written report of the improper governmental action to the Appointed Auditing Official, as has been designated in Section 1-9-5C. If the Appointed Auditing Official is the subject of the complaint, employees may submit their report to any State's Attorney. If an employee or contractor believes that they have been retaliated against for reporting improper governmental action, or cooperating in the investigation or testifying in a proceeding involving an improper governmental action, the employee or contractor must report such alleged retaliation to the Appointed Auditing Official within sixty (60) days of gaining knowledge of the retaliatory action.

#### **E. Investigation of Complaint of Improper Governmental Action or Retaliation**

All reports of improper governmental action covered by this Article will be promptly and thoroughly investigated. The Appointed Auditing Official will keep the identity of the complainant confidential to the extent allowed by law. The complainant may waive confidentiality in writing on a form presented to the Appointed Auditing Official. The Appointed Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper governmental action.

The Appointed Auditing Official shall investigate the complaint promptly and thoroughly and conclude whether or not the evidence gathered through such investigation warrants a finding that either an improper governmental action or retaliation for filing such a complaint or complying with such investigation occurred or did not occur.

The investigation by the Appointed Auditing Official may include:

- Interviews of the complainant and witnesses;
- Interviews of governmental officials who may have knowledge about the complaint or may be the subject of the complaint;
- Inspection of documentation (in written, printed, or electronic format) relevant to the complaint;
- Take any other appropriate measures to ensure that the complaint has been thoroughly investigated;
- Make a determination whether the complaint has merit or whether the complaint does not have merit;
- Seek legal advice, and/or transfer a report to outside investigators for investigation, including, but not limited to, a State's Attorney.

**F. Appointed Auditing Official Determination and Remedial Action, if Necessary**

If the Appointed Auditing Official determines that the complaint has no merit, the complaint may be dismissed.

If the Appointed Auditing Official concludes that an improper governmental action has taken place or concludes that the Village, Department, agency or supervising officials have hindered the Appointed Auditing Official's investigation, the Appointed Auditing Official shall notify, in writing, the Mayor and any other individual or entity that the Appointed Auditing Official deems necessary under the circumstances.

If the Appointed Auditing Official determines that an employee has been subjected to prohibited retaliation under this Article, the Appointed Auditing Official may take remedial action on behalf of the employee, including reinstatement, reimbursement for lost wages or expenses incurred, promotion, or other remediation action that the Appointed Auditing Official deems appropriate. The Appointed Auditing Official shall submit any recommendation for reimbursement or restitution to the Mayor and Village Council. The Appointed Auditing Official may also make his/her investigation findings available to the employee or the employee's attorney, if the Appointed Auditing Official finds that restitution is not sufficient.

**G. Fines**

Any person who engages in prohibited retaliation under 50 ILCS 105/4.1 may also be subject to fines, appropriate employment action, civil or criminal prosecution, or any combination of these actions, as provided in 50 ILCS 105/4.1.

**H. Employee Notice Requirement**

The Village shall provide copies of 50 ILCS 105/4.1 and this Section 1-9-5 to all new employees upon commencement of employment, and to each Village employee on an annual basis.

**SECTION 2.** This Ordinance shall be in full force and effect upon its adoption and approval, as provided by law.

ADOPTED by the Council of the Village of Forest Park, Cook County, Illinois, this 14<sup>th</sup> day of March, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
Rory E. Hoskins, Mayor

ATTESTED:

\_\_\_\_\_  
Vanessa Moritz, Village Clerk



Village of Forest Park  
517 Des Plaines Avenue  
Forest Park, IL 60130  
Fax: 708-488-0361  
[www.forestpark.net](http://www.forestpark.net)

Office Use Only

License #: \_\_\_\_\_

Fee (If Applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Charge: \_\_\_\_\_

Initial: \_\_\_\_\_

Village Council Approval Date: \_\_\_\_\_

**Entertainment License Application**

*Pursuant to Section 3-3-12 of Forest Park Liquor Code*

Date of Application: 3-8-22  
Name of Liquor License Establishment: LATHROP HOUSE CAFE  
Class of Forest Park Liquor License: \_\_\_\_\_  
Name of Applicant(s): PATRICK OBRIEN  
Business Address: 26 LATHROP  
Telephone Number(s): 708 466 5251  
E-mail Address(es): Chefpobescratchp.com  
Square Footage of Licensed Premises: 2400

Please describe in detail the type of entertainment (as defined below) that will be offered on the premises. Be sure to include the location of the entertainment being offered, dates and times that the entertainment will be offered and efforts that will be made to ensure that the entertainment will not have noise or other types of impacts outside of the licensed premises. You are welcome to attach/use additional documentation to this application in efforts to provide the Local Liquor Commissioner and Village Council a better understanding of what type(s) of entertainment will be offered at the licensed premises.

