



# VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, February 13, 2017 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
Community Room

## AGENDA

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
  - a. Recognition of Eagle Scout, David Snyder
5. Consent Agenda
  - a. Regular Village Board Meeting Minutes – January 23, 2017
  - b. Committee of the Whole Meeting Minutes – January 23, 2017
  - c. Waive Formal Bidding and Approve Purchase of a Freightliner Chassis from Truck Country of Wisconsin, Indiana for \$81,938.22 and the Dump Body, Plow and Hydraulics from Monroe Truck Equipment for \$52,384
  - d. Amend Title 8 of the Village Code – Collection and Enforcement of Judgments – Ordinance
  - e. Amend Title 11 of the Village Code – Collection of Debts Owed to Village at Time of Property Transfer – Ordinance
  - f. Monthly Department Reports
  - g. Monthly Performance Measurement Report
  - h. Village Administrator's Report
6. Recommendations of Boards, Commissions and Committees
  - a. Traffic and Safety – Amend Title 9 of the Village Code – Resident Only Parking on 1000 block of Jackson Avenue – Ordinance
7. Unfinished Business
  - a. Amend Title 2 of the Village Code to Create a Sustainability Commission – Ordinance & Authorize the Village Administrator to Send Notice to the River Forest Park District Terminating the Intergovernmental Agreement for Sustainability
  - b. Communications
    - i. Update on Social Media Survey & Establishment of Social Media Channel (Facebook)
    - ii. Waive Formal Bidding and Approve RFP Recommendation for Contract for Website Redesign to Webitects for \$29,640
8. New Business
  - a. Update on Property Tax Assessments and Village Board Direction for Development RFP at Lake and Park & North Avenue TIF District
9. Executive Session
10. Adjournment

**VILLAGE OF RIVER FOREST**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES**  
**January 23, 2017**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, January 23, 2017 at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue, River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:03 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Colwell-Steinke, Conti, Corsini, Cargie, Dwyer, and Gibbs  
Absent: None  
Also Present: Village Clerk Sharon Halperin, Assistant Village Administrator Lisa Scheiner, Police Chief Greg Weiss, Fire Chief Jim Eggert, Public Works Director John Anderson, Finance Director Joan Rock, Deputy Police Chief James O'Shea, Village Attorney Greg Smith

**2. PLEDGE OF ALLEGIANCE**

President Adduci led the pledge of allegiance.

**3. CITIZENS COMMENTS**

Robert Sugg, 411 Ashland Avenue, stated he is a retired risk management consultant and discussed his concerns regarding the Lake and Lathrop development and the contamination identified by the Environmental Protection Agency (EPA). He encouraged the Board of Trustees to find a developer to redevelop the property as condominiums and eliminate the contamination.

Ray Heise, 611 Forest Avenue, stated he was speaking on behalf of a group of concerned citizens called the Gun Responsibility Advocates (GRA) and noted some members were present. He said the group formed in support of sensible gun legislation to help stem the tide of gun violence. He urged the Village Board to adopt a Universal Background Check (UBC) resolution and discussed its importance in the prevention of fire arms from being acquired by criminals, terrorists, and those with mental health issues. He discussed public support for this legislation and the importance of municipalities passing this type of resolution.

President Adduci acknowledged the large support of River Forest residents for UBC legislation and noted that this support was not enough for the State of Illinois to enact such legislation. She suggested that the GRA find out who did not support this legislation and lobby them. She stated that if citizens are required to register a car and have insurance for that car, we should do the same for guns.

Mr. Heise stated the car analogy is a good one and that the purpose of the Resolution is to turn up the volume on the issue.

Trustee Steinke asked for clarification regarding whether a Resolution would be showing support by the River Forest community and whether it would indicate a commitment to anything beyond what the State requires. Mr. Heise confirmed that is it not legislation, there is no risk of liability for the Village, and it is simply giving voice to the overwhelming majority of citizens that favor UBC.

President Adduci noted that there was an advisory referendum in 2014 and 86% of River Forest voters voted in favor of UBCs.

Trustee Cargie stated that he agrees with what President Adduci stated and noted that the Cook County ballot proposition did not affect any change because it was too diffused. He said that the Village would amplify the clear will of River Forest residents by passing the Resolution. Trustee Steinke concurred with Trustee Cargie.

#### **4. ELECTED OFFICIALS COMMENTS AND ANNOUNCEMENTS**

Trustee Gibbs mentioned that at the Citizen Corp meeting they met with a potential leader of the group who has a background in emergency preparedness. He described the purpose of the Citizen Corps and gave examples of the assistance they have provided to the community.

Trustee Corsini announced that the Oak Park River Forest High School superintendent has been hired, and Superintendent Joylynn Pruitt-Adams will be going on a listening tour throughout the two communities. She encouraged River Forest residents to participate in the events on Monday, February 6<sup>th</sup> from 6:00 p.m. to 8:00 p.m. and Saturday, March 18<sup>th</sup> from 9:30 a.m. to 11:30 a.m. at Roosevelt Middle School. She noted that a light meal will be provided and childcare is available. She requested that the RSVP phone number is added to the Village website. Village Administrator Palm confirmed that it is already available.

President Adduci reported that she and Village Administrator Palm attended the Council of Government (COG) meeting on Friday, January 13, 2017 and noted that Dr. Pruitt-Adams was in attendance. She said Ralph Marterie spoke about the achievement gap and equity and he applauded the River Forest firefighters for their response to the flooding which saved the gymnasium floor and a significant sum of money for Roosevelt School. She stated that she attended the West Central Municipal Conference meeting and noted that the Legislative Breakfast is on the 18<sup>th</sup> of February.

#### **5. CONSENT AGENDA**

- a. Regular Village Board Meeting Minutes – January 9, 2017
- b. Village Attorney Invoice December 2016 - \$10, 274.29
- c. Change Order #1 (Final) for the West Thatcher Commuter Parking Lot - \$12,494.25

- d. Restated Tolling Agreement with the Illinois Municipal Investment Fund (IMET) through January 31, 2018 – Resolution
- e. Purchase of LED Street Lights from Crescent Electric Company for \$38,012
- f. Monthly Financial Report
- g. December 2016 Accounts Payable - \$ 2,042,342.72
- f. Village Administrator's Report

Trustee Gibbs made a motion, seconded by Trustee Corsini, to approve the Consent Agenda.

Roll call:

Ayes: Trustees Gibbs, Corsini, Dwyer, Colwell-Steinke, Conti, and Cargie  
Absent: None  
Nays: None

Motion Passes.

## **6. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES**

### **7. UNFINISHED BUSINESS**

- a. Presentation of Information Requested from the Sustainability Committee (Parks Foundation)

It was requested that the discussion of this item be after item 8.a. to allow time for all presenters to arrive. There were no objections.

President Adduci thanked the Trustees who sent in their questions.

Katie Brennan, a member of the Sustainability Committee (a part of the Parks Foundation in association with River Forest Park District) recapped the October presentation of the Committee to the Village Board. She stated that the Committee provided the Board with answers to their questions, a survey of 12 west suburban environmental commissions, and a draft ordinance creating a sustainability commission for River Forest.

In response to the question regarding the necessity of a commission, Ms. Brennan stated that the Committee and the Parks Foundation have worked hard to fulfill their responsibility under the intergovernmental agreement (IGA) to serve residents' needs for sustainable programs and to act as a Village resource for research and input on environmental initiatives and specific projects. She indicated that under the umbrella of the Park District, the Committee's projects and initiatives have been difficult for residents to find the Committee; therefore, it has been difficult for residents to engage in its programs. She stated there are not enough resources on the Park's Foundation's board and Sustainability Committee to be effective for both the parks and recreation and sustainability piece. She said the work of the Committee has become almost entirely village-based and very little park-based. She said the creation of a sustainability commission would signal to residents, potential home buyers, and the community that the

Village prioritizes environmental initiatives. She stated that the Committee would offer engagement opportunities and relieve pressures on Trustees and Village Staff in regard to sustainability questions from various sources. Ms. Brennan stated the Committee would streamline communications with these various sources through a single point of contact. She said it would allow the sustainability work to continue within the Village.

Ms. Brennan stated that the creation of a sustainability commission is not unusual and reiterated that the Committee identified 40 municipalities with such commissions. She said that a commission could tap into the resources of other sustainability commissions in the area. She stated the Committee used the Glen Ellyn ordinance as a template for the River Forest draft ordinance they created. She thanked Trustee Corsini for directing the Committee to the Glen Ellyn ordinance. She listed municipalities that created staff paid positions either in lieu of or in addition to sustainability commissions or have incorporated sustainability into existing staff positions.

Edith Makra, the Metropolitan Mayors Caucus Director of Environmental Initiatives, thanked the Board for listening and the residents for supporting this initiative. She described the organization, her background, and her work. She said a study was performed about sustainability commissions and found the commissions are typically a cadre of volunteers who provide services to the municipality it would otherwise not have, mayors often expressed they bring expertise to the village. She indicated that 78% of 40 mayors surveyed reported the overall perception of sustainability as very valuable, 20% found them to be somewhat helpful, and only one mayor felt they were not helpful.

Trustee Gibbs stated that the Village already has a Sustainability Committee and reiterated his concern that a change of status would slow the progress of the group by adding bureaucratic burdens that they currently do not have. In response to a question from Trustee Gibbs, Ms. Makra stated that they were able to look at commissions which are more formal and have a statutory relationship with the community. She said she has encountered advisory committees that appear to take on one particular issue. She noted that the transparency a commission would have seems to be an asset. She discussed “green teams” consisting of business owners, schools, park district, etc. working together on sustainability issues which are typically committees. She said she has not encountered an arrangement of a committee split between two local governments in her work with commissions. In response to a follow up question from Trustee Gibbs, Ms. Makra stated she cannot speak to the loss of flexibility with the creation of a commission. Trustee Gibbs commented that the product that has come forth from this Committee has been exemplary and he hopes that the change in status will not affect that. Ms. Makra discussed the connection village officials have with trusted committees in the decision making process in regard to policy in addition to events.

Julie Moller discussed her interactions with staff in regard to the website, general advice, compost handling, block parties, and the E-Newsletter. She said any additional staffing moving forward would include attending meetings, and she noted the commission would take their own minutes. She stated they understand they would have to follow a grant process and work with the finance director. In regard to the costs of a sustainability commission to the Village, Ms. Moller stated the costs would be based on objectives that would be run through the Village

Board. She said that as a commission they would still be able to apply for grants. She said the commission would have a strategic plan and a budget and noted that that it is how they operate now.

In response to a question from Trustee Cargie, Ms. Moller stated that as a commission they would be able to apply for the same grants they have applied for as a committee.

In response to a question from Trustee Gibbs, Trustee Dwyer stated that it is his understanding that the Parks Foundation is not going away and that charitable contribution to the Foundation would be tax deductible and could be used by the Village to fund a sustainability commission's projects. Ms. Moller said she believes there is a split with the Parks Foundations 501C3s and the Parks Foundations contributions are used for the Park District. She stated that the monies the Sustainability Committee received were from gifts from not-for-profits and private foundations which are not gifts that the Village could get. She said moving forward the Village could set up funds at the community foundation through Planet Green and indicated that the donations the Committee received were very little.

In response to a question from Trustee Steinke, Trustee Gibbs stated that if the Committee becomes a commission, they are leaving the umbrella of the Parks Foundation. Trustee Steinke commented that commission members could be on both boards. Trustee Corsini noted there would be two missions. Trustee Corsini said that this brings a question about how a commission will relate with Green4Good, a school-based initiative, and PlanIt Green. Ms. Moller reiterated that a commission would elevate the initiative and indicated a commission would look at everything and how they connect.

In response to a question from Trustee Conti, Ms. Moller stated a commission member would represent the Village at Planet Green meetings as well as Greenest Region Pact meetings.

In response to a question from Trustee Conti, Ms. Moller stated they feel seven members is appropriate based on their survey of other sustainability commissions. Trustee Conti opined that it would be more efficient with five members. Ms. Moller said there is a lot of work to do.

Trustee Conti stated that a formalized relationship does make sense for River Forest and hopes it will attract additional volunteers.

Trustee Cargie said he believes seven is an appropriate number for a commission and thanked the Committee for the work that they do.

Trustee Corsini thanked the Committee for all the work and research they did. She said the Board is not against moving towards a sustainability commission but is concerned about process and unintended consequences. She discussed the process a commission would have to follow and noted it would be slower than they are used to.

In regard to the Ordinance, Trustee Corsini questioned the ex-officio paragraph and requested the language in that paragraph be reviewed for clarity and consistency.

President Adduci stated that there are some processes that the Village has that the Committee will welcome as a commission and there are others they are already following. She suggested that the Committee review the draft ordinance once more with the Village Administrator and Village Attorney and bring it back for a vote.

In response to a question from Trustee Steinke, President Adduci stated there is one ex-officio that is not a resident.

Trustee Gibbs stated that the first time they heard the issue was in October and reiterated his concerns regarding whether all unintended consequences have been considered. Ms. Moller stated she hopes they have demonstrated that they are up for the challenge and they are ready to get back to the substantive work.

President Adduci and Trustee Corsini noted that once a commission is established, the commission positions will be open and residents would have to go through the application process.

In response to a question from Trustee Cargie, Ms. Moller stated that the Parks Foundation consists of six members.

## **8. NEW BUSINESS**

### **a. Discussion: Cook County Minimum Wage and Sick Leave Rules**

President Adduci stated that the Illinois State's Attorney's Office weighed in on the County's actions in regard to minimum wage and sick leave rules. She explained that there are multiple minimum wage bills (Senate Bill 2, City of Chicago's bill, the bill recently passed by Cook County and the Federal bill) which makes things confusing.

Village Attorney Smith stated that a legal opinion was requested regarding the Cook County minimum wage law that is to take effect on July 1, 2017. He said that Assistant State's Attorney Donald Pechous opined that the County, a home rule unit of government, lacks the authority to impose a minimum wage and that minimum wage is a statewide policy. He indicated that the law is on the books but no law suits have been filed. He stated that municipalities can opt out of this law if it conflicts with municipal law. He noted that the Village of Barrington passed its own minimum wage law and other municipalities are doing the same.

In response to a question from Trustee Steinke, Attorney Smith affirmed that the rules go in effect July 1, 2017.

In response to a question from Trustee Cargie, Attorney Smith replied the State did not grant power to the County to determine minimum wage in the State bill. In response to a follow up question from Trustee Cargie, Village Attorney Smith stated there is no express preemption in regard to sick leave but it is implied.

In response to a question from Trustee Steinke, Attorney Smith stated a legal analysis will determine whether a non-home rule community can pass its own minimum wage law. He noted that the Village of Barrington is non-home rule and the opinion letter of State's Attorney's Office specified there is no distinction in the Constitution on what type of municipality can create a conflicting ordinance.

Trustee Gibbs stated he does not support the example the County set by passing a rule that businesses would be required to follow but the County would not. He stated that he would support passing an Ordinance that opts out of the County's Ordinances.

President Adduci stated she would like to have simplicity and continuity in regard to minimum wage. In response to a question from President Adduci, Village Attorney Smith stated the attorney for Oak Park opined that the Village of Oak Park lacks the authority to impose a higher minimum wage than what the State had set. In response to a question from Trustee Cargie, Attorney Smith stated he does not know whether Oak Park will opt out of the County law.

In response to a question from Trustee Corsini, President Adduci stated that the West Central Municipal Conference (WCMC) does not have a position on this issue and affirmed that a number of municipalities are discussing it. She said she believes their advice and counsel is to wait to see what Senate Bill 2 looks like.

Trustee Corsini stated that she believes this is an unfunded mandate and that it creates confusion for the business owner. She gave examples of other taxes and fees that are being imposed on other businesses which are passed on to consumers. She said she would be interested in exploring the Barrington model.

Trustee Dwyer suggested that the Village do nothing but the Village Board members stated that if the Village does not opt out it will apply to businesses in River Forest. Trustee Dwyer said he would prefer the Village opt out.

There was a brief discussion regarding the various state and federal proposals for minimum wage and when they might go into effect.

Trustee Conti said for clarity and continuity it makes sense for the Village to opt out and follow the State's rules. Trustee Corsini said the County does not have the authority to impose these rules.

President Adduci indicated there is Board consensus and the next step would be to obtain a legal opinion. Village Attorney Smith stated that prior to July when the rules are in effect, it is possible that a suit challenging the rules could be filed to put them on hold or the rules could be repealed beforehand. Trustee Gibbs stated that in the interest of the River Forest business owners, he feels it would be better to opt out to put their minds at ease.

In response to a question from Trustee Steinke, Village Attorney Smith stated it is his understanding that this is the first time Cook County enacted a minimum wage rule. In response to another question from Trustee Steinke, Attorney Smith stated that both ordinances adopted by

the County had “whereas” clauses, and he read the clause that states a reason for the minimum wage ordinance is promoting the welfare of those who work within the County borders.

President Adduci directed Village Attorney Smith to look into the merits of opting out and report back to the Board.

In response to a question from Trustee Steinke, Attorney Smith stated that Cook County is the only home rule county in Illinois and as such the only county in Illinois to enact minimum wage legislation. He added that what has taken place in other states is not as informative because their constitutions differ from that of Illinois.

## **9. EXECUTIVE SESSION**

## **10. ADJOURNMENT**

Trustee Cargie made a motion seconded by Trustee Gibbs, to adjourn the regular Village Board of Trustees Meeting at 8:21 p.m.

Roll call:

Ayes: Trustees Colwell-Steinke, Cargie, Corsini, Conti, Dwyer, and Gibbs

Absent: None

Nays: None

Motion Passes.

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Sharon Halperin, Village Clerk

**VILLAGE OF RIVER FOREST COMMITTEE OF THE WHOLE  
MEETING MINUTES  
January 23, 2017**

A Committee of the Whole Meeting of the Village of River Forest Board of Trustees was held on Monday, January 23, 2017 at 6:00 p.m. in the Community Room of Village Hall, 400 Park Avenue, River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:00 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Conti, Cargie, Corsini, Dwyer, Colwell-Steinke (arrived at 6:20 p.m.), and Gibbs  
Absent: None  
Also Present: Village Clerk Sharon Halperin, Village Administrator Eric Palm, Assistant Village Administrator Lisa Scheiner, Finance Director Joan Rock, Police Chief Greg Weiss, Fire Chief Jim Eggert, Public Works Director John Anderson, Village Engineer Jeff Loster, Public Works Superintendent Mark Janopoulos, Deputy Police Chief James O'Shea

**2. CITIZENS COMMENTS**

None.

**3. DISCUSSION: FY 2018 – 2022 Five Year Capital Improvement Program**

Village Administrator Palm presented the FY 2018-2022 Capital Improvement Program, highlighting the following projects recommended for FY 2018:

*Buildings and Improvements*

- Village Hall Improvements
  - Second Floor Lobby and Front Counter Improvements - \$352,725
  - HVAC Rooftop Unit Replacement – \$25,000
- Public Works Garage Improvements
  - Exterior Wythe brick repair (east wall) - \$100,000
  - Grind & re-point remainder of all brick walls- \$90,000
  - Re-caulk window perimeters, copings, misc. areas - \$15,000
  - Replacement of 26 glass windows - \$20,000
  - Replacement of overhead garage doors - \$11,000
- Pumping Station Improvements
  - Replace lower roof - \$25,000
  - Replace boiler and radiator heating systems - \$25,000
  - Paint soffit, fascia and metal work on building exterior - \$12,000

*Vehicles*

- Police
  - Squad 1 - \$42,510
  - Tactical Car 13 - \$38,162

- Fire
  - Engine/Pumper #E211 (E-226) - \$353,914
- Public Works
  - Dump Truck #32 - \$160,000
  - Cargo Van #64 - \$45,000

#### *Equipment*

- Police
  - Live Scan System – \$25,000
  - Overweight Truck Scales – \$20,750
  - Street Camera System – \$110,517
  - Street Camera System Expansion – \$41,100
- Fire
  - SCBA Breathing Compressor – \$45,000
- Public Works
  - Stainless Steel V-Box Spreader – \$16,000

#### *Information Technology*

- Network Improvements – \$20,300
- Springbrook Upgrade – \$21,000
- PC Replacements – \$43,490
- Land and License Management Software – \$40,000
- Back-Up Expansion – \$34,350
- Office365 Migration – \$15,300
- Mobile Device Management – \$10,730
- Disaster Recovery – \$27,500

#### *Streets*

- Street Patching Program – \$85,000
- 50/50 Sidewalk, Curb & Gutter – \$65,000
- Alley Improvement Program – \$200,000
- Street Improvement Program – \$300,000
- Street Maintenance Program – \$100,000
- Surface Transportation Program – \$75,000
- Municipal Lighting Systems – \$48,590

#### *Water/Sewer*

- Sewer Lining – \$140,000
- Sewer Point Repairs – \$35,000
- Water Distribution System – \$19,000
- Water Meter Replacement Program – \$17,500
- Water Main Replacement – \$450,000
- Hydrant Replacement – \$24,000
- Parkway Pockets - \$20,000

#### **4. ADJOURNMENT**

Trustee Cargie made a motion seconded by Trustee Gibbs to adjourn the special meeting of the Village Board of Trustees at 6:57 p.m.

Roll call:

Ayes: Trustees Conti, Gibbs, Cargie, Dwyer, Trustee Colwell-Steinke, and Corsini

Absent: None

Nays: None.

Motion Passes.

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Sharon Halperin, Village Clerk



## MEMORANDUM

**DATE:** February 13, 2017

**TO:** Eric J. Palm, Village Administrator

**FROM:** John Anderson, Director of Public Works

**SUBJECT:** Approval of Purchase – Public Works Freightliner Dump Truck, Dump Body, Plow, and Hydraulics

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**Issue:** Staff is seeking approval to purchase a 2018 Freightliner 108SD Dump Truck Chassis, and the 11' Dump Body, Plow, and Hydraulics.

**Analysis:** Included in the approved FY 2017 Budget (Capital Equipment Replacement Fund) is \$145,000 to replace a 2002 International full size Dump Truck (#30). This Freightliner vehicle will be used as one of ten primary snow plowing vehicles in the Village's snow and ice control fleet. The Freightliner was chosen over another International due to electrical and emissions problems seen on newer models of International vehicles. The v-box salt spreader that is currently used in truck #30 will be transferred to this new vehicle. This truck is also used for other public works operations such as during Village-wide leaf collection. Below are the quotes received for both the chassis and the body, plow and hydraulics:

Company:	Chassis Price:
Truck Country of Wisconsin	\$81,938.22
Trans Chicago Truck Group	\$83,322.00
Truck City of Gary	\$88,321.22

Company:	Dump Body, Plow, and Hydraulics Price:
Monroe Truck Equipment	\$52,384
Lindco Equipment Sales	\$57,992
Bonnell Industries	\$61,550

**Recommendation:** Concur with Staff recommendation to purchase a 2018 Freightliner 108SD Dump Truck Chassis from Truck Country of Wisconsin for \$81,938.22 and the Body, Plow, and Hydraulics from Monroe Truck Equipment for \$52,384 for a total cost of \$134,322.22

**Prepared for:**  
Mark Janopoulos  
Village of River Forest  
400 Park Ave  
River Forest, IL 60305  
Phone: 708-366-8500

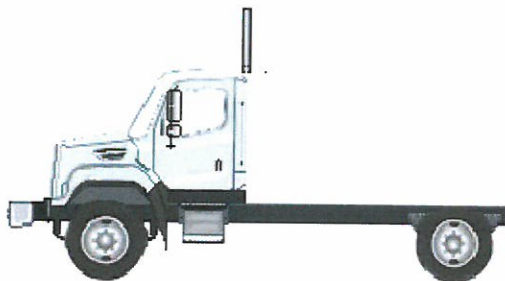
**Prepared by:**  
Bill Haas  
TRUCK COUNTRY OF  
WISCONSIN, IN  
2222 WEST RYAN ROAD  
OAK CREEK, WI 53154  
Phone: 4147613384

*A proposal for*  
***Village of River Forest***

*Prepared by*  
***TRUCK COUNTRY OF WISCONSIN, IN***  
*Bill Haas*

*Nov 29, 2016*

**Freightliner 108SD**



Components shown may not reflect all spec'd options and are not to scale



Prepared for:  
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 400 Park Ave  
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 Phone: 708-366-8500

Prepared by:  
 Bill Haas  
 TRUCK COUNTRY OF  
 WISCONSIN, IN  
 2222 WEST RYAN ROAD  
 OAK CREEK, WI 53154  
 Phone: 4147613384

## S P E C I F I C A T I O N   P R O P O S A L

	Description	Weight Front	Weight Rear
<b>Price Level</b>			
	SD PRL-15D (EFF:10/25/16)		
<b>Data Version</b>			
	SPECPRO21 DATA RELEASE VER 003		
<b>Vehicle Configuration</b>			
	108SD CONVENTIONAL CHASSIS	6,829	3,748
	2018 MODEL YEAR SPECIFIED		
	SET BACK AXLE - TRUCK		
	STRAIGHT TRUCK PROVISION		
	LH PRIMARY STEERING LOCATION		
<b>General Service</b>			
	TRUCK CONFIGURATION		
	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
	CONSTRUCTION SERVICE		
	GOVERNMENT BUSINESS SEGMENT		
	DIRT/SAND/ROCK COMMODITY		
	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
	MAXIMUM 8% EXPECTED GRADE		
	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
	FREIGHTLINER SD VOCATIONAL WARRANTY		
	EXPECTED FRONT AXLE(S) LOAD : 18000.0 lbs		
	EXPECTED REAR DRIVE AXLE(S) LOAD : 23000.0 lbs		
	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 41000.0 lbs		
<b>Truck Service</b>			
	FRONT PLOW/END DUMP BODY		



Prepared for:  
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 400 Park Ave  
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 Phone: 708-366-8500

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 TRUCK COUNTRY OF  
 WISCONSIN, IN  
 2222 WEST RYAN ROAD  
 OAK CREEK, WI 53154  
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Description	Weight Front	Weight Rear
<b>Engine</b>		
CUM L9 270 HP @ 2000 RPM; 2200 GOV RPM, 800 LB/FT @ 1300 RPM		
<b>Electronic Parameters</b>		
75 MPH ROAD SPEED LIMIT		
CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
PTO RPM WITH CRUISE SET SWITCH - 700 RPM		
PTO RPM WITH CRUISE RESUME SWITCH - 800 RPM		
PTO MODE CANCEL VEHICLE SPEED - 5 MPH		
PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND		
PTO MINIMUM RPM - 700		
REGEN INHIBIT SPEED THRESHOLD - 5 MPH		
<b>Engine Equipment</b>		
2016 ONBOARD DIAGNOSTICS/2010 EPA/CARB/FINAL GHG17 CONFIGURATION		
NO 2008 CARB EMISSION CERTIFICATION		
NO 2013 ENGINE ESCALATOR		
STANDARD OIL PAN		
OIL FILL AND DIPSTICK LOCATED FOR ENHANCED SERVICEABILITY		
SIDE OF HOOD AIR INTAKE WITH FIREWALL MOUNTED DONALDSON AIR CLEANER AND INSIDE/OUTSIDE AIR WITH SNOW DOOR	10	
DR 12V 160 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE		
(2) ALLIANCE MODEL 1231, GROUP 31, 12 VOLT MAINTENANCE FREE 2250 CCA THREADED STUD BATTERIES		
BATTERY BOX FRAME MOUNTED		
STANDARD BATTERY JUMPERS		
SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
NON-POLISHED BATTERY BOX COVER		
POSITIVE LOAD DISCONNECT WITH CAB MOUNTED CONTROL SWITCH MOUNTED OUTBOARD DRIVER SEAT	8	

Prepared for:  
Mark Janopoulos  
Village of River Forest  
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Description	Weight Front	Weight Rear
POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2	
CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
NO RETARDER		
RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND DASH MOUNTED REGENERATION REQUEST SWITCH		
10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
6 GALLON DIESEL EXHAUST FLUID TANK	-35	-10
100 PERCENT DIESEL EXHAUST FLUID FILL		
STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
STANDARD DIESEL EXHAUST FLUID TANK CAP		
ALUMINUM AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD(S)		
HORTON DRIVEMASTER ADVANTAGE ON/OFF FAN DRIVE		
AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
CUMMINS SPIN ON FUEL FILTER		
COMBINATION FULL FLOW/BYPASS OIL FILTER		
1200 SQUARE INCH ALUMINUM RADIATOR	10	
ANTIFREEZE TO -34F, OAT (NITRITE AND SILICATE FREE) EXTENDED LIFE COOLANT		
GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
RADIATOR DRAIN VALVE		
ELECTRIC GRID AIR INTAKE WARMER		



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 TRUCK COUNTRY OF  
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 2222 WEST RYAN ROAD  
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 Phone: 4147613384

Description	Weight Front	Weight Rear
DELCO 12V 38MT HD STARTER WITH INTEGRATED MAGNETIC SWITCH		
<b>Transmission</b>		
ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION		
<b>Transmission Equipment</b>		
ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV		
ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES		
PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
S5 PERFORMANCE LIMITING PRIMARY SHIFT SCHEDULE, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
S5 PERFORMANCE LIMITING SECONDARY SHIFT SCHEDULE, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
2200 RPM PRIMARY MODE SHIFT SPEED		
2200 RPM SECONDARY MODE SHIFT SPEED		
DISABLE - LOAD BASED SHIFT SCHEDULE, DISABLE - VEHICLE ACCELERATION CONTROL		
DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
VEHICLE INTERFACE WIRING CONNECTOR WITHOUT BLUNT CUTS, AT BACK OF CAB		
ELECTRONIC TRANSMISSION CUSTOMER ACCESS CONNECTOR FIREWALL MOUNTED		
CUSTOMER INSTALLED MUNCIE CS10 SERIES PTO		
PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION		
MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
PUSH BUTTON ELECTRONIC SHIFT CONTROL, DASH MOUNTED		

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Description	Weight Front	Weight Rear
TRANSMISSION PROGNOSTICS - ENABLED 2013		
WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK		
TRANSMISSION OIL CHECK AND FILL WITH CROSSOVER TO CLEAR LH PTO AND DIRECT MOUNT PUMP		
SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		
<b>Front Axle and Equipment</b>		
DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE	210	
MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10	
NON-ASBESTOS FRONT BRAKE LINING		
CONMET CAST IRON FRONT BRAKE DRUMS		
FRONT BRAKE DUST SHIELDS	5	
SKF SCOTSEAL PLUS XL FRONT OIL SEALS		
VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
STANDARD SPINDLE NUTS FOR ALL AXLES		
MERITOR AUTOMATIC FRONT SLACK ADJUSTERS		
STANDARD KING PIN BUSHINGS		
TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR	130	
POWER STEERING PUMP		
4 QUART POWER STEERING RESERVOIR		
OIL/AIR POWER STEERING COOLER		
SYNTHETIC 75W-90 FRONT AXLE LUBE		
<b>Front Suspension</b>		
18,000# FLAT LEAF FRONT SUSPENSION	290	
GRAPHITE BRONZE BUSHINGS WITH SEALS - FRONT SUSPENSION		
FRONT SUSPENSION WITH LEFT HAND OFFSET SHACKLE BRACKET	4	
FRONT SHOCK ABSORBERS		
<b>Rear Axle and Equipment</b>		
RS-23-160 23,000# R-SERIES SINGLE REAR AXLE		180
5.38 REAR AXLE RATIO		

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Description	Weight Front	Weight Rear
IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
MXL 17T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	20	20
DRIVER CONTROLLED TRACTION DIFFERENTIAL - SINGLE REAR AXLE		20
(1) DRIVER CONTROLLED DIFFERENTIAL LOCK REAR VALVE FOR SINGLE DRIVE AXLE		
BLINKING LAMP WITH EACH MODE SWITCH, DIFFERENTIAL UNLOCK WITH IGNITION OFF, ACTIVE <5 MPH		
MERITOR 16.5X8.62 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		
NON-ASBESTOS REAR BRAKE LINING		
BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S) WITH AUXILIARY SUPPORT BRACKETS		
CONMET CAST IRON REAR BRAKE DRUMS		
REAR BRAKE DUST SHIELDS		5
SKF SCOTSEAL PLUS XL REAR OIL SEALS		
HALDEX GOLDSEAL LONGSTROKE 1-DRIVE AXLE SPRING PARKING CHAMBERS		
MERITOR AUTOMATIC REAR SLACK ADJUSTERS		
SYNTHETIC 75W-90 REAR AXLE LUBE		
STANDARD REAR AXLE BREATHER(S)		

### Rear Suspension

AIRLINER 23,000# REAR SUSPENSION WITH CHAIN CLEARANCE	110
AIRLINER HIGH POSITION RIDE HEIGHT	
STANDARD AXLE SEATS IN AXLE CLAMP GROUP	
MANUAL DUMP VALVE FOR AIR SUSPENSION WITHOUT GAUGE	
INDICATOR LIGHT FOR EACH REAR SUSPENSION CONTROL SWITCH	
DUAL AIR REAR SUSPENSION LEVELING VALVES	
TRANSVERSE CONTROL RODS	
REAR SHOCK ABSORBERS - ONE AXLE (AIR RIDE SUSPENSION)	

### Brake System



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Description	Weight Front	Weight Rear
WABCO 4S/4M ABS WITHOUT TRACTION CONTROL		
REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		
FIBER BRAID PARKING BRAKE HOSE		
STANDARD BRAKE SYSTEM VALVES		
STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM		
STD U.S. FRONT BRAKE VALVE		
RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
WABCO SS-1200 PLUS AIR DRYER WITH INTEGRAL AIR GOVERNOR AND HEATER		
AIR DRYER MOUNTED INBOARD ON RH RAIL		
STEEL AIR TANKS MOUNTED AFT INSIDE AND/OR BELOW FRAME JUST FORWARD OF REAR SUSPENSION		
CLEAR FRAME RAILS FROM BACK OF CAB TO FRONT REAR SUSPENSION BRACKET, BOTH RAILS OUTBOARD		
BW DV-2 AUTO DRAIN VALVE WITH HEATER TO WET TANK; DRAIN VALVE CABLES ON ALL OTHER TANKS		

#### Trailer Connections

UPGRADED CHASSIS MULTIPLEXING UNIT

#### Wheelbase & Frame

4125MM (162 INCH) WHEELBASE		
7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI	170	150
BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW PLOW		
2000MM (79 INCH) REAR FRAME OVERHANG		
FRAME OVERHANG RANGE: 71 INCH TO 80 INCH	-20	100
24 INCH INTEGRAL FRONT FRAME EXTENSION	140	-20
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 96.45 in		
CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 93.45 in		
CALC'D FRAME LENGTH - OVERALL : 306.16		
CALC'D SPACE AVAILABLE FOR DECKPLATE : 96.45 in		



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Description	Weight Front	Weight Rear
CALCULATED FRAME SPACE LH SIDE : 69.16 in		
CALCULATED FRAME SPACE RH SIDE : 112.55 in		
SQUARE END OF FRAME		
FRONT CLOSING CROSSMEMBER		
LIGHTWEIGHT HEAVY DUTY ALUMINUM ENGINE CROSSMEMBER	-12	
STANDARD MIDSHIP #1 CROSSMEMBER(S)		
STANDARD REARMOST CROSSMEMBER		
HEAVY DUTY SUSPENSION CROSSMEMBER		30

#### Chassis Equipment

14 INCH PAINTED STEEL BUMPER  
 BUMPER MOUNTING FOR SINGLE LICENSE PLATE  
 GRADE 8 THREADED HEX HEADED FRAME FASTENERS  
 D15-16004-000 CENTER PUNCH TO MARK CENTERLINE OF REAR SUSPENSION ON FRAME WEB

#### Fuel Tanks

70 GALLON/264 LITER ALUMINUM FUEL TANK - LH 5  
 25 INCH DIAMETER FUEL TANK(S)  
 PLAIN ALUMINUM/PAINTED STEEL  
 FUEL/HYDRAULIC TANK(S) WITH POLISHED STAINLESS STEEL BANDS  
 FUEL TANK(S) FORWARD  
 PLAIN STEP FINISH  
 FUEL TANK CAP(S)  
 DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR 10  
 EQUIFLO INBOARD FUEL SYSTEM  
 HIGH TEMPERATURE REINFORCED NYLON FUEL LINE

#### Tires

CONTINENTAL CITY SERVICE HA3 315/80R22.5 20 PLY RADIAL FRONT TIRES 100  
 CONTINENTAL HDR2 11R22.5 14 PLY RADIAL REAR TIRES 92

#### Hubs

CONMET PRESET PLUS IRON FRONT HUBS



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Description	Weight Front	Weight Rear
CONMET PRESET PLUS IRON REAR HUBS		
<b>Wheels</b>		
ACCURIDE 29039 22.5X9.00 10-HUB PILOT 5.25 INSET 5-HAND STEEL DISC FRONT WHEELS	66	
MAXION WHEELS 90541 22.5X8.25 10-HUB PILOT 2-HAND STEEL DISC REAR WHEELS		
<b>Cab Exterior</b>		
108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
AIR CAB MOUNTS		
CAB ROOF REINFORCEMENTS FOR ROOF MOUNTED COMPONENTS	2	
NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		
SHORT FENDER WITH MUDFLAP		
BOLT-ON MOLDED FLEXIBLE FENDER EXTENSIONS	10	
LH AND RH GRAB HANDLES		
STATIONARY BLACK GRILLE		
BLACK HOOD MOUNTED AIR INTAKE GRILLE		
FIBERGLASS HOOD WITH ACCESS HATCHES	10	
SINGLE 14 INCH ROUND HADLEY AIR HORN UNDER LH DECK		
DUAL ELECTRIC HORNS		
SINGLE HORN SHIELD		
DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME WITH (4) KEYS		
REAR LICENSE PLATE MOUNT END OF FRAME		
HALOGEN COMPOSITE HEADLAMPS WITH BLACK BEZELS		
LED AERODYNAMIC MARKER LIGHTS		
INTEGRAL STOP/TAIL/BACKUP LIGHTS		
STANDARD FRONT TURN SIGNAL LAMPS		
DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE		
DOOR MOUNTED MIRRORS		
102 INCH EQUIPMENT WIDTH		
LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
STANDARD SIDE/REAR REFLECTORS		

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Description	Weight Front	Weight Rear
2-STAGE ELECTRIC HORN AND HAZARD LAMP ALERT CONTROLLED BY PARTICULATE FILTER REGENERATION REQUIRED STATUS		
63X14 INCH TINTED REAR WINDOW		
TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS		
MANUAL DOOR WINDOW REGULATORS		
LOWER RH DOOR WINDOW WITH FRESNEL LENS	7	
1-PIECE TINTED CURVED BONDED WINDSHIELD WITH HEATED WIPER BLADE PARK AREAS		
8 LITER WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITHOUT FLUID LEVEL INDICATOR		

#### Cab Interior

OPAL GRAY VINYL INTERIOR

MOLDED PLASTIC DOOR PANEL WITHOUT  
VINYL INSERT WITH ALUMINUM KICKPLATE  
LOWER DOOR

MOLDED PLASTIC DOOR PANEL WITHOUT  
VINYL INSERT WITH ALUMINUM KICKPLATE  
LOWER DOOR

BLACK MATS WITH SINGLE INSULATION

FORWARD ROOF MOUNTED CONSOLE WITH  
UPPER STORAGE COMPARTMENTS WITHOUT  
NETTING

IN DASH STORAGE BIN

(2) CUP HOLDERS LH AND RH DASH

GRAY/CHARCOAL FLAT DASH

SMART SWITCH EXPANSION MODULE

HEATER, DEFROSTER AND AIR CONDITIONER

STANDARD HVAC DUCTING WITH SNOW  
SHIELD FOR FRESH AIR INTAKE

MAIN HVAC CONTROLS WITH RECIRCULATION  
SWITCH

STANDARD HEATER PLUMBING WITH BALL  
SHUTOFF VALVES

DENSO HEAVY DUTY AIR CONDITIONER  
COMPRESSOR

BINARY CONTROL, R-134A

STANDARD INSULATION

SOLID-STATE CIRCUIT PROTECTION AND  
FUSES



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Description	Weight Front	Weight Rear
12V NEGATIVE GROUND ELECTRICAL SYSTEM		
DOME DOOR ACTIVATED LH AND RH, DUAL READING LIGHTS, FORWARD CAB ROOF		
CAB DOOR LATCHES WITH MANUAL DOOR LOCKS		
(2) 12 VOLT POWER RECEPTACLES MOUNTED IN DASH		
PREMIUM HIGH BACK AIR SUSPENSION DRIVER SEAT WITH 3 CHAMBER AIR LUMBAR, INTEGRATED CUSHION EXTENSION, FORWARD AND REAR CUSHION TILT, ADJUSTABLE SHOCK ABSORBER	70	
BASIC HIGH BACK NON SUSPENSION PASSENGER SEAT		
DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS	4	
LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
BLACK CORDURA PLUS CLOTH DRIVER SEAT COVER		
BLACK CORDURA PLUS CLOTH PASSENGER SEAT COVER		
HIGH VISIBILITY ORANGE SEAT BELTS WITH DRIVER INDICATOR LIGHT AND AUDIBLE ALARM		
ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN	10	
4-SPOKE 18 INCH (450MM) STEERING WHEEL		
DRIVER AND PASSENGER INTERIOR SUN VISORS		

### Instruments & Controls

GRAY DRIVER INSTRUMENT PANEL  
 GRAY CENTER INSTRUMENT PANEL  
 BLACK GAUGE BEZELS  
 LOW AIR PRESSURE INDICATOR LIGHT AND  
 AUDIBLE ALARM  
 (1) SINGLE BRAKE APPLICATION AIR GAUGE  
 2 INCH PRIMARY AND SECONDARY AIR  
 PRESSURE GAUGES  
 DASH MOUNTED AIR RESTRICTION INDICATOR  
 WITH GRADUATIONS  
 ELECTRONIC CRUISE CONTROL WITH  
 SWITCHES IN LH SWITCH PANEL



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Description	Weight Front	Weight Rear
KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
ICU3S, 132X48 DISPLAY WITH DIAGNOSTICS, 28 LED WARNING LAMPS AND DATA LINKED		
HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
2 INCH ELECTRIC FUEL GAUGE		
PROGRAMMABLE RPM CONTROL - ELECTRONIC ENGINE		
ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
CUSTOMER FURNISHED AND INSTALLED PTO CONTROLS		
ELECTRIC ENGINE OIL PRESSURE GAUGE		
OVERHEAD INSTRUMENT PANEL		
AM/FM/WB RADIO WITH BLUETOOTH AND MICROPHONE, FRONT USB PORT, FRONT AND REAR AUXILIARY INPUTS AND J1939	10	
DASH MOUNTED RADIO		
(2) RADIO SPEAKERS IN CAB		
AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF	2	
POWER AND GROUND WIRING PROVISION OVERHEAD		
CB WIRING ONLY TO ROOF/OVERHEAD CONSOLE; NO MOUNTING PROVISION		
ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
STANDARD VEHICLE SPEED SENSOR WITH ADDITIONAL SIGNAL FOR CUSTOMER USE LOCATED BETWEEN DRIVER AND PASSENGER SEATS		
ELECTRONIC 3000 RPM TACHOMETER		
IGNITION SWITCH CONTROLLED ENGINE STOP		
SIX ON/OFF ROCKER SWITCHES IN THE DASH WITH INDICATOR LIGHTS; FOUR WIRE TO CHASSIS AT BACK OF CAB, TWO UNWIRED, LABEL ALL OPT		

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Description	Weight Front	Weight Rear
PRE-TRIP LAMP INSPECTION, ALL OUTPUTS FLASH, WITH SMART SWITCH		
DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY		
MARKER LIGHT SWITCH INTEGRAL WITH HEADLIGHT SWITCH AND SINGLE CONNECTOR AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LIGHTS, LOW BEAMS OFF WITH HIGH BEAMS		
ONE VALVE PARKING BRAKE SYSTEM WITH DASH VALVE CONTROL AUTONEUTRAL AND WARNING INDICATOR		
SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, WASHER/WIPER AND HAZARD IN HANDLE		
INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH HAZARD LAMPS OVERRIDING STOP LAMPS		

## Design

PAINT: ONE SOLID COLOR

## Color

CAB COLOR A: L0006EB WHITE ELITE BC  
 BLACK, HIGH SOLIDS POLYURETHANE CHASSIS  
 PAINT  
 NO FUEL TANK CABINET PAINT  
 POWDER WHITE (N0006EA) FRONT  
 WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)  
 POWDER WHITE (N0006EA) REAR  
 WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)  
 STANDARD BLACK BUMPER PAINT  
 STANDARD E COAT/UNDERCOATING

## Certification / Compliance

U.S. FMVSS CERTIFICATION, EXCEPT SALES  
 CABS AND GLIDER KITS

## Sales Programs

NO SALES PROGRAMS HAVE BEEN SELECTED

## TOTAL VEHICLE SUMMARY



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### Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight <sup>+</sup>	8107 lbs	4450 lbs	12557 lbs
Total Weight <sup>+</sup>	8107 lbs	4450 lbs	12557 lbs

### Extended Warranty

N EPA 2013 CUMMINS ISL ENGINE EXTENDED WARRANTY DC1, 5  
YEARS/100,000 MILES/160 000 KM FEX

N EPA 2013 CUMMINS ISB ENGINE EXTENDED WARRANTY  
AFTERTREATMENT AT3, 5 YEARS/100,000 MILES/160 000 KM FEX  
TOWING: 6 MONTHS/UNLIMITED MILES/KM EXTENDED TOWING  
COVERAGE \$550 CAP FEX APPLIES

(+) Weights shown are estimates only.

If weight is critical, contact Customer Application Engineering.



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## QUOTATION

### 108SD CONVENTIONAL CHASSIS

SET BACK AXLE - TRUCK	18,000# FLAT LEAF FRONT SUSPENSION
CUM L9 270 HP @ 2000 RPM; 2200 GOV RPM, 800 LB/FT @ 1300 RPM	108 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION	4125MM (162 INCH) WHEELBASE
RS-23-160 23,000# R-SERIES SINGLE REAR AXLE	7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
AIRLINER 23,000# REAR SUSPENSION WITH CHAIN CLEARANCE	2000MM (79 INCH) REAR FRAME OVERHANG
DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE	BODY COMPANY INSTALLED ADDITIONAL FRONT FRAME REINFORCEMENT FOR SNOW PLOW

		PER UNIT	TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$ 79,612	\$ 79,612
EXTENDED WARRANTY		\$ 2,550	\$ 2,550
DEALER INSTALLED OPTIONS		\$ 0	\$ 0
CUSTOMER PRICE BEFORE TAX		\$ 82,162	\$ 82,162

### TAXES AND FEES

FEDERAL EXCISE TAX (FET)	\$ (223.78)	\$ (223.78)
TAXES AND FEES	\$ 0	\$ 0
OTHER CHARGES	\$ 0	\$ 0

### TRADE-IN

TRADE-IN ALLOWANCE	\$ (0)	\$ (0)
BALANCE DUE	(LOCAL CURRENCY) \$ 81,938.22	\$ 81,938.22

COMMENTS: Projected delivery on \_\_\_ / \_\_\_ / \_\_\_ provided the order is received before \_\_\_ / \_\_\_ / \_\_\_.  
 APPROVAL: Please indicate your acceptance of this quotation by signing below: Customer:  
 X\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_.

### Daimler Truck Financial

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at [Information@dtfoffers.com](mailto:Information@dtfoffers.com).

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at [www.daimler-truckfinancial.com](http://www.daimler-truckfinancial.com).