ST PATRICK'S DAY Celebration  
Thursday MARCH 17TH 3-8 PM  
IRISH DANCERS 3-4 PM  
Bag Pipes 4-4:30  
Acoustic Irish Music 5:30-7:30



I hereby certify I am the owner of the above-described liquor license establishment. I understand that the issuance and continuation of this license is conditional upon compliance with all applicable Village Codes and Ordinances and the result of any inspection of the above premises at this time or any subsequent inspection while this license is in force. I acknowledge that I am signing this application under the penalty of perjury and that all information is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOREST PARK LIQUOR CODE**

*As of 10/12/2021*

**3-3-12: ENTERTAINMENT LICENSE:**

- A. "Entertainment" as used herein shall include, but not be limited to, any public show, theatrical, animate or inanimate exhibition, live bands performing music (maximum of 5 performers), DJ's, karaoke, or any other amusement, diversion, production, etc. offered, operated, presented or exhibited to the public.
- B. No licensee shall sponsor, conduct, or permit entertainment (as defined above) in any licensed premises unless the application for a license therefor has been submitted to and approved by the local liquor commissioner and the village council.
- C. Indoor entertainment shall cease at 11:00 p.m.

**3-3-9-F: Live Music:** In any premises upon which the sale of alcoholic liquor is licensed, all exterior windows and doors to the licensed premises shall remain closed during the playing or performing of any live music.

**3-3-5-M-2:** No amplified live entertainment shall be permitted on the patio area (beer garden) of the licensed premises. Acoustic entertainment shall be permitted, subject to the premises being issued an Entertainment License by the Village Council, in accordance with Section 3-3-12 of this Chapter 3.

**3-3-5-M-5:** Permitted live entertainment on the patios of liquor licensed establishments shall cease at 9:00 p.m. on each permitted day.



Village of Forest Park  
517 Des Plaines Avenue  
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Office Use Only

License # \_\_\_\_\_

Fee (If Applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Charge: \_\_\_\_\_

Initial: \_\_\_\_\_

Village Council Approval Date: \_\_\_\_\_

**Entertainment License Application**  
**Pursuant to Section 3-3-12 of Forest Park Liquor Code**

Date of Application: 3-8-22

Name of Liquor License Establishment: Scratch Kitchen

Class of Forest Park Liquor License: \_\_\_\_\_

Name of Applicant(s): PATRICK OBrien

Business Address: 7445 MADISON

Telephone Number(s): 708 466 5251

E-mail Address(es): Chefpob@scratchkitchen.com

Square Footage of Licensed Premises: 1550

Please describe in detail the type of entertainment (as defined below) that will be offered on the premises. Be sure to include the location of the entertainment being offered, dates and times that the entertainment will be offered and efforts that will be made to ensure that the entertainment will not have noise or other types of impacts outside of the licensed premises. You are welcome to attach/use additional documentation to this application in efforts to provide the Local Liquor Commissioner and Village Council a better understanding of what type(s) of entertainment will be offered at the licensed premises.

Weekends (Fri - Sat) Acoustic Soloist

7-10 PM

beginning April 2022

April 1-2, 8-9, 15-16,

22-23, 29-30 2022

I hereby certify I am the owner of the above-described liquor license establishment. I understand that the issuance and continuation of this license is conditional upon compliance with all applicable Village Codes and Ordinances and the result of any inspection of the above premises at this time or any subsequent inspection while this license is in force. I acknowledge that I am signing this application under the penalty of perjury and that all information is true and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOREST PARK LIQUOR CODE**

*As of 10/12/2021*

**3-3-12: ENTERTAINMENT LICENSE:**

- A. "Entertainment" as used herein shall include, but not be limited to, any public show, theatrical, animate or inanimate exhibition, live bands performing music (maximum of 5 performers), DJ's, karaoke, or any other amusement, diversion, production, etc. offered, operated, presented or exhibited to the public.
- B. No licensee shall sponsor, conduct, or permit entertainment (as defined above) in any licensed premises unless the application for a license therefor has been submitted to and approved by the local liquor commissioner and the village council.
- C. Indoor entertainment shall cease at 11:00 p.m.

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**3-3-5-M-5:** Permitted live entertainment on the patios of liquor licensed establishments shall cease at 9:00 p.m. on each permitted day.

## AGENDA MEMO

### Village Council Meeting

Forest Park, Illinois

March 14, 2022

#### Issue Statement

Request for Village Council action related to supporting the Mayors' Monarch Pledge.

#### Background

Mayors and other heads of local and tribal government are taking action to help save the monarch butterfly, an iconic species whose eastern populations have declined by 90% and western populations by 99% in recent years. Through the National Wildlife Federation's Mayors' Monarch Pledge, U.S. cities, municipalities, and other communities are committing to create habitat for the monarch butterfly and pollinators, and to educate residents about how they can make a difference at home and in their community.

#### Attachments

- Mayors' Monarch Pledge and Action Items



**MAYORS  
MONARCH  
PLEDGE**

## **Mayors' Monarch Pledge**

The monarch butterfly is an iconic North American species whose multigenerational migration and metamorphosis from caterpillar to butterfly has captured the imagination of millions of Americans.

We, the undersigned mayors and heads of local or tribal government, are deeply concerned about the decline of the monarch butterfly population. Both the western and eastern monarch populations have experienced significant declines. Less than one percent of the western monarch population remains, while the eastern population has fallen by as much as ninety percent. Monarch scientists attribute the population decline to degradation and loss of summer breeding habitat in the U.S., and loss of winter habitat in south-central Mexico and coastal California.