**QUOTATION**

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[www.monroetruck.com](http://www.monroetruck.com)

Quote Number: 4JCL000298  
Job Order Number:  
Quote Date: 11/4/2016  
Quote valid until: 12/4/2016  
Terms: NET 30  
Salesperson: LACORTE, JERRY  
Quoted By: Jerry LaCorte

**Customer:** RIVER FOREST, VILLAGE OF,  
(6510700)  
400 PARK AVENUE  
RIVER FOREST, IL 60305

**Contact:**  
**Phone:** 708-366-8500 **Fax:** 708-366-3702  
**Email:**

**Dealer Code:** \_\_\_\_\_  
**P.O. Number:** \_\_\_\_\_

**REASSIGN (Required for pool units):** ☐ Fleet ☐ Retail

**MSO/MCO (ONLY check if legally required):** ☐ MSO ☐ MCO

**Accepted by:** \_\_\_\_\_  
*Customer must fill out the information above before the order can be processed.*

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

**Chassis Information**

<b>Year:</b> 2017	<b>Make:</b>	<b>Model:</b>	<b>Chassis Color:</b>	<b>Cab Type:</b> REGULAR
<b>Single/Dual:</b> DRW	<b>CA:</b>	<b>CT:</b>	<b>Wheelbase:</b>	<b>F.O. Number #:</b>
				<b>Vin:</b>

**CHASSIS REQUIRMENTS: 96CA. LIVE PTO PROVISION, 6 FACTORY SWITCHES, FRONT FRAME EXT.**

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

DESCRIPTION	AMOUNT
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**DUMP:**

- 11' CRYSTEEL SELECT SS DUMP BODY
- 44" SIDES BUILT OF 7 GA. 201 STAINLESS STEEL
- 44" TAILGATE BUILT OF 7 GA. 201 STAINLESS STEEL
- NO BOARD POCKETS
- 1/4" AR450 STEEL FLOOR
- ONE PIECE BARN DOOR (SWINGS TO PASSENGER SIDE ONLY)
- AIR TAILGATE (TOP BARN DOOR LATCH)
- LATCH AT THE TOP & BOTTOM OF BARN DOOR
- GRIP STRUT WALKRAIL BOTH SIDES
- 8" WESTERN I-BEAM
- 1/2 ILLINOIS STYLE CAB SHIELD BUILT OF 201 STAINLESS STEEL
- BUILT IN REAR FACING LIGHT LOCATION FOR STOP/TAIL/TURN & WARNING LIGHTS
- STAINLESS STEEL TAILGATE HARDWARE BELOW FLOOR
- (2) TWO OVAL LIGHT CUT OUTS IN EACH REAR POST
- STAINLESS STEEL UNDERBODY FOLDING LADDER (PASSENGER SIDE)
- (2) TWO STAINLESS STEEL GRAB HANDLES
- RUBBER MONROE MUDFLAPS
- FLEET ENGINEERS QUARTER FENDERS IN FRONT OF REAR WHEELS (BLACK)

**HOIST:**

- CRYSTELL RC860
- DOUBLE ACTING HOIST
- NTEA PERFORMANCE CLASS 60
- 20 TON LOAD CAPACITY
- 50 DEGREE DUMP ANGLE
- FULL LENGTH SUB FRAME

DESCRIPTION	AMOUNT
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- DUMP BODY & HOIST TO BE COVERED FOR A PERIOD OF 5 YEARS
- THIS WARRANTY WILL COVER THE DUMP BODY & HOIST FOR DEFECTIVE MATERIAL AND/OR WORKMANSHIP AT A RATE OF 100% FOR THE FIRST (3) YEARS AND AT A RATE OF 50% FOR YEAR 4 & 5
- FREE PICKUP & DELIVERY FOR THE FIRST YEAR ON ANY WARRANTY ISSUES

REAR HITCH:

- 1" PINTE PLATE
- PREMIER 2200 HOOK
- 20,000 LBS. TONGUE WEIGHT
- 7-WAY CONNECTOR, ROUND SOCKET, FLAT PIN, RV STYLE

LIGHTS & ELECTRICAL:

- ILLINOIS LIGHT PACKAGE
- 72" WHELEN JUSTICE SUPER L.E.D. LIGHT BAR, ROOF MOUNTED, SHORT LEGS
- (2) TWO WHELEN L.E.D. WORK LIGHTS INTEGRATED IN LIGHT BAR
- (6) SIX WHELEN L.E.D. STOP/TAIL/TURNS MOUNTED IN REAR DUMP POST, REAR TOP OF CAB SHIELD AND PINTLE PLATE
- (2) TWO WHELEN L.E.D. WARNING LIGHTS MOUNTED ON REAR TOP OF CAB SHIELD (AMBER/CLEAR)
- (6) WHELEN L.E.D. WARNING LIGHTS MOUNTED ON OUTSIDE REAR DUMP POSTS IN STAINLESS STEEL BOXES (4 AMBER & 2 CLEAR)
- (2) TWO WHELEN L.E.D. BACK-UP LIGHTS IN REAR DUMP POST
- 2-YEAR WARRANTY
- SELF ADJUSTING BACK-UP ALARM
- (1) ONE L.E.D. SPREADER LIGHT MOUNTED IN REAR BELOW BODY DRIVER SIDE

TRUCK PORTION PLOW HITCH

- QUICK HITCH
- FOLD FLAT LIFT ARM
- 4" x 10" DOUBLE ACTING LIFT CYLINDER
- SIDE PLATES
- STAINLESS STEEL PLOW MOUNT BRACKETS
- HELLA PLOW LIGHTS MOUNTED ON HOOD

PLOW:

- MONROE TORSION TRIP EDGE "J" STYLE POLY REVERSIBLE PLOW
- 39" HIGH X 11' LENGTH
- (10) 1/2" ONE-PIECE FLAME CUT RIBS
- 2" X 3" X 3/8" TOP ANGLE
- 4" X 4" X 3/4" BOTTOM ANGLE
- (6) ADJUSTABLE 3/4" TORSION TRIP SPRING ASSEMBLIES FOR A TWO-SECTION TRIP
- 5/8" X 8" ONE-PIECE CENTER PUNCH CUTTING EDGE
- 4" X 4" X 3/8" CROSS-TUBE SUPPORT
- 3-1/2" X 3-1/2" X 1/2" SEMI-CIRCLE
- (2) 3" X 10" DOUBLE ACTING REVERSE CYLINDERS WITH CUSHION VALVE
- BUILT-IN MONROE LEVEL LIFT ASSEMBLY
- MOLDBOARD AND PUSHFRAME TO BE 100% CONTINUOUSLY WELDED
- MOLDBOARD POWDER COATED ORANGE
- PUSH FRAME POWDER COATED BLACK
- SNOW DEFLECTOR
- 36" MARKERS
- CURB GUARD DRIVER & PASSENGER SIDE
- PARKING JACK
- QUICK HITCH ATTACHMENT

DESCRIPTION	AMOUNT
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- HYDRAULICS:
- MANUAL/ELECTRIC HYDRAULICS PACKAGE
  - HOIST: 4WAY/3POS, W/500 PSI A PORT RELIEF, 40 GPM DOUBLE ACTING
  - MANUAL LOAD SENSE MID-INLET SECTION, 2500 PSI MAIN RELIEF
  - PLOW LIFT: 4 WAY/3POS, 20 GPM, MANUAL DOUBLE ACTING
  - PLOW ANGLE: 4 WAY/3POS, 20 GPM, MANUAL DOUBLE ACTING
  - PRE-WET: 2 WAY, 7 GPM
  - AUGER: 2 WAY, 14 GPM
  - SPINNER: 2 WAY, 7 GPM
  - 30 GALLON CAPACITY FILTER STAINLESS HYDRAULIC RESERVOIR WITH INTERNAL FILTER
  - FILLER/BREATHER CAP, LEVEL/TEMP SIGHT GLASS, 3/4" MAGNETIC PLUG,
  - 60 P.S.I. CONDITION INDICATOR
  - STAINLESS ENCLOSURE WITH WEATHER TIGHT COVER FOR VALVE
  - HYDRAULIC ENCLOSURE WILL BE MOUNTED ON FRAME RAIL
  - MANUAL LEVER CONTROLS
  - LEVER, SINGLE AXIS, CENTER-LOCK, W/CABLE & BONNET
  - LEVER, DUAL AXIS, W/CABLES & BONNE
  - FORCE AMERICA 5100EX-3F GROUND BASED SPREADER CONTROL
  - FORCE AMERICA TXV92 PUMP
  - MUNCIE HOT CHIFT PTO
  - STAINLESS STEEL HYDRAULIC LINES RUN BETWEEN FRAME RAIL FOR SPREADER & PRE-WET HYDRAULICS

Quote Total: \$52,384.00

Additional Options:

DESCRIPTION	AMOUNT	ADD TO QUOTE
		Yes / No

Notes:

- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- ◆ State and Federal taxes will be added where applicable.
- ◆ Restocking fees may be applicable for cancelled orders.



Village of River Forest  
Village Administrator's Office  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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## MEMORANDUM

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Date: February 10, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Amend Title 8 & 11 of the Village Code – Collection of Debts and Judgments

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**Issue:** At the recommendation of the Village Attorney, attached please find two ordinances that assist the Village in better recovering funds owed to us.

**Analysis:** The Village Attorney is proposing two changes to the Village Code to allow the Village additional options when recovering funds it is owed. First, a state law recently changed that allows non-home rule units of government to lien properties as a result of judgments issued through its administrative adjudication process. A revised section to Title 8 of the Village Code is reflected in the attached ordinance for your consideration.

Second, during real estate transfers we ensure that utility bills are paid in full prior to permitting the transfer. This amendment will allow the Village to ensure any additional amounts owed to the Village are paid in full including adjudication judgments, liens, etc. Attached please find an ordinance amending Title 11 of the Village Code to that effect.

**Recommendation:** Consider and approve an ordinance amending Title 8 of the Village Code regarding Collection and Enforcement of Judgments; and an ordinance amending Title 11 of the Village Code regarding Collection of Debts Owed to Village at Time of Property Transfer.

Because of the non-controversial nature of these matters, they will be listed as consent agenda items at your next regularly scheduled meeting.

Please contact me should you have any questions or concerns. Thank you.

Attachments  
Ordinances (2)

NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 8, CHAPTER 10, SECTION 18 OF THE  
RIVER FOREST VILLAGE CODE WITH REGARD TO COLLECTION AND  
ENFORCEMENT OF JUDGMENTS FROM THE VILLAGE OF RIVER FOREST  
ORDINANCE ENFORCEMENT DEPARTMENT**

**WHEREAS**, the Village of River Forest (“Village”), is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

**WHEREAS**, the Village desires to clarify and further set forth the manner in which judgments from the Village’s Ordinance Enforcement Department may be collected and enforced; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest, Cook County, Illinois find that the amendments to the River Forest Village Code set forth below best serve the public’s health, safety and welfare;

**NOW, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1:** That the recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

**SECTION 2:** That Title 8, Chapter 10, Section 18 of the River Forest Village Code is hereby amended to read in its entirety as follows:

**“8-10-18: JUDGMENT AND ENFORCEMENT**

A. Any fine, other sanction, or costs imposed, or part of any fine, other sanction, or costs imposed under this Chapter, remaining unpaid after the exhaustion of, or the failure to exhaust, judicial review procedures under the Illinois Administrative Review Law shall be a debt due and owing the Village and, as such, may be collected in accordance with applicable law.

B. Upon expiration of the period in which judicial review under the Illinois Administrative Review Law may be sought for a final determination of a Village Code violation unless stayed by a court of competent jurisdiction, the findings, decision and order of the hearing officer may be enforced in the same manner as a judgment entered by a court of competent jurisdiction.

C. Court costs, attorney fees and costs of collection. In any case in which a person has failed to comply with a hearing officer's judgment ordering the correction of a Village Code violation or imposing any fine or other sanction as a result of a Village Code violation, any expenses incurred by the village to enforce the

judgment, including, but not limited to, attorney fees, court costs, and costs related to property demolition or foreclosure, after they are fixed by a court of competent jurisdiction or by the hearing officer, shall be a debt due and owing the Village and may be collected in accordance with applicable law. Prior to any expenses being fixed by the hearing officer pursuant to this Subsection 8-10-18(C), the Village shall provide notice to the person that states that the person shall appear at a hearing before the hearing officer to determine whether the person has failed to comply with the judgment. The notice shall set the date for such hearing, which shall not be less than seven days from the date that notice is served. If notice is served by mail, the seven day period shall begin on the date the notice was deposited in the mail.

D. Upon being recorded in the manner required by Article 12 of the Code of Civil Procedure, 735 ILCS 5/12-101, *et seq.*, or by the Uniform Commercial Code, a lien shall be imposed on the real estate or personal estate, or both, of the person in the amount of any debt due and owing the Village under this section. The lien may be enforced in the same manner as a judgment lien would be enforced in a court of competent jurisdiction.

E. Nothing contained in this Section shall prevent the Village from pursuing all available remedies, allowed by law, to collect money judgments.”

**SECTION 3:** That all ordinances, or parts of ordinances in conflict with this Ordinance, are hereby expressly repealed.

**SECTION 4:** Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

**SECTION 5:** This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

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

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

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

**APPROVED** by me this 13th day of February, 2017.

ATTEST:

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Catherine Adduci, Village President

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Sharon Halperin, Village Clerk

NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 11, CHAPTER 2, SECTION 2  
OF THE RIVER FOREST VILLAGE CODE WITH REGARD TO  
THE ISSUANCE OF REAL ESTATE TRANSFER STAMPS**

**WHEREAS**, the Village of River Forest ("Village"), is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

**WHEREAS**, the Village requires that prior to obtaining real estate transfer stamps from the Village, pursuant to Title 11 of the River Forest Village Code, the Village Finance Director must first certify that all water, sewer and refuse assessments are paid in full for the property in question; and

**WHEREAS**, the Village desires to include certification that, prior to issuance of real estate transfer stamps from the Village, all administrative judgments and other debts due and owing to the Village for the property in question are paid in full; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest, Cook County, Illinois find that the amendments to the River Forest Village Code set forth below best serve the public's health, safety and welfare;

**NOW, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1:** That the recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

**SECTION 2:** That Title 11, Chapter 2, Section 2, Subsection C of the River Forest Village Code is hereby amended to read in its entirety as follows, with additions underlined and deletions struck through:

"Primary Liability: The primary liability for payment of said tax shall be borne by the grantor or seller involved in any such transaction; provided, however, it shall be unlawful for the grantee or purchaser to accept a conveyance if the transfer tax has not been paid. The village administrator shall issue no revenue stamps unless the village finance director certifies that all water, sewer, ~~and~~ refuse assessments, judgments from the Ordinance Enforcement Department, liens, encumbrances, and other debts due and owing to the Village, whether attached to the property or owed by the grantor or seller, are paid in full for the property."

**SECTION 3:** That all ordinances, or parts of ordinances in conflict with this Ordinance, are hereby expressly repealed.

**SECTION 4:** Each section, paragraph, clause and provision of this Ordinance is separable, and if any section, paragraph, clause or provision of this Ordinance shall be held unconstitutional or invalid for any reason, the unconstitutionality or invalidity of such section, paragraph, clause or provision shall not affect the remainder of this Ordinance, nor any part thereof, other than that part affected by such decision.

**SECTION 5:** This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

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

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

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

**APPROVED** by me this 13th day of February, 2017.

\_\_\_\_\_  
Catherine Adduci, Village President

ATTEST:

\_\_\_\_\_  
Sharon Halperin, Village Clerk



## Village of River Forest

### POLICE DEPARTMENT MEMORANDUM

**TO:** Eric Palm- Village Administrator  
**FROM:** Gregory Weiss- Chief of Police  
**DATE:** February 7, 2017  
**SUBJECT:** January 2017 Monthly Report

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#### Crime Statistics

January is the first month of the statistical year for crime reporting and Part I offenses remained the same compared to this time last year. There was a slight increase in Part II reported crimes in January, the majority of which can be contributed to an increase in traffic enforcement (up 33% from last year).

	Jan. 2016	Jan. 2017	Diff. +/-	% +/-	YTD 2016	YTD 2017	Diff. +/-	% +/-
<b>Part I*</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>0</b>	<b>0</b>
<b>Part II**</b>	<b>82</b>	<b>90</b>	<b>8</b>	<b>10%</b>	<b>82</b>	<b>90</b>	<b>8</b>	<b>10%</b>
<b>Reports***</b>	<b>164</b>	<b>175</b>	<b>11</b>	<b>7%</b>	<b>164</b>	<b>175</b>	<b>11</b>	<b>7%</b>
<b>Events****</b>	<b>1454</b>	<b>2057</b>	<b>603</b>	<b>41%</b>	<b>1454</b>	<b>2057</b>	<b>603</b>	<b>41%</b>

\*Part I offenses include homicide, criminal sexual assault, robbery, aggravated battery, burglary, theft, and motor vehicle theft.

\*\*Part II offenses include simple battery, assault, criminal trespass, disorderly conduct, and all other misdemeanor and traffic offenses.

\*\*\* Reports (new category) include total number of reports written by officers during the month. This data was compiled beginning in Sept. 2015

\*\*\*\*Events (new category) include all activities conducted by officers, including foot patrols, premise checks, traffic stops and all other calls for service not included as PART I and PART II offenses.

#### Town Center

The police department conducted 117 calls for service at the Town Center properties; of those calls there was only one (1) reported crime which was a retail theft.

#### Community Support

On January 19<sup>th</sup>, representatives from the police department attended the Celebrating Seniors Week (CSW) kick-off breakfast at the Forest Park Community Center. As in the past, our

department made a commitment to participate in training seminars concerning senior scams and other related topics.

Off. Czernik attended the interfaith prayer vigil at Dominican University on January 24th. This vigil was in response to the recent vandalism at the university that was apparently targeting the minority students.

On January 27<sup>th</sup>, Officer Czernik stopped by the Roosevelt School “lock-in” for 5<sup>th</sup>-7<sup>th</sup> graders. This gave the School Resource Officer an opportunity to interact with the children in a non-academic setting.

Upcoming Special Events for February:      None Requested

<b>Active Solicitor Permits</b>		
<b>Individual or Organization</b>	<b>Description</b>	<b>Expires</b>
<b>Pebble Consulting</b>	<b>Property Tax Appeal Consulting</b>	<b>11-Feb-17</b>
<b>Pointe Pest Control</b>	<b>Pest Control Services</b>	<b>21-Jun-17</b>
<b>Budget Right Handyman</b>	<b>Handyman Certificates</b>	<b>24-Jun-17</b>
<b>Melanie Darro Inc.</b>	<b>Dry Cleaning Promotions</b>	<b>29-Jul-17</b>
<b>Comcast</b>	<b>Internet Services</b>	<b>16-Sep-17</b>
<b>Edward Jones</b>	<b>Financial Services</b>	<b>4-Oct-17</b>

## **Budget and Fiscal Monitoring**

### **January 1 –January 31, 2016**

January completes the ninth month of FY17, and parking citation revenue for the fiscal year is below the estimated projection. Administrative Tow revenue was higher than projected revenue for the month. In addition we have met our annual projection for Local Ordinance violations, and overtime in January was lower than the monthly projection.

#### **Revenue/Expenditure Summary**

<b>Category</b>	<b>Total # Paid 01/17</b>	<b>Total # paid FY17 Y-T-D</b>	<b>Expenditure/ Revenue 01/17</b>	<b>FY17 Y-T-D Expenditure/Revenue</b>
<b>Parking/Compliance Citations</b>	<b>234</b>	<b>2434</b>	<b>\$8,598</b>	<b>\$114,218</b>
<b>Admin. Tows</b>	<b>26</b>	<b>183</b>	<b>\$13,000</b>	<b>\$91,500</b>
<b>Local Ordinance</b>	<b>3</b>	<b>21</b>	<b>\$458</b>	<b>\$5,407</b>
<b>Overtime</b>	<b>188</b>	<b>2,189 hrs</b>	<b>\$11,199</b>	<b>\$132,578</b>

### **Significant Arrests:**

#### **17-00023: Intent to Deliver Cocaine 100-400 grams:**

On January 06, 2017 a River Forest officer stopped a vehicle for traveling 59mph in a 30mph zone on the 600 block of Harlem. The 31 year old male driver from Chicago was arrested for traffic related violations. Upon a search of the vehicle officers recovered 9 plastic baggies that contained over 260 grams of cocaine which has a street value of over \$10,000. The vehicle also contained over 30 grams of marijuana and other items that indicated the driver was selling narcotics. The driver was currently on Parole for the delivery of Cocaine. The driver was charged with four felony drug charges. The vehicle and the \$1450.00 the driver had on his possession were seized pending seizure hearings. The driver was transported to Maybrook courthouse for bond hearing.

#### **17-00038: Theft Under \$500 and 4 warrants:**

On January 08, 2017 River Forest units were dispatched to a bicycle theft that had just occurred in the 7600 block of Washington. The offender, a 21 year male from Chicago was observed by officers riding the bicycle in the area of Gale and Washington where the officers attempted to make a stop on the offender. The offender initially stopped but upon making contact with the officers, he dropped the bike and ran from the officers. After a brief foot pursuit, the offender was apprehended with the assistance of Forest Park Units. Once at the station, the offender provided officers with false personal information multiple times. Once the offender's identity was confirmed by a fingerprint inquiry, officers discovered the offender had four warrants for the following: 2 warrants for armed robbery, 1 warrant for retail theft and 1 warrant for criminal trespass to land. The offender was charged with theft which was upgraded to a felony due to a previous robbery conviction, and the four outstanding warrants. He was processed and held for bond hearing the next day.

#### **17-00072: Unlawful Use of a Weapon/Driving Under the Influence:**

On January 15, 2017 a River Forest officer stopped a vehicle in the area of 1100 block of Harlem. The 26 year old male from Chicago was arrested for Driving on a Suspended License and Driving Under the Influence investigation. Upon a search of the vehicle, officers recovered a .45 caliber handgun within arm's reach of the driver. Officers also recovered an unreported stolen Chicago Police portable radio from inside the vehicle. Chicago Police Detectives came to the River Forest police station and interviewed the driver regarding the stolen police radio. The radio was turned over to the detectives. The driver was later charged with Unlawful Use of a Weapon, Driving Under the Influence of Alcohol and was released on bond.

#### **17-00114: Suicide Threat:**

On January 23, 2017 River Forest units were dispatched to a residence in River Forest in reference to a suicide threat. Officers were notified that the 57 year old man from River Forest was attempting to kill himself with a shotgun, but was currently holding a knife to his throat. Officers found the man sitting in his garage with a large butcher knife against his throat. After over an hour speaking with the man, he removed the knife from his throat and was transported to the hospital for evaluation.

#### **17-00134: Felony Retail Theft/Resisting a Peace Officer/Warrant:**

On January 27, 2017 officers responded to Jewel in reference to a Retail Theft. The two offenders took numerous over the counter medications and were last seen E/B Lake St. An officer located the subjects and both fled on foot. The officer attempted to take one subject, a 35 year old male from Chicago into custody but he actively began to resist the officer. With the assistance of other officers he was taken into custody and numerous over the counter medications were found on him. The other subject, a 34 year old male from Chicago was taken into custody by Oak Park officers. He was also in possession of numerous over the counter medications. The 35 year old male had an active Cook County warrant for Retail Theft. Both offenders were also identified and provided written statements for their involvement in 17-00054, a Retail Theft from CVS on January 11, 2017 which the subjects resisted and obstructed officers. Both subjects were transported to bond hearing.

**17-00148: Retail Theft/Obstructing Identification/Warrant:**

On January 30, 2017 an officer was inside the CVS conducting a photo lineup when loss prevention advised the officer that a male subject was concealing bottles of alcohol. The officer watched the subject exit the store, and the male subject, a 51 year old from Chicago was taken into custody. A small metal pipe commonly used to ingest crack cocaine was also located on his person. The male provided a fictitious name and date of birth and it was later determined that he had an active Bloomingdale Police Department warrant for Possession of a Controlled Substance. He was charged locally for misdemeanor Retail Theft, Obstructing Identification, and Possession of Drug Paraphernalia. He was released on an I-Bond for the local charges, and turned over to Bloomingdale Police Department

The following chart summarizes and compares the measured activity for all three patrol watches during the month of January 2017:

	Midnights 2230-0630	Day Watch 0630-1430	Third Watch 1430-2230
Criminal Arrests	13	6	10
Quasi-Criminal Arrests	5	4	2
DUI Arrests	6	0	0
Misdemeanor Traffic	26	4	12
Hazardous Moving Violations	129	17	71
Compliance/Parking Citations	194	128	56
Warrant Arrests	6	0	8
Premise Checks/Foot Patrols	239	236	258
Field Interviews	34	12	83
Traffic Stops	203	192	232
Written Reports	41	56	106
Administrative Tows	23	3	12
Sick Days	2	10	1

**Detective Division**

During the month of January, the Detective Unit opened up/reviewed seven (7) cases for potential follow-up. Of those cases, two (2) were Cleared by Arrest, two (2) were Administratively Closed or Suspended, and three (3) are pending. The Unit also continued to investigate open cases from previous months.

### Year to Date Arrest Statistics

Quantity Arrested	# Felony Charges	# Misdemeanor Charges	# Warrants
<b>5</b>	<b>2</b>	<b>3</b>	<b>0</b>

### January 2017 Case Assignment Summary

Part I	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except	Pend	Refer	Unfound
Burglary-Storage Locker	<b>1</b>		<b>1</b>						
Motor Vehicle Theft	<b>1</b>	<b>1</b>							
Theft	<b>1</b>		<b>1</b>						
<b>Total Part I</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Part II	# Cases	Cleared by Arrest	Adm Closed	Screen Out	Susp	Except Clear	Pend	Refer	Unfound
Retail Theft	<b>4</b>	<b>1</b>					<b>3</b>		
<b>Total Part II</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>		
<b>TOTALS</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>

### Training

During the month of January 2017, the Department sent thirteen (13) Police Officers for a total of one hundred and one hundred and sixty-six (166) hours of training. The information detailing the courses and total training time is listed below.

Officer Name	Course Title	Start	End	Hours
Balaguer	Ground Fighting Control Tactics for Women	01/10/2017	01/11/2017	16
Buckner	Less Lethal Executive Forum	01/09/2017		8
Casey	Juvenile Court Act Update	01/11/2017		8
Cassidy	Laws of Arrest, Search, and Seizure	01/04/2017	01/05/2017	16
Cromley	Read, Recognize, and Respond	01/24/2017		8
Dhooghe	Use of Force Training-Illinois Association of Chiefs of Police	01/31/2017		8
Eberling	Juvenile Court Act Update	01/11/2017		8
Eberling	Conducting Effective Street Gang Investigations	01/25/2017		8
Eberling	Read, Recognize, and Respond	01/24/2017		8
Fries	Illinois Vehicle Code Refresher	01/13/2017		8
Fries	Read, Recognize, and Respond	01/24/2017		8
Greenwood	Less Lethal Executive Forum	01/09/2017		8
Humphreys	Conducting Effective Street Gang Investigations	01/25/2017		8
Humphreys	Illinois Vehicle Code Refresher	01/13/2017		8
Ostrowski	Defensive Tactics for Patrol: Use Of Force Vs. Resistance	01/16/2017	01/17/2017	16
Pluto	16 Hour MEGGITT XVT Instructor Program	01/18/2017	01/19/2017	16
Weiss	Critical Labor Issues	01/19/2017		6
<b>13</b>	<b>Total</b>			<b>166</b>



## MEMORANDUM

TO: Eric J. Palm  
Village Administrator

FROM: *James L Eggert*  
James Eggert  
Fire Chief

DATE: February 3, 2017

SUBJECT: Monthly Report – January – 2017

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The Fire Department responded to 191 calls during the month of January. This is 27% above our average number of calls in comparison to 2016. We experienced 10 fire related calls in this month. Emergency Medical Service calls represent 59% of our response activity for the month of January.

Incident Group	Count
100 – Fire	10
200 – Rupture/Explosion	1
300 – Rescue/EMS	113
400 – Hazardous Condition	11
500 – Service Calls	11
600 – Good Intent	17
700 – False Alarm	28
800 – Severe Weather	0
900 – Special Incidents	0

The month of January weather has been on the extreme mild side with temperatures consistently above normal. This has allowed the Fire Department to increase our training exercises out of quarters. Building familiarization, pump operations and construction were the primary goals.

Fiscal Year 2018 budget preparation has involved not only our command staff, but also our officer core in formulating a lean financial plan. Completion of the Fire Departments budget includes justifications, personnel summary, inventory and capital requests. The Emergency Telephone System Board (ETSB) budget is also included for review.

Firefighter/Paramedic's Brian McKenna and Matthew Monahan began their candidate orientation January 9th, lasting 3 weeks, and started on shift by the end of the month. River Forest is fortunate that these candidates come to us trained through an academy and with extensive experience.

Lieutenant David Bochenek was promoted, completed his one week orientation and began his shift work January 10<sup>th</sup>. With Lieutenant Bochenek's promotion, this depletes the Board of Fire & Police Commissioner Promotional list for Fire Service Lieutenant. The Commission is advised and will work toward establishing another eligibility list this spring/summer.

The Training Bureau is working with surrounding communities to provide training to shift personnel that work together on a daily basis. Lieutenant John Carter works close with Division XI Training Committee to bring timely and current training to our firefighters and officers. He is planning several courses to be offered for our personnel, and firefighters from surrounding fire departments.

MABAS Division XI and MABAS Division XX are continuing to put hazardous materials training together for 2017. In an attempt to increase efficiencies, training between the two Divisions is being shared.

The Fire Department command staff is involved with Triton College and sits on its advisory committee. Triton is expanding their curriculum programs to include advanced Emergency Medical programs and Public Safety Communication programs. We encourage our firefighters to further their formal education through undergraduate and graduate work.

### **Officers Meeting**

Topic discussed during our monthly department officers meeting include;

- Personnel Evaluations
- Apparatus
- Budget (station, equipment, SCBA compressor)
- Daily Duties
- Radio System

### **Suppression Activities**

For the month of January, we responded to 191 emergency calls, which is above our normal amount of calls. Of this total, ten were fire related incidents. eight of these fire incidents occurred in River Forest. The other two fire incidents occurred outside of River Forest.

The first fire incident was in Elmwood Park. River Forest crews assisted with ventilation on a garage fire.

The second fire was a car fire in River Forest. River Forest crews extinguished the fire with a hand line. The vehicle sustained \$5,000 in damage.

The third fire was a brake fire on a semi-trailer in River Forest. River Forest crews extinguished the fire with a hand line.

The fourth fire was illegal burning of construction debris in the back yard in River Forest. The fire was extinguished with a hand line and the construction crew was informed that they could not burn debris in the village.

The other six fires were cooking fires that caused no damage. Five of these occurred in River Forest and the last one was in Elmwood Park.

### **Training**

This month the department participated in various training activities such as:

- **All shifts continued their assigned building inspections**
- **Probationary FF/PM's McKenna and Monahan started 3 weeks of days on January 9<sup>th</sup>.**
- **FF/PM McKenna graduated from Posen Fire Academy on January 26<sup>th</sup>**
- **FF/PM Monahan started black shift on January 31<sup>st</sup>**
- **FF/PM McKenna started red shift February 1<sup>st</sup>**
- **Loyola CE topic was Pediatric chest pain**
- **IDOL required yearly Bloodborne Pathogens review was done**
- **MSA Millenium mask training and CBRN canister training was done by the shifts**

### **Paramedic Activity**

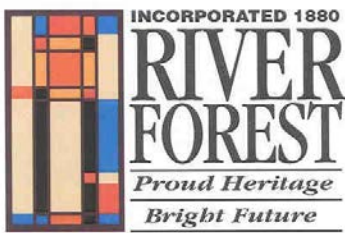
We responded to 110 ambulance calls making contact with 121 patients for the month of January, which is above our monthly average number of EMS calls. Of this total, 53 patients were classified as ALS, 61 were BLS, and 7 were invalid assists. 33 of the 61 BLS patients refused treatment and/or transport.

A detailed monthly EMS report is available for review.

### **Fire Prevention**

During the month of December, the Fire Prevention Bureau conducted 12 regular inspections, 5 construction inspections, 29 Company Inspections, and 4 Plan Reviews with 52 Violations noted and 14 violations corrected.

A detailed monthly Fire Prevention report is available for review.



## MEMORANDUM

**DATE:** February 6, 2017

**TO:** Eric J. Palm, Village Administrator

**FROM:** John Anderson, Director of Public Works

**SUBJECT:** Monthly Report – January 2017

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### Executive Summary

In the month of January the department of Public Works continued to perform winter maintenance operations. This included responding to three snow and ice events resulting in the usage of 65.5 tons of salt used to treat Village streets, alleys and parking lots. Due to higher temperatures during this month there was an opportunity to perform street sweeping. This is typically not a task that is performed in January, however the streets were not snow covered and street sweeping was needed. Staff also used to opportunity to take advantage of a month with few snow events to perform needed tree trimming. Forestry crews were able to trim 497 trees; this is double what is typically done in the winter months. Public Works management staff continued to formulate the budget for fiscal year 2018. This includes projecting expenditures through the end of this fiscal year and determining which items are needed for operating expenses in the future. Management staff also attended an awards luncheon for the Northside Stormwater Management Project. This NSMP was awarded project of the year for the environment category. The old boiler room at the Public Works garage was converted to a storage room. The replacement of the heating system allowed us to free up space previously used as a boiler room for additional needed storage of equipment and supplies.

### Engineering Division Summary

- Received and processed 3 grading permits
- Completed design for 2017 SIP and received IDOT approval
- Continued design on the 2017 Water Main Improvements Project
- Continued design on 2017 Alley Improvement Project and submitted to MWRD for permit
- Worked on 2017 budget
- Completed draft revision of stormwater ordinance
- Attended Geographic Information System Board Members meeting
- Held a Traffic and Safety Commission Meeting
- Attended APWA Suburban Branch Award Ceremony for NSMP

## Public Works – Operations

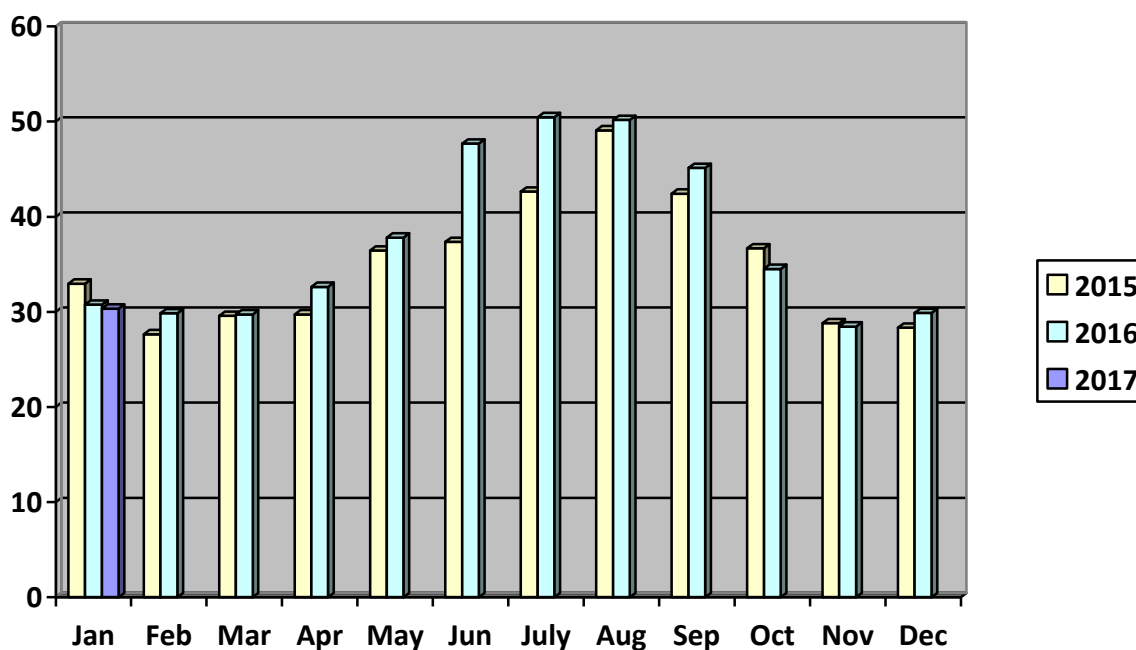
The following is a summary of utility locate requests received from JULIE (Joint Utility Locating Information for Excavators) and work orders (streets, forestry, water, sewer, etc.) that were received and processed during the past 12 months:

	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan
Utility Locates	84	142	323	216	292	245	105	151	192	106	46	35
Work orders	34	30	22	45	80	51	52	45	30	12	24	16

## Water and Sewer

Monthly Pumpage: January's average daily pumpage of 0.98 million gallons (MG) is slightly lower than January's average of 0.99 MG in 2016.

## Volume of Water Pumped into the Distribution System (Million Gallons)



In the month of January Water division personnel continued the replacement of batteries within MXUs (water meter reading devices) based on the errors in the meter reading reports performed each month.

The Water division informed the business at 7579 Lake Street of a break in their service line on January 23<sup>rd</sup>. The service line repairs were the responsibility of the building owner. All work was inspected and approved by B&F Technical Code Services on January 25<sup>th</sup>.

In January the Water division suspended system valve turning due to cold weather. The 2017 portion of the valve turning program will be performed in the spring, each year the Water division exercises 1/3 of the 409 valves in the water system. An assessment is made to each valve's performance during the exercising process. The valve turning program is part of a monthly Illinois

EPA report on system maintenance and also ensures system reliability during main breaks and system repairs.

The Water Division personnel performed these additional tasks in January:

- Installed 54 meters
- Responded to 109 service calls

#### Streets and Forestry

Staff in the Streets and Forestry division focused heavily on snow and ice removal, tree trimming, and street sweeping. These are the details of the tasks performed frequently in the month of January:

<b>Description of Work Performed</b>	<b>Quantity</b>
Number of Snow & Ice Responses	3
Street Salting (tons)	65.5
Trees Trimmed	497
Street Sweeping (curb miles)	275
Sign Repairs/Fabrication	2



## Village of River Forest

Village Administrator's Office

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

### MEMORANDUM

Date: February 2, 2017

To: Eric Palm, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Building & Zoning Report - January, 2017

The Village issued 107 permits in January, 2017, compared to 66 during the same month in 2016. Permit activity remains high overall for the second year. Permit revenue has exceeded projections as a result of larger development projects coming to fruition and obtaining building permits and additional building permits are expected to be issued before the end of the Fiscal Year for the Concordia Residence Hall and St. Vincent's addition. Permit revenue collected in January, 2017, totaled \$33,422, compared to \$15,406 in December, and was higher due to the volume of work. Decreased activity is typical this time of year; however, working conditions have been impacted by relatively mild weather and lower snowfall. Fiscal Year to-date permit revenue is \$617,856, which comprises 127% of the \$487,275 projected for FY 16-17 and can be attributed to large commercial and multi-family residential developments.

#### Planned Development Project Updates

Below please find a summary of the status of the approved planned development permits as well as the pending applications.

#### *Approved:*

- The Promenade (7820 W. Madison Street - Approved July 13, 2015) – Construction of the townhomes continues following approval on both minor and major amendments to the planned development. Rough inspection of the existing structures has commenced. Under the Planned Development Ordinance, construction must be completed by April 13, 2018 for the planned development permit to remain valid.
- Community Bank (7751 Lake Street - Approved March 14, 2016) - Construction continues on the building and a permit has been issued for temporary and permanent signage on the site. The bank is hoping to open the new facility in early April. They were recently notified that MWRD is requiring the replacement of a lateral sewer line that runs under Lake Street, which will require the opening of Lake Street. Staff will

work with the bank to expedite the project; however, winter weather conditions and possible snowplowing operations may impact the timing of the work.

- St. Vincent's Church (1530 Jackson - Approved March 23, 2016) – St. Vincent's is anticipating that construction will begin in the spring. The Planned Development Ordinance requires that a permit application be received within nine (9) months of planned development approval. The church's architect submitted permit materials prior to December 23, 2016, therefore, the planned development permit remains valid. Under the Planned Development Ordinance, construction must commence by June 23, 2017 for the planned development permit to remain valid. Staff continues to anticipate that construction will commence and conclude in the timeline required by the Village's building permit and zoning timelines.
- Concordia University Residence Hall (Bonnie Brae Place - Approved July 12, 2016) – An early start permit was issued and construction is underway but is limited due to winter weather conditions. Staff and the University's representatives continue to work closely to finalize plumbing and electrical permits and to ensure that permit drawings are complete. Staff believes that a permit can be issued shortly after the University has addressed these remaining items are addressed so that construction is not delayed. The University has approached staff with requests to make certain exterior changes to the building. While one change appears to be de minimus, staff is evaluating the changes as a whole to determine whether they can be approved as a minor amendment or whether they would be considered a major amendment. Under the Planned Development Ordinance, construction must be completed by April, 2019 for the planned development permit to remain valid.
- Fenwick Artificial Turf Field (Approved September 26, 2016) - Engineering review of the project is underway but no building permit application has been received.
- Bonnie Brae Condominiums (1101-1111 Bonnie Brae Place - Approved November 17, 2016) – The developer is in the process of finalizing construction drawings so that a building permit application may be submitted. The developer hopes to commence construction in the spring. Under the Planned Development Ordinance, the developer must submit a completed permit application by August 17, 2017 for the planned development permit to remain valid.

*Pending:*

- Concordia University Cell Tower (7400 Augusta) - The University introduced the property to the Village Board on January 9, 2017, regarding a possible increase to the height of a portion of the parking garage to allow for the installation of an additional cellular antenna. It is anticipated that the University will commence the Planned Development process in the near future.
- (Lake Street & Lathrop Avenue – The Village met with the new development partner, Sedgewick Properties, as well as Keystone Ventures in mid-January to discuss the planned development process and application requirements. It is anticipated that a complete application will be submitted by March 14, 2017.
- Dominican University Student Commons in the Heart of Campus – The University met with Board and held pre-filing conference with the DRB; however, commencement of the planned development process has been temporarily delayed.

- River Forest Park District – The Park District met with Board regarding the proposed addition to their facility on Lake Street; however, no further action or notice has been received regarding applicant's desire to proceed with the process.

### **Permit and Real Estate Transfer Activity Measures**

#### **Permits**

<b>Month</b>	<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>
May	97	101	113	124	178
June	113	99	104	144	179
July	71	76	112	150	140
August	128	105	84	144	145
September	123	83	111	180	130
October	84	82	120	149	140
November	64	62	55	72	98
December	37	39	43	79	55
January	35	23	24	66	107
February	19	27	22	67	
March	42	47	41	109	
April	71	93	78	97	
<b>Two Month Comparison</b>	<b>-</b>	<b>62</b>	<b>67</b>	<b>145</b>	<b>162</b>
<b>Fiscal Year Total</b>	<b>884</b>	<b>837</b>	<b>907</b>	<b>1,381</b>	<b>1,172</b>

#### **Real Estate Transfers**

	<b>January 2016</b>	<b>January 2017</b>	<b>FY 2017 Total</b>	<b>FY 2016 Total</b>
<b>Transfers</b>	11	17	191	230

#### **Residential Property Demolition**

	<b>January 2017</b>	<b>FYTD 2017 Total</b>	<b>FY 2016 Total</b>	<b>FY 2015 Total</b>
<b>Residential Demolitions</b>	0	7	3	2



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## MEMORANDUM

Date: February 8, 2017

To: Eric Palm, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Village-Wide Performance Measurement Report – January 2017

Building Department Performance Measures	FY 2016 Actual	FY 2016 Goal	January Actual	FY 2017 YTD
Plan reviews of large projects completed in 3 weeks or less	81% (115 of 142)	95%	88% (7 of 8)	57% (65 of 114)
Re-reviews of large projects completed in 2 weeks or less	92% (167 of 182)	95%	100% (10 of 10)	67% (93 of 138)
Plan reviews of small projects completed in 5 days or less	97% (77 of 79)	95%	100% (4 of 4)	100% (132 of 132)
Express permits issued at time of application	99% (244 of 246)	100%	100% (8 of 8)	99% (171 of 172)
Inspections completed within 24 hours of request	100% (1249 of 1249)	100%	100% (124 of 124)	100% (1210 of 1210)
Contractual inspections passed	95% (1266 of 1331)	80%	90% (112 of 124)	92% (1119 of 1210)
Inspect vacant properties once per month	98% (350 of 356)	100%	100% (32 of 32)	100% (291 of 291)
Conduct building permit survey quarterly	5	1 per quarter	1	3
Make contact with existing business owners	60	5/month 60/year	5	40

<b>Fire Department Performance Measures</b>	<b>FY 2016 Actual</b>	<b>FY 2016 Goal</b>	<b>January Actual</b>	<b>FY 2017 YTD</b>
Average fire/EMS response time for priority calls for service (Includes call processing time)	4:18 minutes	5 Min	4:04 minutes	4:02 minutes
Customer complaints and/or public safety professional complaints	0%	<1%	0%	0%
All commercial, multi-family and educational properties inspected annually	391	335 inspections	41	233
Injuries on duty resulting in lost time	1	<3	0	0
Plan reviews completed 10 working days after third party review	1.82 days on average	<10	1.75 days on average	3.28 days on average
Complete 270 hours of training for each shift personnel	6106.	4824	561.	6454.8
Inspect and flush fire hydrants semi-annually	803	892 annually	0	1507

<b>Police Department Performance Measures</b>	<b>FY 2016 Actual</b>	<b>FY 2016 Goal</b>	<b>January Actual</b>	<b>FY 2017 YTD</b>
Average police response time for priority calls for service (Does not include call processing time)	3:41 minutes	4:00	3:36 minutes	3:55 minutes
Injuries on duty resulting in lost time	4	0 Days Lost	0	0
Reduce claims filed for property & vehicle damage caused by the Police Department by 25%	0	<3	0	2
Maintain positive relationship with the bargaining unit and reduce the number of grievances	4	0%	1	1
Reduce overtime and improve morale by decreasing sick leave usage	762 days	10% reduction	18 days	92.5 days
Track accidents at Harlem and North to determine impact of red light cameras	18 accidents	10% reduction	1 accidents	16 accidents
Decrease reported thefts (214 in 2012)	182	5% reduction	13	158
Formal Citizen Complaints	N/A	0	0	0
Use of Force Incidents	N/A	0	0	4
Send monthly crime alerts to inform residents of crime patterns and prevention tips	10	1 email/month; 12 emails/year	1	8

<b>Public Works Performance Measures</b>	<b>FY 2016 Actual</b>	<b>FY 2016 Goal</b>	<b>January Actual</b>	<b>FY 2017 YTD</b>
Complete tree trimming/pruning service requests within 7 working days	97% (133 of 137)	95%	100% (3 of 3)	94% (130 of 138)
Complete service requests for unclogging blocked catch basins within 5 working days	100% (15 of 15)	95%	100% (2 of 2)	100% (13 of 13)
Percent of hydrants out of service more than 10 working days	0.03% (1 of 3960)	<1%	0.00% (0 of 440)	0.00% (0 of 3520)
Replace burned out traffic signal bulb within 8 hours of notification	100% (4 of 4)	99%	N/A	100% (2 of 2)
Complete service requests for patching potholes within 5 working days	100% (14 of 14)	95%	N/A (0 of 0)	100% (7 of 7)
Repair street lights in-house, or schedule contractual repairs, within five working days of notification	92% (68 of 74)	95%	100% (6 of 6)	97% (38 of 39)
Safety: Not more than two employee injuries annually resulting in days off from work	0	≤2	0	1
Safety: Not more than one vehicle accident annually that was the responsibility of the Village	0	≤1	0	0
Televis 2,640 lineal feet of combined sewer each month from April – September	202% (32054 of 15840)	2,640/ month (15,840/ year)	N/A (0 of 0)	221% (34971 of 15840)
Exercise 25 water system valves per month	71% (213 of 300)	25/month (300/year)	00% (0 of 25)	93% (185 of 200)
Complete first review of grading plans within 10 working days	100% (90 of 90)	95%	100% (3 of 3)	100% (70 of 70)

N/A: Not applicable, not available, or no service requests were made



Village of River Forest  
Village Administrator's Office  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## MEMORANDUM

Date: February 13, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Village Administrator's Report

### Upcoming Meetings (all meetings are at Village Hall unless otherwise noted)

Thursday, February 16	7:30 pm	Development Review Board Meeting
Thursday, February 16	7:30 pm	Historic Preservation Commission Meeting
Monday, February 20	ALL DAY	President's Day – Village Hall CLOSED
Monday, February 27	7:00 pm	Village Board of Trustees Meeting

### Recent Payments of \$10,000

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
B&F Construction Code Services	\$10,890	Oct/Nov 2016 Inspections
Clark, Baird & Smith, LLP	\$16,053	Employment Law Services
ClientFirst Consulting Group	\$17,029	IT Monthly Support and 2017 upgrades
Klein, Thorpe and Jenkins, Ltd	\$10,274	Village Attorney
Essential Equipment Solutions	\$10,468	Firefighting Turnout Gear, CO & Gas Meter
H.W. Lochner, Inc.	\$18,282	Harlem Ave. Viaduct Study
MOE Funds	\$13,470	PW Employee Health Insurance March 2017
Suburban General Construction	\$18,269	Water Main Repairs

There were no new business licenses issued this month.

Thank you.



## MEMORANDUM

**DATE:** February 13, 2017

**TO:** Eric J. Palm, Village Administrator

**FROM:** John Anderson, Director of Public Works

**SUBJECT:** Traffic and Safety Commission Recommendations – January 18, 2017 Meeting

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**Request 1:**

Nancy Fasano of 1009 Jackson Avenue has requested that consideration be given to the installation of a “Resident Only” parking zone on both sides of the 1000-block of Jackson Avenue between the hours of 8:00am and 4:00pm, Monday through Friday excluding holidays.

**Analysis:** The Traffic and Safety Commission met on January 18, 2017 to discuss the aforementioned request. Upon review of the packet materials prepared for the meeting and consideration of public comment, the Traffic and Safety Commission made the following recommendation:

**Traffic and Safety Commission Recommendation**

The Traffic and Safety Commission has made the recommendation that, per the petitioner’s original request, a “Resident Only” parking zone be installed on both sides of the 1000-block of Jackson Avenue between the hours of 8:00am and 4:00pm, Monday through Friday excluding holidays.

The Village Board will need to decide to accept, reject, or modify the Commission’s recommendation.

**Recommendations:** If the Village Board agrees with the recommendation from the Traffic and Safety Commission, the following motion would be appropriate: Motion to accept the recommendation from the Traffic and Safety Commission to install a “Resident Only” parking zone on both sides of the 1000-block of Jackson Avenue between the hours of 8:00am and 4:00pm, Monday through Friday excluding holidays.

**Attachments:**

Traffic and Safety Commission – agenda item packet  
Revised Ordinance



# **VILLAGE OF RIVER FOREST TRAFFIC AND SAFETY COMMISSION MEETING**

Wednesday, January 18, 2017 – 7:30 PM  
Village Hall – Community Room, 400 Park Ave., River Forest, IL

## **AGENDA**

1. Call to Order/Roll Call
2. Adoption of Meeting Minutes from the 6/22/16, 7/20/16, and 9/21/16 Traffic and Safety Commission Meetings.
3. Public Comment
4. Request by Nancy Fasano of 1009 Jackson Avenue that consideration be given to creating a “Resident Only” parking zone on the 1000 block of Jackson Avenue between the hours of 8:00am and 4:00pm (Monday through Friday, not including holidays).
5. Adjournment



## VILLAGE OF RIVER FOREST TRAFFIC AND SAFETY COMMISSION MEETING MINUTES

Wednesday, June 22, 2016 – 7:30 PM

A special meeting of the River Forest Traffic and Safety Commission was held on Wednesday, June 22, 2016 at 7:30 P.M. The meeting was conducted in the Community Room at the River Forest Village Hall, 400 Park Ave. River Forest.

### **Roll Call and Call to Order**

The meeting was called to order at 7:35 PM. Present at this meeting were Chairman Hagensick, Commissioner Valenti, Commissioner Rees, Commissioner Osga, Commissioner Jayaraman, and Commissioner Wade.

### **Old Business**

Chairman Hagensick asked for a motion to approve the minutes from the January 20, 2016 meeting. Commissioner Osga seconded the motion. All commissioners present voted to approve the minutes.

### **New Business – Roosevelt Middle School Sub-Area Traffic Planning Study Update**

The Village's Traffic consultant, Gewalt Hamilton Associates provided an update regarding information found while conducting the updated study in 2016.

### **New Business – Extend the temporary parking time to 60 minutes on Lathrop Avenue. Request for entire drop off zone at Roosevelt Middle School be shifted 30 feet South. In addition change of confusing signage South of Oak Street and Jackson Avenue.**

Bill Grieve of Gewalt Hamilton Associates, thinks that based on input from the library and their observations, extending the parking time to a 60-minute limit should be considered on Lathrop Avenue. As many library patrons need more than a 30-minute limit.

Mr. Grieve also found people are crossing and moving the cones that block Oak Street between Jackson Avenue and Lathrop Avenue. Thinks it would be a good idea to get a taller cone or barricade which would be more difficult to move and cross.

Anthony Cozzi, director of Finance and Facilities for River Forest School District 90 states the administration wrote a letter to Village Administrator Eric Palm back on May 10, 2016. They noticed the on-street parking spaces for the library and school staff, at the south end of the 600 block of Jackson Avenue, go almost unused. While the spots at the north end of the 700 block of Jackson Avenue are on high demand. They request the entire drop off zone be shifted 30 feet to the south. In addition there is some confusing signage at the south end near Oak Street and Jackson Avenue. Other than that they appreciate the changes that were made since they have been extremely successful.

Sue Quinn from the River Forest library seconds Anthony Cozzi's recommendations. Points out the library has different hours than the school. Employees starting at noon end up parking on the 600 block of Jackson Avenue. When they get out at 9:15 p.m. these young female employees need to walk alone at night to their cars. Mrs. Quinn thinks a few more parking spaces on the 700 block would make sense.

Commissioner Osga believes extending the drop off zone at Jackson is a safety concern. Cannot grasp how far south it can be extended, as the zone already goes to Oak Street.

Mr. Cozzi states he is proposing shifting the entire zone south - shifting the parking for employees from the far north end of the 600 block to the far north end of the 700 block.