Cities, towns, counties, and communities have a critical role to play to help save the monarch butterfly. Municipalities can provide habitat at public parks, median strips, community gardens, schools, and municipal buildings like recreation centers and libraries. Events such as community workshops, native plant giveaways, and monarch festivals, can educate residents about the cultural significance of monarchs and how to create habitat. Simple changes in landscaping ordinances or other policies can make a big difference for the monarch too.

We recognize the importance of creating monarch and pollinator habitat at parks, gardens, and other green spaces, that every member of our community can equally enjoy. Our work to help save the monarch butterfly intentionally engages all parts of our communities, ensuring that historically marginalized communities are not left out of the work or the many benefits this work will create.

When mayors speak up and take a stand, our communities notice. Therefore, we hereby commit to help restore habitat for the monarch and encourage our residents to do the same, so that these magnificent butterflies will once again flourish across the continent.

**Sign the pledge at [www.nwf.org/mayorsmonarchpledge](http://www.nwf.org/mayorsmonarchpledge)**



## Action Items

### Communications and Convening:

Action #	Action
1	Issue a Proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat.
2	Launch or maintain a public communication effort to encourage residents to plant monarch gardens at their homes or in their neighborhoods. (If you have community members who speak a language other than English, we encourage you to also communicate in that language; Champion Pledges must communicate in that language.)
3	Engage* with community garden groups and urge them to plant native milkweeds and nectar-producing plants.
4	Engage* with city parks and recreation, public works, sustainability, and other relevant staff to identify opportunities to revise and maintain mowing programs and milkweed / native nectar plant planting programs.
5	Engage* with gardening leaders and partners (e.g., Master Naturalists, Master Gardeners, Nature Centers, Native Plant Society Chapters, other long-standing and influential community leaders) to support monarch butterfly conservation.
6	Engage* with Homeowners Associations (HOAs), Community Associations or neighborhood organizations to identify opportunities to plant monarch gardens and revise maintenance and mowing programs.

Action #	Action
7	Engage* with developers, planners, landscape architects, and other community leaders and organizers engaged in planning process to identify opportunities to create monarch habitat.
8	Create a community-driven educational conservation strategy that focuses on and benefits local, underserved residents.
9	Create a community art project to enhance and promote monarch and pollinator conservation as well as cultural awareness and recognition.

\*Engage includes: in-person meetings, conferences and summits, trainings, or regular communication through email, phone, social media, etc.

### Program and Demonstration Gardens:

Action #	Action
10	Host or support a native seed or plant sale, giveaway or swap.
11	Facilitate or support a milkweed seed collection and propagation effort.
12	Plant or maintain a monarch and pollinator-friendly demonstration garden at City Hall or another prominent or culturally significant community location.
13	Convert vacant lots to monarch habitat.
14	Plant milkweed and pollinator-friendly native nectar plants in medians and public rights-of-way.

Action #	Action
15	Launch or maintain an outdoor education program(s) (e.g., at schools, after-school programs, community centers and groups) that builds awareness and creates habitat by engaging students, educators, and the community in planting native milkweed and pollinator-friendly native nectar plants (i.e., National Wildlife Federation's Eco-Schools USA Schoolyard Habitats program and Monarch Mission curriculum).
16	Earn or maintain recognition for being a wildlife-friendly city by participating in other wildlife and habitat conservation efforts (i.e., National Wildlife Federation's Community Wildlife Habitat program).
17	Host or support a monarch neighborhood challenge to engage neighborhoods and homeowners' associations within the community to increase awareness, support community unity around a common mission, and/or create habitat for the monarch butterfly.
18	Initiate or support community science (or citizen science) efforts that help monitor monarch migration and health.
19	Add or maintain native milkweed and nectar producing plants in community gardens.
20	Launch, expand, or continue an invasive species removal program that will support the re-establishment of native habitats for monarch butterflies and other pollinators.
21	Host or support a monarch butterfly festival that is accessible to all residents in the community and promotes monarch and pollinator conservation, as well as cultural awareness and recognition.
22	Display educational signage at monarch gardens and pollinator habitat.

## Systems Change:



Action #	Action
23	Remove milkweed from the list of noxious plants in city weed / landscaping ordinances (if applicable).
24	Change weed or mowing ordinances to allow for native prairie and plant habitats.
25	Increase the percentage of native plants, shrubs and trees that must be used in city landscaping ordinances and encourage use of milkweed, where appropriate.
26	Direct city property managers to consider the use of native milkweed and nectar plants at city properties where possible.
27	Integrate monarch butterfly conservation into the city's Park Master Plan, Sustainability Plan, Climate Resiliency Plan or other city plans.
28	Change ordinances so herbicides, insecticides, or other chemicals used in the community are not harmful to pollinators.
29	Adopt ordinances that support reducing light pollution.
30	California Specific: Pass a resolution to protect over-wintering monarch butterfly habitat on public or private lands.