Commissioner Gillis clarifies they are trying to make it safer for the kids, but they are asking to shorten the safety area where the parents pick up their children. There is two thirds available for parking on Jackson Avenue, and two thirds reserved for employee parking. If they make it longer, that will shorten the pickup and drop off zone for the students.

Commissioner Valenti adds doing that would require moving the drop off zone further away from the school doors, which he has a problem with.

Commissioner Osga adds we have a safety issue vs a convenience issue. It was mentioned that the late night library employees are walking at the most one full block to their cars. Doubts they carry large bundles of books or periodicals. From his perspective extending the safety zone to the fire hydrant makes sense. We have permitted parking on the South that goes unused, we have done our job in creating enough space. We do not have the luxury of creating parking right next to the door of where people work. Does not see the unreasonableness in an employee walking half a block vs the safety of shortening the drop off zone for that point alone.

Commissioner Rees states that he has little sympathy, when the numbers show there are unused staff parking spaces South of Jackson Avenue. There are spots also on Oak Street right next to the school. Seems that the school needs to tell teachers to use those spaces. If they arrive late and need to park an extra half a block, they need to walk an extra half a block.

Commissioner Gillis explains that they try to set this up for the safety of the kids. Asking to make the safety area shorter, makes no sense what so ever.

Commissioner Osga thinks it's a premature decision because we have yet to open up the new East and North lot at the school that are under construction. Rather than making a decision they might not need to make anyway, we should wait and see after construction is terminated. Their concern here is traffic and safety not convenience.

Commissioner Rees states one of the issues raised by the school is confusing signage. He can see how a revision can be made to make it clearer.

Mr. Cozzi explains one has 7:30 a.m. and the other has 8 a.m., not sure what happens between 7:30 a.m. and 8:00 a.m.

Commissioner Valenti sees how it might be puzzling due to the signs having different times, the Do Not Enter sign having a different time and the cones going up at a different time. It might make sense to have the cones up when the street is supposed to be closed, to have more consistency.

Commissioner Valenti makes a motion to switch the 30-minute parking in front of the library on Lathrop Avenue to 60-minute parking. Motion seconded by Commissioner Osga. The vote was unanimous in favor of approving the request. **The motion to approve the request passed.**

Commissioner Valenti makes a motion to extend the drop off zone on the 700 block of Jackson Ave past the fire hydrant. Resulting in lengthening the drop off zone. Commissioner Gillis seconds the motion. The vote was unanimous in favor of approving the request.

**The motion to approve the request passed.**

Commissioner Valenti makes a motion to change the Do Not Enter signs on Oak Avenue and Jackson Avenue to 8 a.m. to 4 p.m. Commissioner Rees seconds the motion. The vote was unanimous in favor of approving the request. **The motion to approve the request passed.**

Commissioner Rees makes a motion to install barricades at Oak Street to help protect that area. Commissioner Gillis seconds the motion. The vote was unanimous in favor of approving the request. **The motion to approve the request passed.**

Commissioner Gillis points out some observations from Gewalt Hamilton's study. One south bound car actually honked as children crossed the street. Finds this appalling, there are many impatient drivers. Drivers are on their cell phones. Ice cream truck is going through the barricades. A kid on his bike almost got hit by a car. Stop signs are being ignored, drivers and pedestrians are not paying attention. Recommendation from the observer is to have more law enforcement handing out tickets. Thinks this is something to talk to Police Chief Greg Weiss about, to start enforcing this.

Commissioner Gillis addresses Jeff Loster, Village Engineer with a concern he has about the park on Chicago Avenue and Jackson Avenue. Wonders if we can get a more permanent Stop for pedestrians at the cross walk. Point out there is a lot of traffic along Chicago Avenue. Jeff Loster replies it is something we can do just asks they request a motion to install more permanent cross walks.

Commissioner Gillis made the motion to look at a permanent cross walk solution for the North East corner of Chicago Avenue and Jackson Avenue. Commissioner Osga seconded the motion. The vote was unanimous in favor of approving the request. The motion to approve the request passed.

A motion was made and seconded to adjourn the meeting at 8:53 P.M. All commissioners voted in favor of the motion. Motion passed.

Respectfully Submitted:

*Signature Line*

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Jeff Loster, Secretary

*Signature Line*

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Doug Rees, Chairman  
Traffic & Safety Commission

Date: -----



## VILLAGE OF RIVER FOREST TRAFFIC AND SAFETY COMMISSION MEETING MINUTES

Wednesday, July 20, 2016 – 7:30 PM

A regular meeting of the River Forest Traffic and Safety Commission was held on Wednesday, July 20, 2016 at 7:30 P.M. The meeting was conducted in the Community Room at the River Forest Village Hall, 400 Park Ave. River Forest.

### **Roll Call and Call to Order**

The meeting was called to order at 7:30 PM. Present at this meeting were Chairman Hagensick, Commissioner Valenti, Commissioner Gillis, Commissioner Osga, Commissioner Jayaraman, and Commissioner Wade.

### **New Business – Request All-way Stop signs at the intersection of Jackson Avenue and Augusta Avenue.**

Joe Shaker from 1045 Franklin Avenue is advocating for a change on Jackson Avenue and Augusta Avenue. To date there have been six major collisions in that intersection. It's an accident magnet for motorists who do not obey traffic signs. Cars going North to South on Jackson Avenue are confused as to who has the right of way. On numerous occasions while driving down Augusta Avenue he has been beeped at because he didn't stop. They are mistaking the pedestrian cross walk sign for a Stop sign. The "Cross Traffic Does Not Stop" sign does not work in this intersection. Mr. Shaker presents police reports from an accident that occurred on April 15<sup>th</sup>. The car was going South on Jackson Avenue, it did not yield because it thought the cars on Augusta Avenue had a Stop sign. This car jumped the median and ended up on the sidewalk on the South East corner. Mr. Shaker suggests we either remove the crossing signs on Augusta Avenue or make the Augusta/Jackson Avenue intersection a 4-way stop.

Heidi Kieselstein lives at 1001 Jackson; she says that when she moved in twelve years ago there was a serious accident on the corner of Jackson Avenue. At that time she went through the process of advocating for a 4-way Stop. The outcome was that one could not be installed since there is a 4-way at Lathrop Avenue and another on Monroe Avenue. They felt if there was a 4-way in every corner people would start rolling through the Stop signs. Mrs. Kieselstein thinks they have a mess of signs that is simply confusing. From living in that corner she can say it's not only the number of accidents, but the number of near accidents. Constantly hears tires screeching outside.

Nancy Fasano lives at 1009 Jackson Avenue, two days ago while walking her dog she saw a car going west slow down to caution for pedestrians at the crosswalk. Right behind this car another car actually passed it because it was going too slow. The car went right across the pedestrian crosswalk. This car did not care, maybe if a stop sign was there this might not happen.

Ross Fasano of 1009 Jackson Avenue has been noticing unbelievable traffic down Jackson Avenue ever since he retired two years ago. Another problem is all the cars parking from

Concordia University. Mr. Fasano explains how neighbors had to move back landscaping to make sure corners are cleared so everyone can see children, bikes, cars and traffic signs. These can't be seen when there is a tunnel of parked cars at the corner of Augusta Avenue at Jackson Avenue. This adds to the confusion making it hard to see the cars going East and West on Augusta Avenue.

In regards to the six reported accidents, Commissioner Valenti states although that sounds like a lot of accidents two per year does not warrant a 4-way stop sign. We received a report from Gewalt Hamilton Associates, the Village traffic consultants and the conclusion was that the accident data itself does not warrant putting a 4-way stop sign.

Mr. Fasano claims drivers at Jackson Avenue and Augusta Avenue do not see the stop sign because of the parked cars.

Commissioner Osga clarifies these cars pass the last parked car then have 30 feet to see a stop sign. It's not the parked cars preventing to see, but lack of awareness. We can try to move those signs back on Jackson Avenue, both on the North and South giving plenty of space to see the Stop sign. Moving the sign back would elevate some issues.

Commissioner Valenti recommends either taking the crosswalk sign down or moving it 30-50 feet back, so it's not mistaken for a stop sign.

Jeff Loster Village Engineer explains the "There is a Crosswalk Here" sign at the crosswalk is placed there per the MUTCD (Manual of Uniform Traffic control Devices). The further we move it from the crosswalk the further we move it from what the MUTCD recommends.

Commissioner Osga points out that Dominican University has a parking garage and every street around is Resident Parking Only. Perhaps we should think about doing the same by Concordia University.

Jeff Loster clarifies the main consequence of having Resident Parking Only is that nannies, contractors, lawn care services, out of town guests, nobody can park there unless they are a resident. Due to this many do not want resident parking only.

Commissioner Valenti recommends removing the crosswalk sign, keeping the "Crosswalk Ahead" sign located further back and doing bolder striping on that crosswalk. In addition to a larger sign of "Cross Traffic Does Not Stop" under the Stop sign on Jackson Avenue.

Commissioner Valenti made a motion to create a No Parking Zone minimum 50 feet on both sides of Jackson Avenue, both North and South of Augusta Avenue. Commissioner Osga seconded the motion.

The vote was 5 to 0 in favor of approving the request. **The motion to approve the request passed.**

Ms. Kieselstein adds they are getting so many signs, some are not needed anymore. For example the sign in front of her home that says "Do not Block Driveway". She thinks it's unnecessary since no one has ever blocked her driveway. She believes having so many signs is just adding to the confusion. Jeff Loster explains that those signs go up per request. If it's an individual sign by her driveway that she does not want we can remove it. No need to make a motion for this - just send staff the request via email.

Commissioner Osga made a motion that the “Cross Traffic Does Not Stop” signage to be removed and replaced for one that is approximately the same size as the stop sign in white and red format.

Commissioner Valenti seconded the motion.

Commissioner Osga informs that based on his five years in law school removing a sign that points out to a pedestrian crosswalk is not something he wants to do. If something were to happen at that corner, there is liability there. We have four people here, there are a lot more people living on these block that might not agree with removing this sign. Would rather be redundant with the striping and leave the sign. The sign is there because people who studied traffic put it there. Let it do its job, make striping brighter and talk about it in a year. He is not voting to take out the sign.

Jeff Loster states that based on today’s motions it is up to the residents if they feel there is a need to add parking restrictions to these blocks. They can contact him to get it on their next agenda. Someone would need to be present to address the issue.

Ms. Kieselstein says thank you for being incredibly responsive and going over every concern they had. She believes the changes made will make a difference.

Jeff Loster goes over an issue that came up in the last meeting about the crosswalk at Chicago Avenue and Jackson Avenue. A Motion was made to install more permanent crosswalk signage. The board did not disagree with the recommendation, but did not specify what more permanent crosswalk means. Asks to recommend what type of signage they want to imply so the board can review.

Commissioner Osga agrees this corner needs something that allows people to cross. That corner is such an artery to the park, the school and the library.

Commissioner Gillis says he suggested last time the street signs mounted in the middle of the street that no one can move, they say “Stop for Pedestrians in Crosswalk”.

Commissioner Wade believes there is a need for better enforcement. Possibly have a meeting with Greg Weiss Chief of Police. Mention we heard all of these concerns, tried to fix them with signs, but they are not being fixed. Jeff Loster says every time it’s asked to have the police look at a particular matter for more enforcement they are very responsive to that. If they feel like bringing him to a meeting, he can arrange that. If they are just looking for more enforcement he can email him tomorrow to get it started.

Commissioner Osga wants to make sure we have signs on Chicago Avenue that alert people of the crosswalk, such as advanced crosswalk signs, something in pavement in the middle of the street. Commissioner Osga knows there will be arguments with stuff in the middle of the street. When it’s reviewed by the board they might bring up issues that they didn’t think of. It’s a very important corner where issues need to be addressed.

Commissioner Gillis made a motion to install double sided crossing signage with fixed mounted base, in addition to advanced crosswalk signs at the crosswalk. Commissioner Valenti seconded the motion.

The vote was 5 to 0 in favor of approving the request. **The motion to approve the request passed.**

A motion was made and seconded to adjourn the meeting at 9:17 P.M. All commissioners voted in favor of the motion. Motion passed.

Respectfully Submitted:

*Signature Line*

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Jeff Loster, Secretary

*Signature Line*

-----  
Doug Rees, Chairman  
Traffic & Safety Commission

Date: -----

DRAFT



## VILLAGE OF RIVER FOREST TRAFFIC AND SAFETY COMMISSION MEETING MINUTES

Wednesday, September 21, 2016 – 7:30 PM

A regular meeting of the River Forest Traffic and Safety Commission was held on Wednesday, September 21, 2016 at 7:30 P.M. The meeting was conducted in the Community Room at the River Forest Village Hall, 400 Park Ave. River Forest.

### **Roll Call and Call to Order**

The meeting was called to order at 7:35 PM. Present at this meeting were Chairman Hagensick, Commissioner Valenti, Commissioner Rees, Commissioner Osga, Commissioner Jayaraman, and Commissioner Wade.

### **Public Comment**

Bob Ray lives at 830 Keystone, he wants to raise a commuter/pedestrian issue. The corner of Lake Street and Keystone Avenue is a problem area. He witnesses everyday cars flying by on Lake Street as commuters are trying to cross the street. He is seeking a solution that actually causes the cars to slow down and stop for pedestrians at the crosswalk. When he looks at other Villages he sees well marked crosswalks and laws being enforced. He has talked to the police department and was told they are aware of this and occasionally write tickets for that by the school zones. Mr. Ray believes this does no good at Lake and Keystone. He asks the Village to think of ways to make River Forest more pedestrian/commuter friendly.

Commissioner Gillis shares that when he was out of town he noticed every crosswalk had these little containers with about half a dozen flags on either side. When pedestrians go to cross the street they grab a flag and shake it at the cars. When they are done with it they drop it on the other side.

Commissioner Osga questions how the crosswalk sign that lights up with a push of a button by Keystone Park got on Forest Avenue rather than on Keystone?

Jeff Loster, Village Engineer answers it was initiated by a similar request for improved signage at Keystone and Lake. Since Lake Street is IDOT jurisdiction this needed to be cleared through them. IDOT has regulations in terms of spacing from a signal intersection like Thatcher Avenue and Lake Street. This is why it had to be moved over to Forest Avenue. All ideas need to go through IDOT for approval. He feels if the village had crosswalks and signage at every single crossing, after a while no one is going to pay attention to any of it anymore.

### **New Business – Request consideration be given to installing a 4-way stop intersection at Monroe Avenue and Iowa Street (there is currently no signage at this intersection).**

Cathriona Keane lives at 831 Monroe Avenue shares that on a daily basis she hears screeching of breaks on the intersection of Monroe Avenue and Iowa Street. She has witnessed near misses and numerous accidents. Last October, while in her backyard, she heard an enormous bang. She walked to the front and realized there had being a crash. One of the cars hopped the payment and hit a fire hydrant. The other car ended up on the lawn of the south east corner home. After the

police and ambulance arrived she spoke to Detective Ben Laird who described it as a serious crash. One of the cars was carrying a mother with her infant child. This is not a wide and open intersection due to the placement of the north east corner house and the landscaping of the north west corner home. This junction is virtually blind when approaching from three directions. Seeing an infant being pulled out of the damaged car had an impact on her. She realized something needed to be done to lessen the danger at this intersection. Mrs. Keane has arrived at the scene shortly after three accidents in the past year on this corner. In each of these accidents one or both cars had jumped the curb ending up on the sidewalk or into the lawns. She thinks of her son walking to Roosevelt School like many children do, or her younger daughter cycling around the block. Hates to think what would happen if there was a crash and a car hopped the pavement. If they would have been near the intersection when any of these accidents happened they would have been seriously hurt. While collecting signatures she was amazed at how many people had close calls or had been involved in accident at this corner. The problem traveling east to west on Iowa from Harlem to Lathrop is that there is only one stop sign at Bonnie Brae Place. People stop at Bonnie Brae then think they have the right of way all the way to Lathrop. Traveling north south there is a clear path, commuters from North Avenue to Lake Street use this path instead of Lathrop or Harlem because it has less stop signs. This intersection is one block south from Concordia University and the speed people use to travel is unbelievable. She doesn't believe student are only to blame, but they have no clue who has the right of way on Monroe Avenue.

Another accident happened on August 17, 2016 involving her neighbor on Iowa and Jackson. She was at this intersection and a car came from Monroe traveling north. The car was speeding and crashed into her. She ended up on the parkway on the north east corner. The Concordia University students in the other car ended up two houses east on the lawn, knocking down a tree. The students were upset and wondered where the stop sign was. Mrs. Keane spoke to Deputy Chief Jim O'Shea and was told he would position a patrol car on that corner to slow everyone down. That was on Wednesday, on Friday she heard the screech and bang of two cars that had crashed just missing the patrol car. She believes doing nothing at this intersection is unacceptable, children and residents are at risk. Installing a 4-way stop is the correct action to take as it would reduce excessive speed.

Jane Barker lives at 7426 Iowa Street, she says cars have ended up on her yard. The day her neighbor was involved on the crash she was going to mow her lawn. She decided to have lunch with her daughter instead when she heard the crash. She could have been out in the parkway at that time. It's not just about her property getting run over, it's about the kids and people walking around. She has lived there since 2004 and has lost track of the number of accidents. Mrs. Barker knows that the consultant said it was an unobstructed intersection. Does not agree with this since the bushes on the north west corner are on two sides of this intersection. This makes it hard to see in either direction.

Edmond Harmon of the 800 block of Clinton Place witnessed the crash on August 17<sup>th</sup> while walking home from the River Forest Public Library. Was stunned to see glass everywhere and the car door completely bent. He and his friends walk by there multiple times a day. If they happened to be by when the accident occurred they could have been seriously hurt. He supports the idea of a 4-way stop being placed at Monroe and Iowa for the safety of his fellow peers and students.

Simon Keane has lived in the block since 1975; he is not one to like adding stop signs everywhere. Believes a lot of it is on the drivers, however this intersection is an exception to that

rule. The drivers need to be forced to slow down, stop and look both ways. He agrees as a long standing resident that there is a severe safety issue at this intersection.

Sue Blaine of 803 Monroe was driving around River Forest with some out of town friends. They asked her how she knows when to stop if there is no stop sign? They supposed people would just assume they can go straight though because there is no stop sign. Mrs. Blaine suspects that happens with a lot of the drivers in River Forest. She walks around a lot and notices a number of cars that just blasts through the intersection at Iowa and Monroe. Absolutely agrees that some signage is needed there. A 2-way Stop would suffice on the east west side. Given the number of accidents and cars she sees blasting, hopes something is put at that intersection.

Commissioner Valenti disagrees with the consultant's conclusion that there is no sight issue at this corner. The consultant recommends a 2-way stop at this intersection, placement on Iowa. We can try it to see if that reduces or eliminates the number of accidents.

Commissioner Osga explains they look at the consultant's report, listen to residents, combined with common sense and experience. The Village is evolving, signs are changing, there is more traffic and people are trying to acclimate to their needs and safety. He agrees with the consultant in placing a 2-way east west on Iowa. Personally would not advocate a 4-way stop.

Simon Keane questions if adding a 2-way only on Iowa would increase the cars speeding from Monroe Avenue. Personally thinks a 2-way is not the way to fix this?

Commissioner Jayaraman replies there is a whole strategy that goes into the traffic study. If we start putting 4-way stop signs all across River Forest it will affect traffic. If the 2-way stop doesn't work, we can look into the 4-way stop.

Commissioner Gillis adds that he disagrees with his fellow commissioners because he is looking at everyone here wanting a 4-way stop and only one wants a 2-way. Practically a whole neighborhood is asking for a 4-way. He votes for what's on the agenda item.

Commissioner Osga comments more is not going to make something better. In this situation if they do something it's going to make a difference. He advocates for a 2-way. We can't be babysitters for people who cannot read stop signs. They are going to see a difference with the 2-way stop, rather than suffocating that corner with a 4-way. Then later running into traffic issues.

Commissioner Wade wonders if we do a 4-way stop, then we would be back here in a month with everybody who lives at Jackson Avenue. Since everyone would be avoiding the 4-way at Iowa and Monroe.

Commissioner Osga thinks that is a very good point everyone needs to hear. You plug something up, it's going to go somewhere else. Loves the residents passion for this 4-way stop, but a 4-way stop is exceeding what is needed. This is why he is pushing for a 2-way stop rather than a 4-way stop. For the last three meetings they have been dealing with issues in this area because all the north south streets are race tracks. They are making changes and hopes they are for the better. Commissioner Valenti adds that having seen a lot of studies over the last fifteen years there are two issues, the safety of the intersection and speeding. All studies suggest stop signs are not an effective way to reduce speed. You can see this in Elmwood Park who has stop signs in every corner, now they are adding speed bumps to reduce speed and traffic. Still thinks the 2-way stop makes the most sense.

Commissioner Gillis made the motion to have a 4-way stop at the intersection of Monroe Avenue and Iowa Street. Commissioner Valenti seconded the motion.

The vote was 4 to 1 in favor of rejecting the motion. **The motion was rejected.**

Commissioner Gillis made the motion to put a 2-way stop at the intersection of Monroe Avenue and Iowa Street east west per the consultant's recommendation. Commissioner Valenti seconded the motion.

The vote was 4 to 1 in favor of approving the motion. **The motion was passed.**

**New Business: Request consideration be given to installing a 4-way stop intersection at Bonnie Brae and LeMoyne Street (it is currently a 2-way stop intersection with north/south traffic stopping on Bonnie Brae at its intersection with LeMoyne Street)**

Dana Murray and her family own eight units in River Forest, seven of which are at the intersection of Bonnie Brae and LeMoyne Street. Has noticed there is a lot of traffic turning on Harlem Avenue. The worst part is east bound from Monroe Avenue to Harlem Avenue. There is no stop sign, people park on both sides of the street and cars speed up to 30-40 miles per hour. She is aware that intersection was not a 2-way stop at all up until a few years ago when one of the family who lives on Bonnie Brae and North Avenue had a very serious accident involving their daughter and nanny. That is why they petitioned for a stop sign, but it is not enough. The reason east bound traffic is so fast is because they have four to five blocks to get some speed. Harlem and North has a lot of traffic and many times they are cutting down LeMoyne. They respectfully ask to add the east west stop sign to this intersection. As much as she respects the people doing the studies, believes they have to listen to the community members who are ok with adding five minutes to their commute to have the children safe.

Jennifer Murray of 7221 LeMoyne Street talks about an incident that happened in March involving the resident at 1443 Bonnie Brae Place. While pulling out of the alley between Harlem and Bonnie Brae she was nearly t-boned by a car heading east on LeMoyne who was speeding. She brings this up because that alley houses parking for all the multifamily apartments north of LeMoyne and all the town homes for that whole block south of LeMoyne. The 2-way is there and it's not working. What really hit home for them was a car going north bound on Bonnie Brae at LeMoyne. A small child and a parent were next to a vehicle and went to step onto the street. Since a car was there the person coming east bound on LeMoyne didn't see them and almost hit them. The speed is too much and thinks it's time to take this one extra step.

Commissioner Osga says they have talked about this area before. As cars are heading east on North Avenue they see that the light is turning yellow and turn on whatever street is to the right. This is why we put up a stop sign on Clinton Place a few years back.

Commissioner Valenti observation is that there has been one accident in the last five years. Does not deny there are a lot of near misses, but if you look at the data you can almost argue that it's one of the safest intersections in the Village. He was amazed at seeing the traffic counts. Would have thought there would be more traffic and more accidents at that intersection. He is not convinced that the fix they put in a few years back isn't working. You can put a 4-way stop at every intersection and there would still be accidents. There are careless drivers everywhere and we can't prevent that.

Commissioner Gillis agrees with everything, except that they do have more density due to the apartment buildings and more traffic due to North and Harlem Avenue.

Commissioner Gillis made the motion to make the intersection of Bonnie Brae Place and LeMoyne Street a 4-way stop, motion seconded by Commissioner Jayaraman.

The vote was 4 to 1 in favor of approving the motion. **The motion was passed.**

Chairman Hagensick addresses the Commission to announce that he is submitting his resignation as Chairman of the Traffic and Safety Committee.

A motion was made and seconded to adjourn the meeting at 9:13 P.M. All commissioners voted in favor of the motion. Motion passed.

Respectfully Submitted:

*Signature Line*

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Jeff Loster, Secretary

*Signature Line*

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Doug Rees, Chairman  
Traffic & Safety Commission

Date: -----

## Jeff Loster

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**From:** Nancy Fasano [REDACTED]  
**Sent:** Tuesday, December 13, 2016 6:24 PM  
**To:** Jeff Loster  
**Subject:** Parking on Jackson  
**Attachments:** Jackson Avenue\_20161213\_0001.pdf

The residents of 1000 block of Jackson request Resident Only Parking M-F 8AM-4PM except Holidays.

Thank you,  
Nancy Fasano

# Traffic and Safety Commission - Petition of Support

Requested Action(s): SEEK RESIDENT PARKING ONLY SIGNS ON 1000 BLOCK OF JACKSON  
MONDAY - FRIDAY 8AM - 4 PM

Name	Address	Date	Signature
KEANEY	1015 Jackson Ave	11/17/16	Eugene Keaney
CHARBEL	1020 Jackson Ave	11/17/16	Charbel
BASIL	1030 Jackson Ave	11/17/16	Collette Basil
DEGRACIAS	1045 JACKSON AVE	11/17/16	DeDe
Cappelli	1040 Jackson Ave	11/17/16	Mauro Cappelli
WELDON-LINNE	1014 Jackson Ave	11/17/16	Weldon Linne
Kieselstein	1001 Jackson Ave	11/17/16	Debi Kieselstein
RATTAN	1019 JACKSON AVE.	11/17/16	J. Rattan
Brennan	1031 Jackson Ave	11/17/16	Nancy Brennan
DUNBAR	1035 JACKSON AVE	11/17/16	Ross Dunbar
STEELE	1025 JACKSON AVE	11/17/16	Steele

\*Please note that by adding your information to the above petition, you are indicating your support of the requested action(s)

***DIVISION ST***

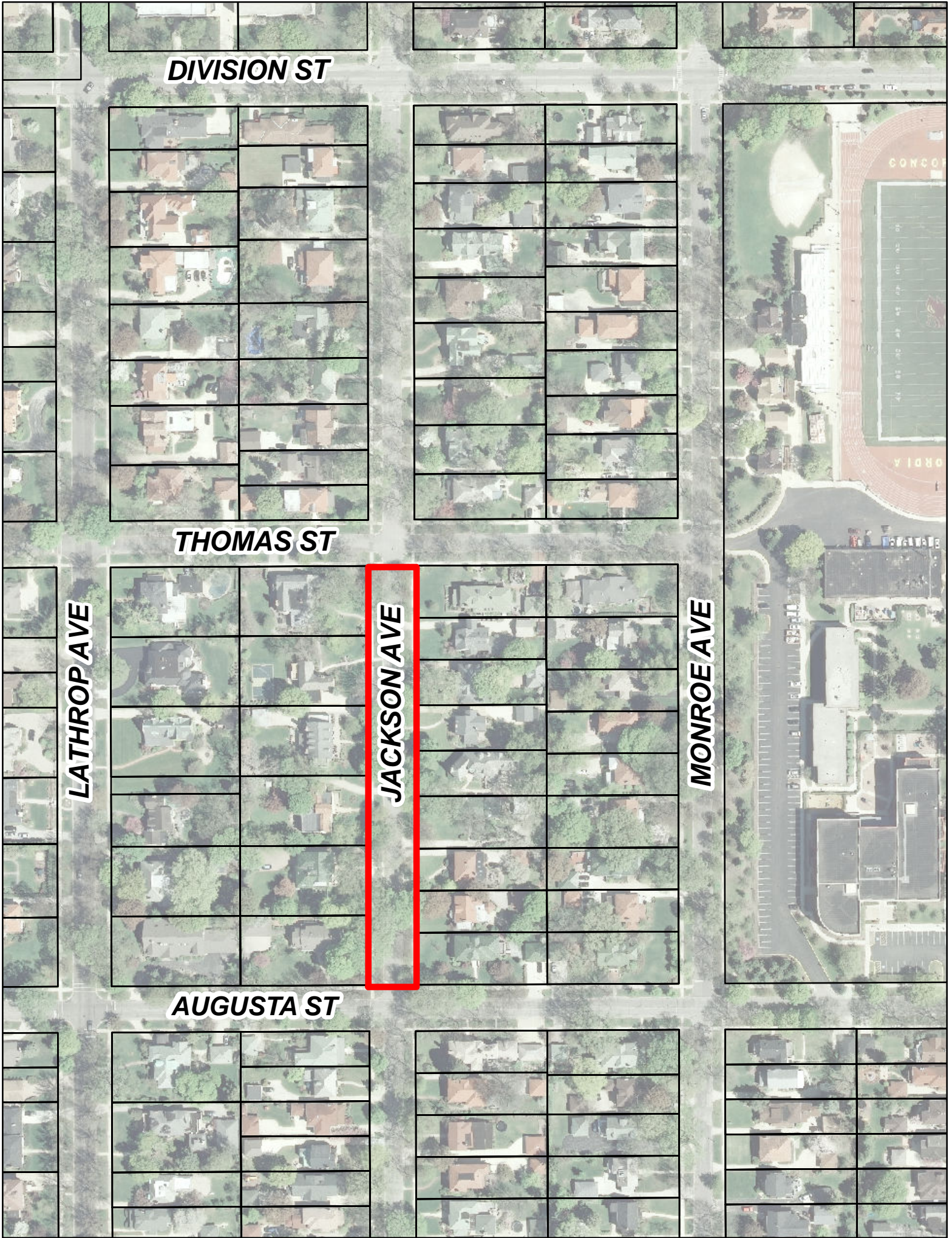
***THOMAS ST***

***LATHROP AVE***

***JACKSON AVE***

***MONROE AVE***

***AUGUSTA ST***



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 9, ENTITLED "TRAFFIC  
REGULATIONS, CHAPTER 3, ENTITLED "TRAFFIC SCHEDULES,"  
OF THE RIVER FOREST VILLAGE CODE**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois:

**Section 1:** That Title 9, entitled "Traffic Regulations," Chapter 3, entitled "Traffic Schedules," of the River Forest Village Code, Section 9-3-21 thereof, entitled "Schedule 21, Resident Parking Zones Designated" be amended by adding the following:

JACKSON AVENUE, the east and west sides between Augusta Street and Thomas Street, between the hours of eight o'clock A.M. and four o'clock P.M., Monday through Friday excluding holidays.

**Section 2:** That the appropriate signage be installed in accordance with Section 1.

**Section 3:** That all Ordinances or parts of Ordinances in conflict with this Ordinance are hereby expressly repealed.

**Section 4:** This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

**AYES:**

**NAYS:**

**ABSENT:**

**ADOPTED**

Catherine Adduci  
Village President

**ATTEST:**

Sharon Halperin  
Village Clerk



## Village of River Forest

Village Administrator's Office

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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### MEMORANDUM

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Date: February 10, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Creation of a Sustainability Commission

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At your last Village Board meeting, there was consensus to create a sustainability commission. As such, attached please find an ordinance which would accomplish this directive. The ordinance is based off of the draft created by the existing committee and has been reviewed and amended by the Village Attorney to be consistent with our other boards and commissions.

Because this Commission is being created so close to the April 30/May 1 cycle for our existing commissioners, this Commission would be put into that same cycle for their terms, even though the Commission will most likely commence its first meeting prior to that date.

Please contact me should you have any questions.

Thank you.

Attachment  
Ordinance

NO. \_\_\_\_\_

**AN ORDINANCE AMENDING TITLE 2 OF THE  
RIVER FOREST VILLAGE CODE WITH REGARD TO THE  
CREATION OF THE SUSTAINABILITY COMMISSION**

**WHEREAS**, the Village of River Forest (“Village”), is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

**WHEREAS**, the Village desires to harness the professional and technical expertise of Village residents in the areas of sustainability, conservation of natural resources and protection of the environment; and

**WHEREAS**, the Village desires to enhance the quality of life of its residents through the study and promotion of sustainable practices that conserve natural resources and protect the environment; and

**WHEREAS**, the President and Board of Trustees of the Village of River Forest, Cook County, Illinois find that a Sustainability Commission will foster a positive environment in the Village;

**NOW, BE IT ORDAINED** by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

**SECTION 1:** That the recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

**SECTION 2:** That Title 2 of the River Forest Village Code is hereby amended by adding a new Chapter 12, entitled “Sustainability Commission,” which shall read in its entirety as follows:

**“CHAPTER 12 – SUSTAINABILITY COMMISSION**

**2-12-1: MEMBERS; TERMS:**

There is hereby established a commission of the Village to be known as the Sustainability Commission which shall consist of seven members, to each serve for terms of four years on a staggered basis and until his or her successor is appointed and qualified. Three members of the Commission appointed for initial terms shall serve two year terms with their successive terms being four years. All Commission members shall be residents of the Village, except that one member may be a non-Village resident who is an owner or manager of a business located in the Village.

The Village Administrator, or his or her designee, and a member of the Village Board of Trustees, shall be *ex officio* Commission members. *Ex officio* Commission members shall have no vote.

#### **2-12-2: ORGANIZATION OF THE COMMISSION; VACANCIES:**

Commission members, including the chairperson, shall be appointed by the Village President with the advice and consent of the Village Board of Trustees. Any vacancies on the Commission shall be filled by appointment of the President, with the advice and consent of the Village Board of Trustees, for the unexpired remainder of the term of any member whose place has become vacant.

#### **2-12-3: COMPENSATION OF MEMBERS:**

Commission members shall not receive any compensation for their services on the Commission, either for their attendance upon the meetings of said Commission or their performance of any duty or thing connected with said office.

#### **2-12-4: MEETINGS:**

Meetings of the Commission may be established by the Commission and called by the chairperson from time to time. Members of the Commission shall receive notice of meetings not less than forty eight hours prior to a meeting.

#### **2-12-5: GENERAL POWERS AND DUTIES:**

- A. The intent and purpose of the Commission shall be to:
  - 1. Promote the protection of the public's health, safety and welfare as it relates to environmental sustainability;
  - 2. Promote the conservation of natural resources and protection of the environment; and
  - 3. Acquire and disseminate technical information relative to the environment and natural resources.
- B. The duties of the Commission shall be to:
  - 1. Collect general environmental and/or technical information as may pertain to the quality of life within the Village as it relates to environmental sustainability and to make such material available to the President and Board of Trustees;

- 2. Alert the President and Board of Trustees to State and Federal laws and regulations relative to environmental sustainability which may require attention and/or action on the part of the Village;
- 3. Make recommendations to the President and Board of Trustees for adoption of policies, programs and/or goals which would improve or sustain the environment of the Village and which would not conflict with State or Federal laws or regulations; and
- 4. Perform such other duties and functions as may be requested of it by the President and Board of Trustees which are within or reasonably related to the Commission’s general powers and duties.”

**SECTION 3:** That all ordinances, or parts of ordinances in conflict with this Ordinance, are hereby expressly repealed.

**SECTION 4:** This Ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

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

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

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

**APPROVED** by me this 13th day of February, 2017.

\_\_\_\_\_  
Catherine Adduci, Village President

ATTEST:

\_\_\_\_\_  
Sharon Halperin, Village Clerk



**Village of River Forest**  
**Village Administrator's Office**

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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**MEMORANDUM**

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Date: February 7, 2017

To: Eric Palm, Village Administrator

From: Jonathan Pape, Management Analyst

Subj: Social Media Implementation

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***Background***

At the Village Board meeting on October 24, 2016, the Village Board of Trustees formally accepted and approved the Communications Audit and Strategy that was prepared in Phase I of the Village's engagement with the communication firm Jasculca Terman. Additionally, the Village Board authorized the Village Administrator to execute an agreement with Jasculca Terman for Phase II which includes services related to the implementation of communication strategies. Included in Phase II was the project of implementing social media channels for the Village.

Previously, the Village has had little to no presence on social media. In order to continue to provide a high quality of service to residents and communicate Village matters clearly and in a timely manner, the Village has investigated the use of social media. Jasculca Terman has carefully audited the Village's current communications strategies and determined that implementing a social media channel is appropriate at this time.

***Analysis***

In order to evaluate the use of social media throughout the Village, staff and Jasculca Terman developed a short survey that was made available to residents in November 2016. The survey was publicized in the E-News, on the website, and shared with other Village partners for distribution to their audience. After receiving over 250 responses, Jasculca Terman was able to analyze results and recommend that the Village establish a Facebook page.

Survey results showed that Facebook is the most widely used platform in the Village. 91.62% of respondents that actively use social media report using Facebook regularly and 77.34% of respondents that actively use social media report said they would prefer that the Village use Facebook. The survey was also able to provide useful information to the Village about how

residents want to communicate with the Village, what topics they are interested in, and how frequently they want to communicate. This information will be used to develop content strategy and schedules for social media and other Village communication channels.

As a part of Phase II of the communications efforts, Jasculca Terman will aid the Village in establishing and launching this Facebook page. This project is expected to include the following steps:

- Create social media community guidelines
- Set up a process and policy for management and monitoring
- Develop a template for social media graphics
- Create a social media editorial calendar
- Recommend and developing initial content
- Test and launch

The Village is excited to continue to work to engage with residents in meaningful ways. Based on the survey results and the advisement from Jasculca Terman, staff is confident that implementing a social media channel will be a strong step in this direction. Based on completing the above steps, Jasculca Terman and the Village project a project completion date of April 2017.

### ***Budget Impact***

At this time, the time and materials required to launch a social media site is not expected to have a budget impact, however, there will be additional soft costs associated with maintaining the site and responding to resident inquiries in a timely manner. The implementation of the social media channel is included in the current Phase II service agreement with Jasculca Terman. Future anticipated costs could include counsel from Jasculca Terman for ongoing maintenance and improvements, photo or video development to share on the page, and or other needs if the service expands.

### ***Requested Board Action***

No action is required of the Village Board of Trustees at this time. Please forward any questions or concerns to Village Staff at your convenience.

### ***Attachment:***

- Social Media Survey Analysis

## **Village of River Forest**

### **Key Social Media Survey Findings and Proposed Implementation**

**Prepared 1/18/17**

#### Key Findings

1) Respondents use social media and are interested in receiving information from the Village through that channel.

- 70.5% of respondents use social media
- 83.62% of respondents that actively use social media would follow the Village

2) Facebook is the clear platform of choice.

- 91.62% of respondents that actively use social media report using Facebook regularly.
  - Facebook has a wide lead over the other channels. The second-most used channel is LinkedIn, with 40.22% of these respondents reporting regular use.
- 77.34% of respondents that actively use social media report said they would prefer that the Village use Facebook.
  - 16.41% would prefer that the Village use Twitter.
  - Less than 1% would prefer that the Village use Instagram.

3) Respondents prefer quality over quantity.

- In answering, “How often would you want to see social media updates,” respondent preference correlates with less frequent updates.
- 46.21% of individuals who say they would follow the Village on social media report that they only want to see “the most important information.” 29.66% would prefer to see an update once a week. Only 4.14% preferred daily updates.

4) Residents are interested in a wide variety of information.

- When asked, “What type of information would you like to see?”, none of the categories posed to residents received less than 64%.
- The most popular categories were:
  - Community news and events

- Emergency, crime and safety alerts
  - Village programs for residents
  - Construction updates
- The least popular category was, “Village studies, projects and initiative (e.g. development, financial, strategic planning, traffic studies, etc.)”

5) A majority of respondents want to have a two-way conversation.

- Of those that would follow the Village, a clear majority of 57.53% want to both read information the Village has to share AND to ask the Village questions. A sizable minority of 42.47% indicated they have no desire to pose questions to the Village through social media.
- Of those who want ask questions via social media:
  - 38.55% would expect a response within 24 hours—the top response.
  - 30.12% would expect a response within 48 hours.

#### Channel Implementation

- Based on our analysis of the survey results, we recommend that the Village establish a Facebook page.
  - At a later time, the Village could consider establishing a second social channel. For now, the Village should focus its attention on ensuring that this first foray into social media is successful.
- Draft Facebook community guidelines for review
  - The guidelines will serve as “house rules,” encourage productive, respectful participation by users, and clearly outline language and posting behavior that is/is not acceptable.
- Set up a social media management and monitoring so that questions and posts to page are quickly captured
  - Develop a plan for routing and responding to resident questions.
  - Buffer, HootSuite and SproutSocial could be used for this purpose.
- Create a set of graphic templates that will accompany each post
  - Facebook posts receive significantly more engagement if they are accompanied by images. We recommend creating separate and distinct graphic templates for images that accompany common

categories of posts (safety alerts, construction updates, community news, etc.). By using these distinct templates, residents will immediately know which posts speak to their interests.

- ‘Soft’ launch Village Facebook page by week of March 20
  - The first post should include a ‘Welcome’ message and a link to the community guidelines.
- Announce page via Village e-newsletter on April 7
  - We should also reach out to other relevant entities (local businesses, government bodies, universities, etc.) and ask them to connect with the Village.

### **Content Development**

- Develop a social media editorial calendar
  - Community events can be pulled from the e-newsletter, etc.
  - Construction updates, safety alerts, etc. will be scheduled as needed

### **Other Considerations**

**Measurement.** The Village should use the first 90 days to refine its response times, posting schedule and content offerings, and to establish key benchmarks that will guide future social media efforts.

**Community Engagement.** To help promote the new channel, and to preview the ‘Village pride’ that will be on display on the new website, we recommend the Village enlist residents to design the Facebook cover photo. For example: The Village can ask residents to submit their best winter photo to be used as that month’s cover. The following month, middle school students can be asked to submit artwork that will be used as the Village’s Facebook cover photo. We can brainstorm additional ideas, but the point is to get residents invested in the page early on.

###



**Village of River Forest**  
**Village Administrator's Office**

400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

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**MEMORANDUM**

---

Date: February 7, 2017

To: Eric Palm, Village Administrator

From: Jonathan Pape, Management Analyst

Subj: Website Redesign

---

***Background***

At the Village Board meeting on October 24, 2016, the Village Board of Trustees formally accepted and approved the Communications Audit and Strategy that was prepared in Phase I of the Village's engagement with the communication firm Jasculca Terman. Additionally, the Village Board authorized the Village Administrator to execute an agreement with Jasculca Terman for Phase II which includes services related to the implementation of communication strategies. Included in Phase II was the project of redesigning the Village website.

The Village website was last redesigned in 2011. A new and updated website is needed in order to better serve the residents of River Forest. The goal of the redesign is to provide a website with improved navigability and customer service for users. Incorporating new technological capabilities will allow Village staff to communicate more efficiently and effectively with website visitors. Additionally, a renewed look and feel that better capture the Village pride of River Forest.

***Analysis***

In order to execute improvements to the Village's website, Village staff released a Request for Proposals (RFP) for Website Redesign Services in November, 2016. The RFP was distributed by Jasculca Terman to vendors that were identified by the Village and Jasculca Terman as being potential partners for this project. The document outlined the Village's expectations for the scope of services required. Six proposals were received in response to the Village's Website Redesign RFP.

After reviewing each response, Village staff and the team from Jasculca Terman evaluated the firms based on their ability to meet the Village's scope of services as set forth in the RFP. Three firms were selected for interviews based on their ability to meet the Village's

expectations for a web development partner. At the conclusion of the process, Staff recommends the Village engage Webitects as a website redesign vendor. Ultimately, Webitects attention to detail, understanding of and ability to develop solutions to meet the Village's needs, and dedication to communicating Village pride through web design will allow their team to meet the Village's goals. Village staff was impressed with Webitects ability to adapt to the needs of their clients and customize the end product for the user. Webitects will allow the Village to better manage and present information on the website in a way that is intuitive and helpful for users.

Webitects is based out of Chicago, IL and have designed and developed websites for over eighteen years. They have a vast experience working with government, non-profit and membership organizations nationwide. Webitects emphasizes the engagement of end users and staff throughout the design process so that the final product is intuitive to navigate and manage.

Webitects will provide multiple services in accordance with the RFP by utilizing the below outlined approach to develop and implement enhanced communication strategies:

- Develop clear and intuitive navigation – Webitects will work with the Village and potential end users to understand expectations for accessing information, allowing information to be organized more effectively.
- Design appealing, engaging, responsive layouts – Design of website layouts to ensure usability and accessibility are met for all users on all viewing platforms.
- Develop a customized APS.NET content management system (CMS) – Standardize the backend editing system so that the website content can be properly updated and maintained.
- Populate and launch the website – The Village and Webitects work together to transfer content into the new website, test, and launch.

The completion of this project will also involve Jasculca Terman as a strategic partner. As the Village's communication consultants, Jasculca Terman will help the Village to oversee and manage the website redesign. This will involve working with Webitects to facilitate user input, advise design and development decisions, and create new content where applicable.

As a part of further evaluating the proposal from Webitects, staff contacted each of the references provided by the firm in its proposal. The references have all contracted with Webitects on multiple projects in the past and have a connection to the public or non-profit sector. Staff received overwhelmingly positive feedback about the quality of the work produced, the firm's ability to be innovative in creating website solutions, and the positive impact these websites had on the organizations.

### ***Budget Impact***

The attached contract includes the services identified in the proposal at a cost of \$29,640. Both staff and the consultant anticipate that this project will be completed in June 2017.

Available funds in the current fiscal year were utilized to complete the communications audit and implementation with Jasculca Terman. Additional funds are required to complete this website redesign. A budget amendment for the costs to be incurred in FY 2017 as a result of this contract will be included with the budget amendment for the Phase II engagement with Jasculca Terman. Sufficient funds will be budgeted for FY 2018 for the project costs that will be incurred after May 1, 2017.

### ***Requested Board Action***

Village Staff recommends that the Village Board of Trustees award a contract to Webitects for the website redesign project.

### ***Attachments:***

- Webitects Service Agreement Contract
- Webitects website redesign proposal
- Webitects interview presentation

## *Service agreement (final)*

Thank you for choosing Webitects.com as your business partner. This Web Design and Development Agreement (Agreement) governs the creation of a website by Webitects.com Inc. (Webitects, us or our) for our Customer (Customer, you or your).

This Agreement incorporates by reference the Statement of Work (SOW) attached as Exhibit A. To the extent we provide software or other items or services to you (Goods), you may be bound by additional terms and conditions imposed by our licensors. These terms and conditions are also incorporated by reference. We are happy to provide you with these additional terms and conditions on request.

### **1. Our Responsibilities**

1.1. We agree to undertake and complete the Services set out in the SOW in accordance with, and on, the schedule set out on the SOW. We also agree to provide the Goods set out in the SOW.

1.2. We will devote reasonable time and effort, skill and attention to the performance of the Services. Provided, however, that we will not be required to perform tasks above and beyond those set out in the SOW unless it is modified in writing and agreed to by us.

1.3. The Services set out herein, and described in the SOW, shall be performed by us as an independent contractor. We shall be your agent only for the purpose of purchasing, and if necessary entering into license agreements on your behalf, for the Goods. Other than the specific acts set out in the previous sentence, we shall not have the power to bind or represent you for any other purpose.

1.4. Certain elements of the Services may be based on our prior work. We warrant that we currently have a license or other right to use these elements as part of the Services.

1.5. We may provide web hosting services for your site, if you request it. Our hosting services currently utilize a third-party vendor (Amazon Web Services) and are provided to you pursuant to the Service Level Agreement set out by Amazon at <http://aws.amazon.com/ec2-sla/>. If you would prefer to host your website with

another entity, we will provide you with the technical details necessary for you to select a host whose products are compatible and support the technologies necessary to provide the services set out in the SOW.

## **2. Your Responsibilities**

2.1. You agree that we may access your website, and publish, modify file structures and take other similar actions related to your website, which we think are reasonably necessary to complete our obligations under this Agreement. You will also furnish us with all data and information required by us for the Services, as well as reasonable access to key personnel who have the requisite knowledge and experience to provide material assistance to us.

2.2. You agree to furnish us with the items set out in the SOW and labeled "Customer Content." Items not specifically set out on our SOW are not included within this Agreement.

2.3. The goals and objectives of this Agreement are set out in the SOW. Should changes to these goals and objectives be necessary, we each agree to work together to reach agreement on necessary changes to the SOW, understanding that these changes may increase or decrease costs. If we are unable to agree on changes, the SOW will not be changed.

2.4. We may need access to software, servers and facilities over which you have control, or may request permission for us to access. You agree to assist us in requesting access to these items.

2.5. You will promptly obtain, and upon our request provide to us, confirmation that you have received all "Required Consents." "Required Consents" are any consents or approvals required to give us, and if necessary, our subcontractors, the right or license to access, use and/or modify, the hardware, software and other products, data and content that you provide to us to perform the Services, or that we require to perform the Services. If you fail to provide us with the Required Consents, and we are unable to perform the Services as a result, you will remain responsible for the Fees accrued to this point.

## **3. Maintenance and Technical Support**

3.1. At your request, we may provide standard maintenance and technical support for your website, subject to specific agreements as part of the SOW.

3.2. Because the technology underlying and supporting websites is complex, and in some cases unreliable, we do not guarantee that even with maintenance and technical support, your website will always be functional. Maintenance and technical support is provided by us on a reasonable efforts basis. We will work with you to resolve the issue and bring the website back up whenever the issue causing the problem is within our control.

## **4. License**

4.1. Upon full payment of the Fees, we grant you a non-exclusive, limited, right to use the source code, templates, animations, other software functionality incorporated into your website by the Services (Licensed Material), in accordance with the terms and conditions of this Agreement. You may not sublicense, resell or otherwise market the Licensed Material other than as a website, and may not use the Licensed Materials to compete with us. Content provided by you, including policy information, documents, files, and images is not considered Licensed Material from us to you and not subject to this clause. You retain copyright to your content.

4.2. Other than the license to use set out in paragraph 4.1 above, you may not alter, merge or adapt the Licensed Material in any way. You may not: (i) remove, modify or obscure any copyright, trademark or other notices of proprietary rights; and/or (ii) reverse engineer, decompile or disassemble the Licensed Material.

## **5. Term and Termination**

5.1. The term of this Agreement shall begin on the date you accept the SOW (Effective Date). It shall continue until we deliver to you a statement that the milestones set out on the SOW are completed or this Agreement is terminated as otherwise set out herein.

5.2. Either party will have the right to terminate this Agreement in the event that the other party fails to cure any material breach within thirty days after receipt of written notice from the other. A material breach shall be determined from the perspective of a reasonable business person with significant experience conducting business on the Internet. Notices of material breach must be in writing and contain sufficient detail for the party against whom the assertion of material breach is directed to identify the breach and attempt to take corrective action.

5.3. The provisions of paragraphs 2.4, 5.3, 8, 9, 10, 11, and 14 will survive the expiration of this Agreement or its termination for any reason.

## **6. Fees and Expenses**

6.1. You will pay us the fees set forth in the SOW, and any monthly fees provided for in this Agreement (Fees). You will make all payments under this Agreement within thirty (30) days of the date set out on our invoice.

6.2. You will reimburse us for all of our reasonable out-of-pocket expenses in connection with the performance of this Agreement. Any reasonable expenses, such as domain registration, SSL certificates, license fees and other related expenses required by us to perform our obligations under this Agreement will be billed to you at actual cost.

## **7. Warranties**

7.1. Our Warranty. We represent and warrant: that we will use commercially reasonable efforts to perform the Services in a professional and workmanlike manner. We also warrant that we have the right to provide all components of the Services to you. If components of the Services are licensed to us by third parties, this second warranty may be limited by those licenses. Your sole and exclusive remedy for our breach of our warranty will be for us to reperform the Services, or, at our option, refund the Fees you have already paid to us for the Services that could not be performed.

7.2. Your Warranty. You represent and warrant that: (i) you have sufficient authority to enter into this Agreement and to authorize us to perform our obligations hereunder; and (ii) that you have the right to use the Customer Content, and for us to use it in the manner set out in this Agreement, including creating derivative works from this Customer Content.

## **8. Warranty Disclaimer**

WE DO NOT WARRANT THAT THE SERVICES AND/OR GOODS WILL BE FREE OF ERRORS, BE UNINTERRUPTED, OR WILL MEET YOUR REQUIREMENTS. EXCEPT AS EXPRESSLY PROVIDED IN THE SECTION ENTITLED "OUR WARRANTY," THE SERVICES AND/OR GOODS ARE PROVIDED ON AN "AS IS" BASIS AND WE SPECIFICALLY DISCLAIM ALL WARRANTIES AND INDEMNITIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT OR ANY OTHER WARRANTY ARISING FROM THE COURSE OF PERFORMANCE OR COURSE OF DEALING.

## **9. Limitation of Liability**

NEITHER WEBITECTS, NOR ITS SUBSIDIARIES, AFFILIATES, SHAREHOLDERS, DIRECTORS, OFFICERS AND EMPLOYEES WILL BE LIABLE TO YOU OR ANY THIRD PARTY, FOR ANY SPECIAL, EXEMPLARY, PUNITIVE, INDIRECT, MULTIPLE, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF, OR IN CONNECTION WITH, THIS AGREEMENT WHETHER BASED IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE) OR ON ANY OTHER LEGAL OR EQUITABLE GROUNDS, EVEN IF WEBITECTS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IF ANY APPLICABLE AUTHORITY DOES NOT ALLOW THE DISCLAIMER OR LIMITATION OF LIABILITY STATED HEREIN, IN NO EVENT WILL WEBITECTS BE LIABLE TO YOU (EXCEPT FOR THE FEES PAYABLE BY YOU TO US) IN THE AGGREGATE WITH RESPECT TO ANY AND ALL BREACHES, DEFAULTS, OR CLAIM OF LIABILITY UNDER THIS AGREEMENT FOR AN AMOUNT GREATER THAN THE FEES PAID BY YOU TO US DURING THE TWELVE MONTH PERIOD PRECEDING A CLAIM GIVING RISE TO SUCH LIABILITY.

## **10. Indemnification**

Each party shall indemnify and hold the other harmless from, and at its own expense agrees to defend, or at its option to settle, any claim, suit or proceeding brought or threatened against the other party so far as it is based on a claim that the Customer Content, a Good or Service supplied hereunder infringes any U.S. patent, copyright, or trademark, or that a Required Consent has not been procured. This paragraph will be conditioned on the party seeking indemnification notifying the other party promptly in writing of the claim and giving the party providing indemnification full authority, information, and assistance for the defense and settlement thereof. The party seeking indemnification shall have the right to participate in the defense of the claim at their expense. If, in our case, such claim has occurred, or is likely to occur, you agree to permit us, at our option and expense, either to: (i) procure for you the right to continue using the Good or Service; (ii) replace with a product or service, regardless of manufacturer, performing the same or similar function as the infringing Good or Design Service, or modify the same so that it becomes non-infringing; or (iii) if neither of the foregoing alternatives is reasonably available, immediately terminate our obligations (and your rights) under this Agreement with regard to such Good or Design Service. This shall be your sole and exclusive remedy for a U.S. patent, copyright, or trademark infringement claim.

## **11. Inventions and Other Information**

Unless set out in the Statement of Work, the Services will be “works made for hire” and/or you shall own all right title and interest in them subject to any reservation of

rights set out in this Agreement. Subject to these reservations of rights, and a lien for unpaid Fees, we hereby assign to you our entire right, title and interest (throughout the United States), free and clear of all other liens and encumbrances, exclusive of the Licensed Material. Notwithstanding the assignment above, either we, or our licensors, retain rights in the underlying source code, standard functionality (including, but not limited to, content management system, web site structure, shopping cart, check out pages, coding, and scripts), and/or the Licensed Material. We retain ownership, including the right to use, license, sell and otherwise commercialize the concepts developed by us in performing our work hereunder for other purposes, including creating other websites which incorporate functional elements of the Services.

## **12. Relationship of the Parties**

Each party is, shall be, and shall act as an independent contractor. Other than as set out in paragraph 1.3 above, neither party shall represent or hold itself out as the agent of the other.

## **13. Confidential Information**

During the term of this agreement and for two years thereafter, neither party shall disclose any terms or pricing contained in this Agreement or any confidential or proprietary information disclosed by the other party. Confidential information shall remain the property of the disclosing party and shall be labeled as either "Confidential" or "Proprietary." Confidential or Proprietary Information may not be disclosed to any person or entity except for the recipient's employees, contractors, consultants, lenders and/or financial advisors who have a need to know and who are bound in writing to protect the information from unauthorized use or disclosure. The term "Confidential Information" does not include any information which: (i) was already known by the receiving party free of any obligation to keep it confidential at the time of its disclosure (ii) becomes publicly known through no wrongful act of the receiving party; (iii) is rightfully received from a third person without knowledge of any confidentiality obligation; (iv) is independently acquired or developed without violating any of the obligations under this Agreement; or (v) is approved for release by written authorization of the disclosing party. Further, the recipient may disclose Confidential Information pursuant to a judicial or governmental request, requirement, or order. Confidential Information shall remain the property of the disclosing party and shall be returned to the disclosing party or destroyed upon request of the disclosing party. The recipient shall use the Confidential Information only for the purposes of this Agreement and shall protect it from disclosure using the

same degree of care used to protect its own confidential or proprietary information, but in no event less than a reasonable degree of care.

## **14. Miscellaneous**

14.1. This Agreement may not be assigned by either party without the other's express written consent. We may subcontract some or all of our work. You specifically understand and agree that our licensors may restrict your ability to assign the items we create for you. If this is the case, we agree to use commercially reasonable efforts to assist you in your efforts to secure permission to assign these rights.

14.2. The terms of this Agreement, including exhibits, are intended by the parties to be the final expression of their agreement with respect to its subject matter and it may not be contradicted by evidence of any prior or contemporaneous agreement, except as expressly set forth herein. The parties further intend that this Agreement, including exhibits, shall constitute the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial, administrative, or other legal proceeding involving this Agreement.

14.3. This Agreement shall not be varied, altered, modified, changed or in any way amended except by an instrument in writing executed by the parties.

14.4. If any provision of this Agreement, or the application thereof to any person, place, or circumstance, shall be held by an arbitrator or a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this Agreement and such provisions as applied to other persons, places, and circumstances shall remain in full force and effect, and such provision shall be enforced to fullest extent consistent with applicable law.

14.5. All notices, including but not limited to, demands, requests and other communications required or permitted hereunder (not including invoices) must, unless otherwise indicated herein, be in writing and will be deemed given: (i) when delivered in person, (ii) one business day after deposit with an overnight delivery service for next day delivery, (iii) upon acknowledgement by the recipient of receipt its of notice by e-mail, or (iv) three business days after deposit in the United States mail, postage prepaid, registered or certified mail, return receipt requested, and addressed to the recipient Party at the address set forth as follows:

Webitects.com Inc  
11 East Adams, Suite 900  
Chicago, Illinois 60603  
(312) 469-5445 fax

Customer:

*Refer to SOW*

14.6. The parties agree that all disputes shall be brought before U.S. District Court for the District of Illinois located in Chicago, Illinois (District Court). If the District Court may not consider the dispute, all disputes shall be brought before the relevant state court located in Chicago, Illinois. The parties agree that these courts shall have exclusive jurisdiction over all disputes and other matters relating to the interpretation and enforcement of this Agreement or any other document entered into by the parties. Further, the parties agree that venue shall be proper in the appropriate court set out above, and agree that they shall not contest notice from that court. State law issues concerning construction, interpretation and performance of this Agreement shall be governed by the substantive law of the State of Illinois, excluding its choice of law rules. The United Nations Convention on Contracts for International Sale of Goods shall not apply.

14.7. This Agreement and the SOW shall be construed as one document. To the extent that there is a conflict between the terms of the documents this Agreement shall prevail.

*[Signature page at the end of document]*

## Exhibit A – Statement of Work

### 1. Design and Development Services

Webitects agrees to complete the design and implementation of the Village of River Forest website, per the features, timeline, and fees outlined below:

#### **Develop clear and intuitive navigation**

We will prepare a content inventory, prune, and prioritize it with the help of VRF. We recommend a card sorting activity, during which 3-7 representatives from an audience start with 50-75 key content items and arrange them in groups that are intuitive for them. The results of this exercise will become the basis for a new information architecture, refined by us and by VRF.

#### **Design appealing, engaging, responsive layouts**

Our design philosophy leans toward **modern, clean, and functional layout** as the basis for a site that lets the content shine. The layouts will be web standards-compliant, responsive to screen size, and optimized for usability and accessibility. We begin with black-and-white wireframes of key landing pages, shared with stakeholders and refined in several rounds. Visual styles are applied after the major layout decisions have been confirmed.

#### **Develop a customized APS.NET content management system (CMS)**

Each content type contains a template of just the fields of information needed for it, and associated functionality related to finding that content. Standardized templates enforce consistency of format and page structure and simplify future enhancements and site maintenance. We may tweak CMS templates for the needs of this project.

#### **Populate and launch the website**

After the CMS has the core objects and templates in place, we will begin populating the new site with content. Typically, this is a collaborative activity, just as the rest of our process. Since the editing happens via the browser, our clients could populate most every page of the new site, but we find it faster and smoother if we divide-and-conquer this task.

We can ensure that the structure and layout match the approved prototype and intent by helping with initial content population. We will provide training on using the CMS in either case.

Once the initial site functionality and content reach the agreed-upon level, we enter the acceptance testing phase. During that phase, usually in parallel with content population, we tweak or correct elements of the system, based on client feedback.

## 2. Project budget

Based on the information provided in the RFP, we estimate the work required to redesign and launch the VRF website (vrf.us) as follows:

### 2.1 Budget for launching the website as defined in the RFP

Area of work	Work hours	Fees
Interviews and requirements definition	12	\$1,560
Card sorting and information architecture	20	\$2,600
Visual design with iterations	40	\$5,200
Content management and custom coding	104	\$13,520
Population of key landing pages as example	8	\$1,040
Training for internal staff	4	\$520
Feature revisions during acceptance period	24	\$3,120
Project management and check-in meetings	16	\$2,080
<b>Total</b>	<b>228</b>	<b>\$29,640</b>

The budget above may need to change if the requirement specifications for the site change from those outlined in this document.

Our current hourly rate is \$130 and the costs above are based on it. If Client wishes to expand the level of our assistance or service in certain areas, we can provide an updated cost estimate at Client's request.

### 2.2 Payment schedule

The fees shall be paid as follows:

- An initial payment of 20% (\$5,928) upon contract execution.
- Three payments of 20% (\$5,928) in March, April, and May 2017.
- A final payment of 20% (\$5,928) upon project completion.

## 2.3 Website hosting

The Village has not yet explicitly stated a preference for hosting the website internally (on-premises) or through us. We can work with either scenario. No *hosting costs or fees* have been included in the fixed-fee budget.

We typically recommend shared or dedicated hosting through Amazon Web Services (AWS). For most of our clients, we manage the AWS servers and ensure they are up to date. These services are *not* included in this proposal, but are available if desired.

## 2.4 Code maintenance and updates

Following a closed beta release of a website, the Client has a 2- to 3-week acceptance testing period, during which to document functional deficiencies and deviations from the original specifications. Items documented during this period will be addressed within the original agreed-upon budget and timeline of the project. Functional requirements and changes after this period will be considered change requests and will be subject to a subsequent agreement and budget.

While the scope of this agreement cover the period through the launch of the website, we do see a website as a continuously improving product. We recommend an additional statement of work following the launch of the site. Its scope and duration is up to VRF.

## 2.5 Expenses

Customer shall pay all expenses for additional products or services requested by Customer ("Expenses"), such as stock images, photography, copywriting, and tools. Such Expenses are typically estimated by the respective vendor and such estimates are presented to Customer for approval.

## 3. Schedule

The timeline for completion of this project is **eighteen (18) weeks** from agreement execution. Assuming a start date of **February 13, 2017**, the completion date would be **June 12, 2017**. This timeline is dependent on cooperation from the parties involved and on access to necessary content and information. The schedule can be adjusted by mutual agreement between Webitects and the Village.

## **4. Customer Content**

Customer shall supply copy, logomarks, photography, and videography (the “Customer Content”) to be used on the website. If assistance with content production, such as photography, is needed, we can refer vendors with whom we have worked before. The costs of such content production are not included in our estimate. Customer reserves the right to approve or decline any recommended vendor. Any Customer content remains owned by customer, and all rights to it are retained by Customer.

## **5. Project Management**

Customer’s Project Manager is:

Venita E. Griffin, Vice President of Digital Strategies and Engagement  
Jasculca Terman Strategic Communications  
730 North Franklin Street, Suite 510  
Chicago, Illinois 60654  
Phone: 312.337.4991  
Email: venita\_griffin@jtpr.com

Webitects’ Project Manager is:

Bilyan Belchev  
Webitects.com, Inc.  
11 East Adams Street, Suite 900  
Chicago, Illinois 60603  
Phone: 312.469.5444  
Email: billyb@webitects.com

**/Signature page follows/**

Now, therefore, in consideration of the foregoing and the respective representations, warranties, covenants, and agreements set forth herein, the parties hereto agree as follows:

**Webitects.com Inc**

**Village of River Forest**

---

Signature

---

Signature

**Bilyan Belchev**

---

Printed Name

---

Printed Name

**President**

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Title

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Title

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Date of Signature

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Date of Signature

Website redesign for the

# Village of River Forest

December 7, 2016

**Web**itects

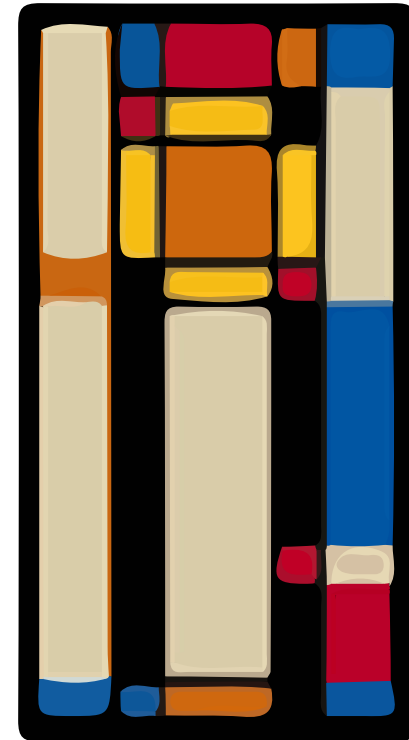
Bilyan Belchev, President

11 East Adams, Suite 900

Chicago, Illinois 60603

312 469-5444

*[billyb@webitects.com](mailto:billyb@webitects.com)*



## Overview

The Village of River Forest (VRF) wishes to redesign its website ([vrf.us](http://vrf.us)) to better render on a variety of devices, with simplified content organization and navigation, and attractive, intuitive design. A redesigned website will serve as a key resource to residents, visitors, businesses and government bodies in the River Forest area.

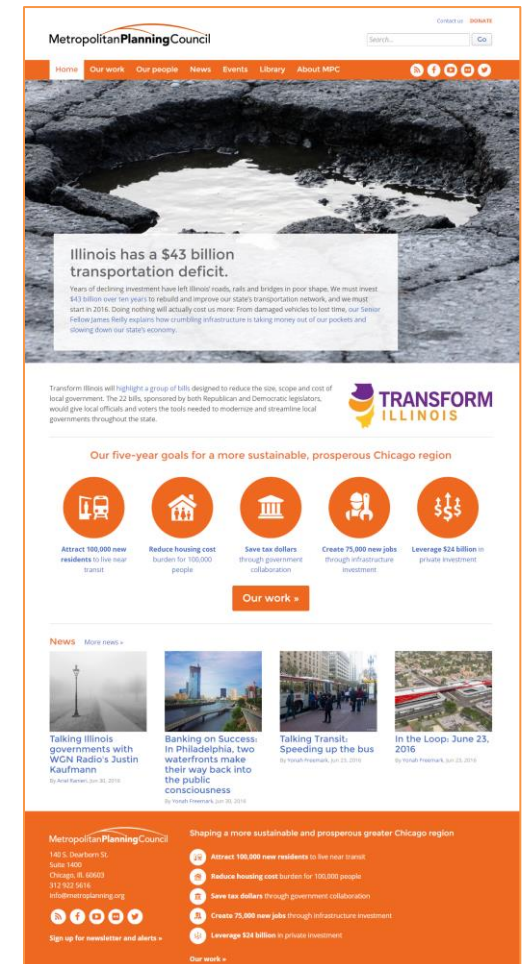
## About us

*Webitects'* team of designers and developers have worked on hundreds of websites for more than **18 years**, helping government, non-profit, and membership organizations nationwide. In every one of these projects, we've strived for the most effortless, intuitive navigation experience for the visitor that best fits the goals of the agency or organization.

We have provided short summaries of recent projects, with references (in *Appendix 1*), including the **Metropolitan Planning Council**, **Associated Colleges of the Midwest**, and the **National Center for Juvenile Justice**.

Other well-known organizations with whom we have worked include the **MacArthur Foundation**, **Leadership Greater Chicago**, **Chicago Board of Education**, the **Urban Sustainability Directors Network**, the **Art Institute of Chicago**, the **Rockefeller Foundation**, and **Wikipedia** (through its parent, the Wikimedia Foundation).

Ease of use and intuitive navigation are mentioned several times in the project scope as priorities. Webitects has developed a robust process to engage users early in the design and keep their feedback flowing through activities such as card sorting. We strongly emphasize



**MetroPlanning.org**

More work examples, with references, are shown in *Appendix 1*.

the importance of straightforward navigation and user-friendly, functional design. Our *100+ clients and projects* exemplify and attest to that.

Webitects maintains the same high standards for our Content Management System (CMS) used by staff—it must be intuitive, easy to use, and matched to the structure and content of the website so it economized on effort and time when updating the site content.

We were and continue to be among the very early adopters of web standards, such as HTML5 and CSS3, that promote accessibility, user control, multi-device and multi-browser support, and responsive design that adapts to various screen sizes without separate page templates.

Our team brings a combined 120+ years of experience designing and building websites. We assign senior personnel to every project and give every client personalized attention. We don't outsource our work, so quality control and standards are tightly monitored in-house.

It is our goal to stay on top of current and upcoming trends in knowledge exchange and citizen engagement around key local government issues. We have helped a group of *110+ North American cities* (supported by Bloomberg Philanthropies and the Barr Foundation) communicate around issues of sustainability and have recently launched a project for *Chief Resilience Officers in 100 cities around*, supported by the Rockefeller Foundation. We are currently working with the *Federation of Canadian Municipalities* on a project related to green energy. These relationships help us keep a pulse on the latest trends of digital communication within these environments.

## Approach to redesigning the VRF website

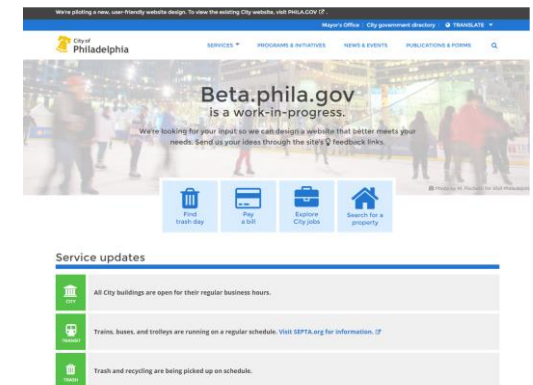
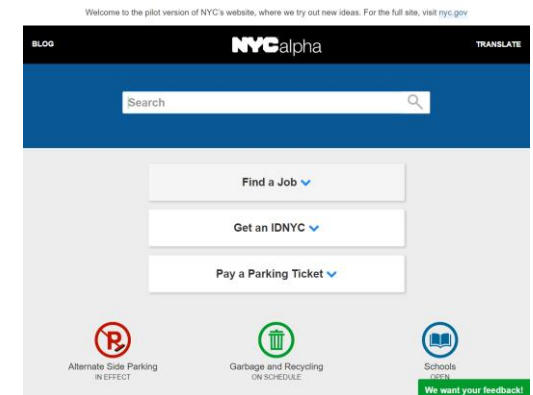
We would begin by collaborating with village staff, and communication partners, to determine the **most visited and highest-priority content** on the website. This will guide our prototyping process.

Given the rich history and heritage of River Forest, we believe there is an opportunity to utilize **more photography and videography** on the new website. The results of the *social media survey* performed by the Village might also point out opportunities to crowd-source some of the photos or videos directly from residents.

Many citizens have seen, and are beginning to expect, a **simple homepage with shortcuts** to the most important tasks they need to achieve online (pay a ticket, get a permit, see board meeting minutes, etc.). A trend worth exploring, in our opinion, is a **prominent search box** that can intelligently prioritize certain task-pages pages for residents and businesses.

The homepage, and the whole website, would be designed from the outset to render on a variety of devices, including smartphones, by **utilizing responsive design**.

Given the amount of useful information in the Village E-newsletter, we imagine its worthwhile to prominently feature a **way to sign up for it on every page** of the site, and make an **archive of its issues** easily findable. We also recommend, if possible, to have some, or all, of **its content in web (html) format**, in addition to the PDF document, for ease of finding and search engine optimization.



Cities like **NYC** and **Philadelphia** are experimenting with radically simple approaches to a homepage. Perhaps too simple, but it's a trend worth learning from, even if not following exactly. Webitects did *not* work on these two cites.

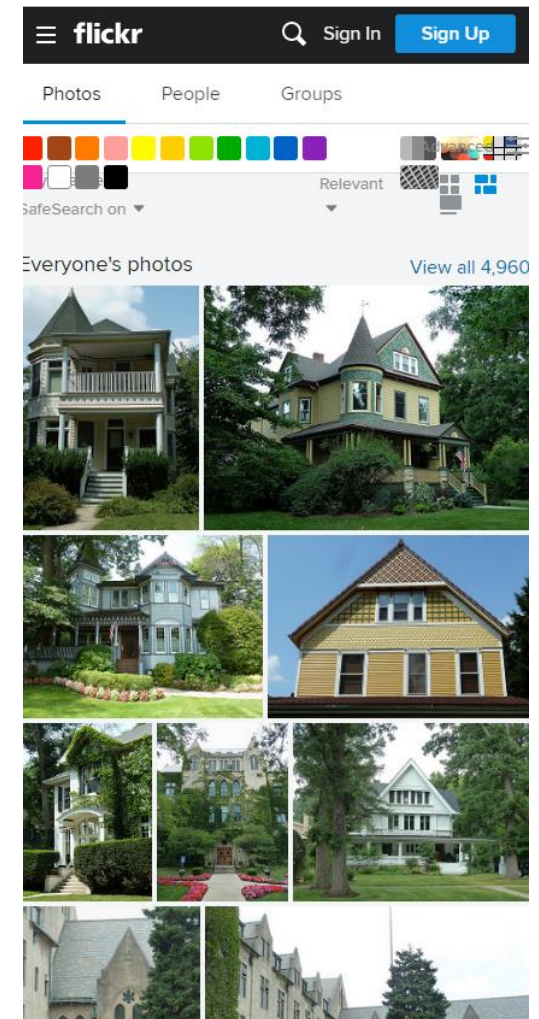
The RFP clearly states a need for a **community calendar** and such a feature seems highly relevant to this kind of website. We recommend a calendar submission feature, where residents, or other government bodies, could **suggest (pending approval) events** to be posted to it. There can be simple integrations with tools, such as Google Calendar.

Perhaps the most technologically-challenging requirement relates to the '*sites within sites*' feature, where some content exists under two different areas, the main Village site, and a microsite for a department or program. It's possible to accommodate some such scenarios, but we'd need to learn more about the specific requirements and examples of how would this need to work before we can make specific recommendations or estimations for them.

A website for VRF can become an increasingly important digital hub for residents, visitors, businesses and government bodies. Technological habits, and capabilities, expand and with them, the needs for engaging with citizens online can grow. It is important to plan for that **future potential** when designing the site's navigation and layout, but also when picking a flexible, expandable, and reliable platform for content management.

Our easy-to-use, browser-based **content management system** (CMS) allows staff to directly and instantly update website content. Users make edits via a Microsoft Word-like WYSIWYG editor. Pages can be added and edited. Images can be uploaded, cropped, and positioned. Documents can be uploaded. Videos and similar rich content can be embedded in pages.

The CMS is based on the **open-source Microsoft .NET technology** and requires Windows Server 2012 R2, IIS 7, MS SQL Server Web, and APS.NET 4.5 to run. It supports on-premises or cloud-based installations (AWS is typical). We would be glad to demonstrate it.



Residents might be interested in contributing their beautiful photos to one or more sections of a new VRF site. **The Social Media Survey** might shed light on this.

### Develop clear and intuitive navigation

It is clear from the current site that there is a sizeable amount of information available. We will prepare a content inventory, prune, and prioritize it with the help of VRF. At this stage, we recommend a card sorting activity, during which 3-7 representatives from an audience start with 50-75 key content items and arrange them in groups that are intuitive for them. The results of this exercise become the basis for a new information architecture, refined by us and by VRF, that is significantly more likely to match audience expectations.

### Design appealing, engaging, responsive layouts

Our design philosophy leans toward **modern, clean, and functional layout** as the basis for a site that lets the content shine. We believe that our *extensive portfolio* highlights this approach. Our layouts are web standards-compliant, responsive to screen size, and optimized for usability and accessibility. We begin with black-and-white wireframes of key landing pages, shared with stakeholders and refined in several rounds. Visual styles are applied after the major layout decisions have been confirmed.

### Develop a customized APS.NET content management system (CMS)

Each content type contains a template of just the fields of information needed for it, and associated functionality related to finding that content. Standardized templates enforce consistency of format and page structure and simplify future enhancements and site maintenance. We tweak each template in our CMS for the needs of each project.

## Edit *Let the Dollars Flow: Streamlining Illinois' State Revolving Fund*

\*required

Title\*

Let the Dollars Flow: Streamlining Illinois' State Revolving Fund

Author

MarySue Barrett

Keywords

Separate keywords with commas

Image

[Select image](#)

Credit

Caption

Publication file

[Select file](#)

Publish on\*

The date on which this article should start appearing on the website

Description\*

Formats

Read *Let the Dollars Flow* »

To encourage more communities to apply for a significant but underutilized state low-interest loan for water infrastructure financing, the Metropolitan Planning Council, Ill. Environmental Protection Agency and Metropolitan Mayors Caucus conducted research, stakeholder surveys and interviews to recommend a number of reforms to the State Revolving Fund.

Sample CMS editing screen. Each content object template is custom to the project.

## Populate and launch the website

After the CMS has the core objects and templates in place, we can begin populating the new site with content. Typically, this is a collaborative activity, just as the rest of our process. Since the editing happens via the browser, our clients could populate most every page of the new site, but we find it faster and smoother if we divide-and-conquer this task.

We can ensure that the structure and layout match the approved prototype and intent by helping with initial content population. But VRF can choose to take over this task, if desired. We will provide training on using the CMS in either case.

Once the initial site functionality and content reach the agreed-upon level, we enter the acceptance testing phase. During that phase, usually in parallel with content population, we tweak or correct elements of the system, based on client feedback.

### Cost estimates

Based on the information provided in the RFP, we've prepared the following estimates for work required to redesign and launch the VRF website (vrf.us).

#### Budget for launching the website as defined in the RFP

Area of work	Work hours	Estimate
Interviews and requirements definition	12	\$1,560
Card sorting and information architecture	20	\$2,600
Visual design with iterations	40	\$5,200
Content management and custom coding	104	\$13,520
Population of key landing pages as example	8	\$1,040
Training for internal staff	4	\$520
Feature revisions during acceptance period	24	\$3,120
Project management and check-in meetings	16	\$2,080
<b>Total</b>	<b>228</b>	<b>\$29,640</b>

We have provided initial estimates based on information in the RFP and previous work of similar nature. The estimate can change if the requirement specifications for the site change.

Our current hourly rate is \$130 and the estimates above are based on it. Some of the services outlined above can be reduced in terms of hours and budget, if you prefer to assign them in part or in whole to internal staff. Similarly, if you wish to expand the level of our assistance in certain areas, we can increase our hourly commitment (and budget).

### **Website hosting**

The RFP doesn't explicitly state a VRF preference for hosting the website internally (on-premises) or off-site. Webitects can work with either scenario. *No hosting costs or fees* have been included in the fixed-fee budget.

We typically recommend shared or dedicated hosting through Amazon Web Services (AWS). For most of our clients, we manage the AWS servers and ensure they are up to date. These services are *not* included in this proposal, but are available if desired.

### **Code maintenance and updates**

Following a closed beta release of a website, the client would have a 2- to 3-week acceptance testing period, during which to document functional deficiencies and deviations from the original specifications. Items documented during this period will be addressed within the original agreed-upon budget and timeline of the project. Functional requirements and changes after this period will be considered change requests and will be subject to a subsequent agreement and budget.

We do see a website as a continuously improving product. As residents or businesses use the site, they will be providing feedback about how it can be made even better. VRF or its communication partners will also have ideas of how to continuously adapt to resident needs, Village strategy, or public policy. To enable this virtuous cycle of improvements, we recommend a separate enhancement arrangement following the launch of the site. We are flexible regarding the shape of such an arrangement and can discuss it, if and when needed.

### Timeline

The RFP outlined a start date of **January 24, 2017** and a completion date of **June 1, 2017**.

This timeline is reasonable and acceptable to us. It is dependent on cooperation from the parties involved and on access to necessary content and information. We remain flexible to schedule adjustments as strategic priorities and plans are updated.

### In closing

We will be glad to discuss this proposal and demonstrate work examples. We also encourage you to get in touch with the references listed in the appendix.

Best regards,



Bilyan "Billy" Belchev, President

Attached: Appendix 1. project samples and references

## Appendix 1.1: Metropolitan Planning Council

Helping connect people and ideas | [www.metroplanning.org](http://www.metroplanning.org)

Since 1934, the Metropolitan Planning Council (MPC) has been dedicated to shaping a more sustainable and prosperous greater Chicago region by working with government, community, and business leaders to solve pressing planning and development challenges.

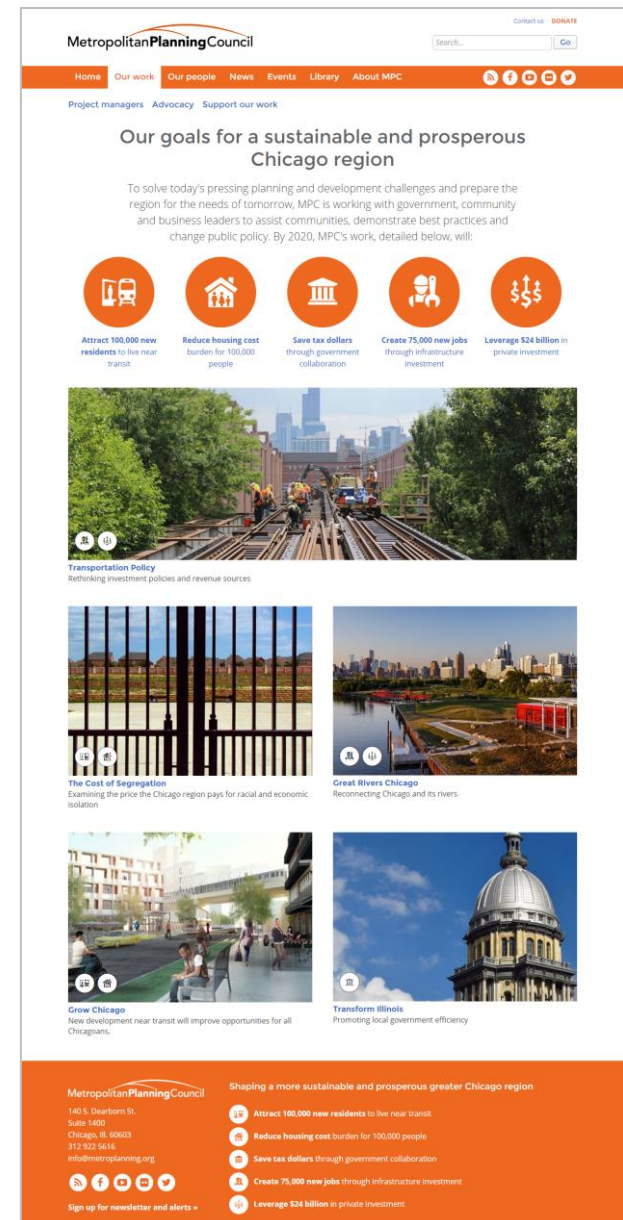
A client for nearly twenty years, we helped MPC establish its online presence and have helped it continue to evolve. Our most recent redesign of the MPC website was the culmination of a strategic communications review with the goal of repositioning the organization as a connector of people and ideas.

We learned from audience interviews that their perception of MPC was defined by professional relationships with MPC staff members—they connected with individuals, not an organization. We learned from internal stakeholder interviews that MPC staff regularly shared ideas and short posts with each another internally but not with external audiences because they felt constrained by the previous site's emphasis on long-form reports.

In response to what we learned, the site was redesigned to highlight individual staff members via shorter articles with bylines and photos. Steadily increasing site traffic has validated our research findings as staff profiles and posts are among the most popular parts of the new site. Perhaps more significantly, the redesign initiated an internal cultural shift at MPC towards more transparency and more frequent sharing of activities and work—better connecting people and ideas.

### Reference

Ryan Griggin-Stegink, Assistant Communications Director  
(312) 863 6019 | [rgriffin-stegink@metroplanning.org](mailto:rgriffin-stegink@metroplanning.org)



## Appendix 1.2: Juvenile Justice Geography, Policy, Practice & Statistics

[www.jjgps.org](http://www.jjgps.org)

JJGPS is a collection of visualizations to help policy makers, advocates, researchers, and the media to chart nationwide change in juvenile justice policy, practices, and statistics by examining state laws and juvenile justice practice, combined with the most relevant state and national statistics. Webitects has developed significant data viz expertise.

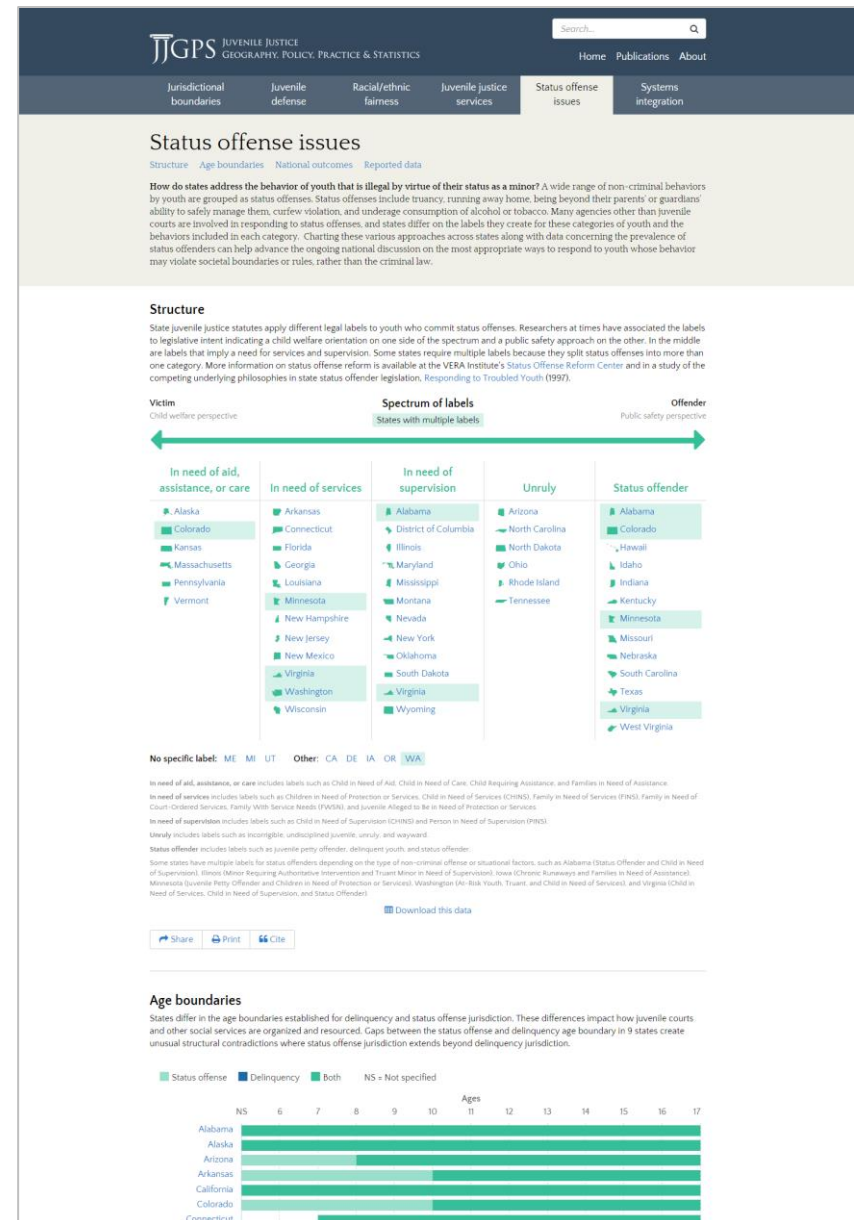
We are working closely with the National Center for Juvenile Justice (NCJJ), the research division of the National Council of Juvenile and Family Court Judges (NCJFCJ), to create interactive visualizations to explore these data.

JJGPS comprises several main topics: jurisdictional boundaries, juvenile defense, racial/ethnic fairness, juvenile justice services, status offense issues, and systems integration. Each topic is released in phases to make the information available as timely as possible.

While the typical data visualization project starts with a sizeable dataset, there are a wide variety of projects that can tell a better story by adding interactive charts, diagrams, and maps.

### Reference

Hunter Hurst IV  
Senior Research Associate, National Center for Juvenile Justice  
(412) 246-0842 | [hhurst@ncjfcj.org](mailto:hhurst@ncjfcj.org)



## Appendix 1.3: Associated Colleges of the Midwest

*acm.edu*

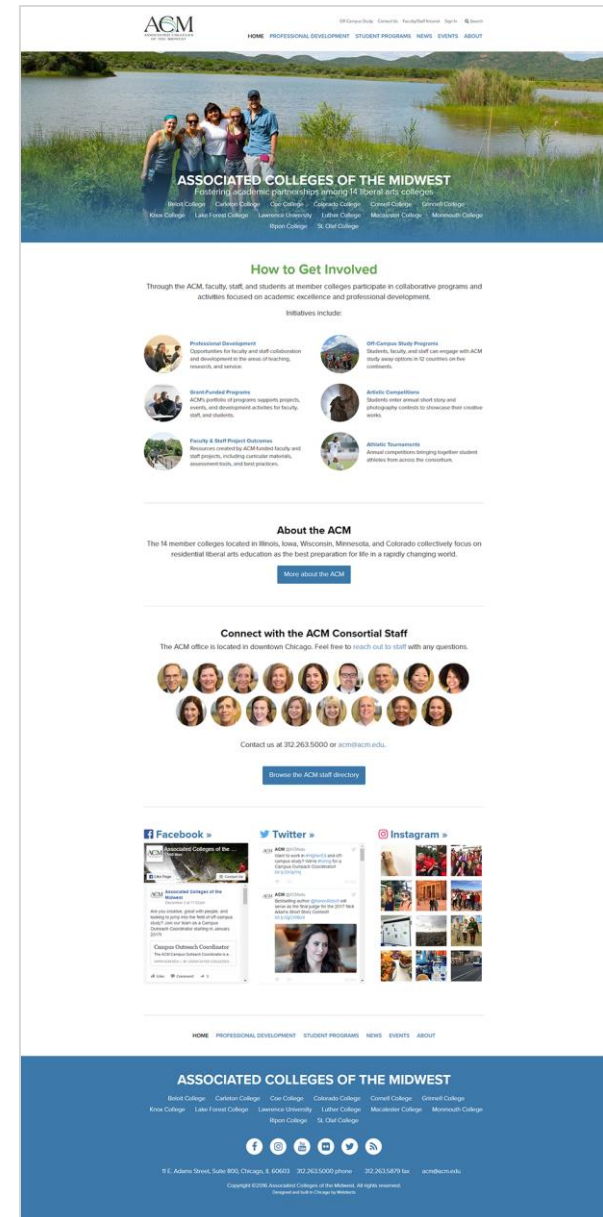
The Associated Colleges of the Midwest (ACM) is a consortium of 13 independent liberal arts colleges located in Illinois, Iowa, Minnesota, Wisconsin, and Colorado. They are among the oldest, most prestigious undergraduate institutions in the nation, and each has a distinctive identity and set of traditions.

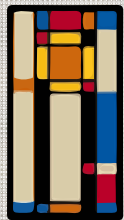
Webitects spent considerable time with ACM staff and representative audience, performing research into the needs of each group related to the website. The site was recently relaunched in 2016 with a fresh new look & feel, responsive design, and enhanced navigation that highlights resources for both students (such as off-campus study) and faculty (such professional development opportunities).

The site is built using our content management system allowing ACM staff to add and update content at any time with just a browser. The system allows access to pages or sections to be assigned by administrators so that content responsibility can be delegated while still maintaining editorial control.

### Reference

Melissa Niksic, Associate Vice President for Strategic Outreach & Communications  
(312) 561-5905 | [mniksic@acm.edu](mailto:mniksic@acm.edu)





# Village of River Forest website redesign

**Billy Belchev, Bill Gatewood | Webitects**

January 11, 2017



**Webitects**



RIVER FOREST

Introduction

# Webitects by the numbers

# Webitects by the numbers

- ⚙️ In business for 18+ years
- ☀️ Serving 100+ clients, half with 7+ year relationships
- 👥 Most of staff have 10+ years of experience
- 📞 No sales staff, talk directly to developers and designers

# Who else have we helped



# Who else have we helped

MacArthur  
Foundation

THE  
ROCKEFELLER  
FOUNDATION

Woods Hole  
Oceanographic  
INSTITUTION

NATIONAL  
HUMAN SERVICES  
ASSEMBLY

be<sup>nevolent</sup>

CREDO<sup>™</sup>  
mobile

Metropolitan Planning Council

Ann & Robert H. Lurie  
Children's Hospital of Chicago<sup>™</sup>

Webitects

WWW or

# Why Work with Webitects

"Webitects works hard to understand our goals and consistently exceeds our expectations with web products designed to reach the right audiences with compelling content. Bonus: They are fun to work with!"

Mandy Burrell Booth, Communications Director, MPC ([metroplanning.org](http://metroplanning.org))



Reason 1: Driven by strategy

We find the intersection between  
organizational goals and audience needs

**Web**itects



Reason 2: Focused on design

Long history of design methods to achieve  
intuitive design & pleasing aesthetics

**Web**itects





Reason 3: Experience

[Settings](#) [Privacy](#) [Terms](#)

We know what works on the web  
and have been learning for 18+ years

**Web**itects



Applying our principles in practice

# Two case studies

## Our goals for a sustainable and prosperous Chicago region

To solve today's pressing planning and development challenges and prepare the region for the needs of tomorrow, MPC is working with government, community and business leaders to assist communities, demonstrate best practices and change public policy. By 2020, MPC's work, detailed below, will:



**Attract 100,000 new residents** to live near transit



**Reduce housing cost** burden for 100,000 people



**Save tax dollars** through government collaboration



**Create 75,000 new jobs** through infrastructure investment



**Leverage \$24 billion** in private investment

Metropolitan Planning Council

Design a website reflecting MPC's role as a connector of people and ideas



**Teamwork Englewood**  
Together, Each Achieves More

Search...

Search

**Home**

Programs

Calendar

News

Englewood Business Competition

About Us



**Large Lots in Englewood – Vision and Hard Work**



Tweets by @EnglewoodPortal

**Englewood Portal** @EnglewoodPortal  
Over the past 35 years, the Chicago region has received the largest share of the Foundation's philanthropy: \$1.1...  
<fb.me/1GraWTeKV>

**Englewood Portal** @EnglewoodPortal  
Founder Camesha I. Jones shares her story-  
"Sista Afya was born out of my personal experience of struggling with...  
<fb.me/3NNNoirle6>

ARRA-supported Chicago Community Portals

Coalesce citizens around improved quality-of-life in their own communities

**Webitects**



Goals for the VRF.us redesign

## Focus areas

## Focus areas

- ⚡ Highlight most-visited and highest-priority pages
- 🖼️ Emphasize village pride with photos & videos
- 📱 Optimize for mobile devices
- ✉️ Grow newsletter subscriber list

## Focus areas

- 🔍 Enable easy search & browse
- 📅 Provide a community calendar
- 👍 Evaluate integration with social media channels
- 💡 Support strategic goals & initiatives

"The talented developers and strategists at Webitects are among the most insightful professionals I've ever had the pleasure to work with. Their ability to assess and parse a challenge and propose creative yet workable solutions in response is unparalleled."

Megan Kashner, Founder and CEO, Benevolent



Our CMS

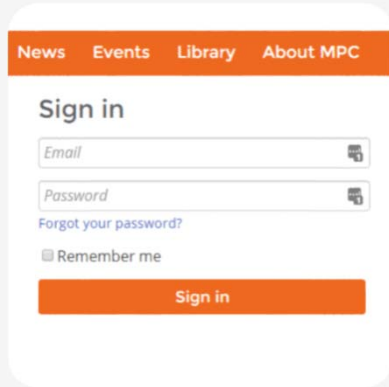
# Content management system



# All CMS's are not created equal

- 😊 Easy and intuitive to use
- </> Based on .NET platform used by Fortune 500 co's
- ✂ Tailored to your site—no feature bloat
- 💰 No forced upgrades or upsells

# CMS demo



News Events Library About MPC

### Sign in

Email

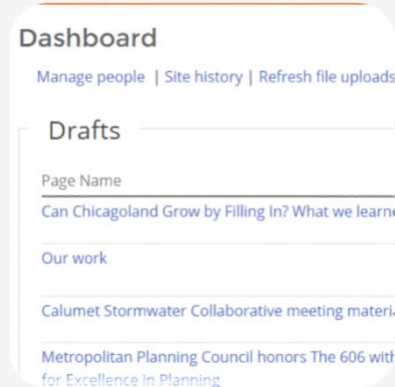
Password

[Forgot your password?](#)

☐ Remember me

Sign in

1. Sign-in



### Dashboard

[Manage people](#) | [Site history](#) | [Refresh file uploads](#)

#### Drafts

Page Name

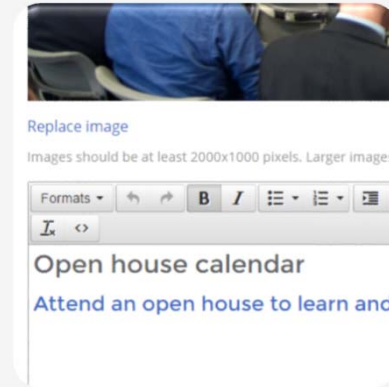
[Can Chicagoland Grow by Filling In? What we learn](#)

[Our work](#)

[Calumet Stormwater Collaborative meeting materi.](#)

[Metropolitan Planning Council honors The 606 with for Excellence in Planning](#)

2. Go to page



Replace image

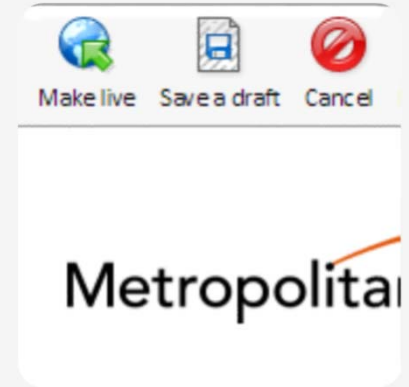
Images should be at least 2000x1000 pixels. Larger images

Formats [undo] [redo] [bold] [italic] [bulleted list] [numbered list] [link] [unlink]

Open house calendar

Attend an open house to learn and

3. Edit



[Make live](#) [Save a draft](#) [Cancel](#)

# Metropolitan

4. Publish



Our approach

# Timeline and process

"Working with Webitects to design our website from scratch was a valuable and fun experience. We arrived with a vision, and after careful research, helpful storyboards, and a well-planned roll-out, we watched that vision become a reality. Thank you, Webitects"

Sara Bowden, Executive Team Leader, IARPC Collaborations

# Process

RIVER FOREST  
VILLAGE  
HALL

## Understand

Stakeholder &  
audience interviews  
Web analytics  
Collected feedback  
Goal alignment

## Design

Site structure  
Blueprints  
Visual design  
Interactive elements

## Develop


Custom coding  
Mobile website  
Content  
management  
Customer portal(s)

## Grow

SEO strategy  
Email marketing  
Social media  
Online ads

# What we do, beyond a website

- ✉ Email targeting and optimization
- 🔍 Search engine marketing
- 👤 Usability testing
- 📊 Data visualization



"Under much pressure with an ambitious website project and high expectations, I urged our team to consider Webitects. In retrospect, it was the wisest suggestion I made as a project manager.

The Webitects team continues to handle our complex information and help us distill it into website content that is accessible and visually alluring."

Hunter Hurst, Project Manager, NCJJ ([jjgps.org](http://jjgps.org))

**Webitects**



Thank you! Questions?

Billy Belchev [billyb@webitects.com](mailto:billyb@webitects.com)

Bill Gatewood [billg@webitects.com](mailto:billg@webitects.com)

**Webitects**

11 East Adams Street, Suite 900  
Chicago, Illinois 60603  
(312) 469-5444



## Village of River Forest

Village Administrator's Office

400 Park Avenue  
River Forest, IL 60305

Tel: 708-366-8500

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### MEMORANDUM

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Date: February 10, 2017

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Update: Property Tax Assessments & Village Board Direction on Projects

---

At your Village Board meeting, Staff would like to have a conversation about the recent triennial property tax reassessments that recently were mailed to property owners.

Also, Staff would like to proceed with restarting two of the Village's goals for economic development: commencing work on the proposed North Avenue TIF district and reissuing a RFP for the Lake and Park redevelopment project. We will discuss the topics in greater detail at our meeting.

Thank you.