

**VILLAGE OF PARK FOREST**

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

**Village Hall- Boardroom**

**7:00 p.m.**

**February 3, 2020**

**MINUTES**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Candyce Herron, Trustee Joseph Woods, Trustee Maya Hardy, Trustee Glenna Hennessy, and Mayor Jonathan Vanderbilt

**STAFF IN ATTENDANCE:** Village Manager Tom Mick, Director of Personnel Denyse Carreras, Police Deputy Chief Brian Rzycki, Fire Chief Tracy Natyshok, Village Attorney Leslie Kennedy, Finance Director Mark Pries, Director of Economic Development Hildy Kingma, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, Assistant Director of Recreation and Parks Kevin Adams, Assistant Finance Director Sharon Floyd, and IT Coordinator Craig Kaufman

**RECORDER:** Village Deputy Clerk Angela Thurston

**OTHERS IN ATTENDANCE:** Brad Porter and Matt Beran, Lauterbach and Amen, LLC; Donna Bryant, Arnold Crater and Malcolm Weems, B2B Strategic Solutions, Inc.; Alyssa Moore and Isela Juarez, Jeff Ellis Management

**Roll Call**

The meeting was called to order at 7:00 p.m. by Mayor Vanderbilt. Roll was called by Deputy Clerk Thurston.

**1. 2018/2019 Audit Reports Presentation**

Manager Mick said this item is out of the Finance Department and noted that the dialog should be between the Mayor, Board of Trustees and the Auditors. Matt Beran began his report by explaining the preparation process for the audit from the first meeting with Mark Pries and Sharon Floyd and what would be expected. Mr. Beran referenced the three sections he would be covering: the SAZ114 Letter, Audit Report and the Management Letter. He noted the Village has accomplished receiving the CAFR award for 24 years in a row, which ranks at the top for municipalities in Illinois. The Village received an Unmodified Opinion with the audit review, which is the highest recognition. The financial highlights noted in the documents are high level summary of finances. Mr. Beran led the board through the remainder of the audit. Mayor Vanderbilt asked the Board is there were any questions or comments. Trustee Settles asked if the Village is in good financial health, to which Brad Porter replied, yes. Hearing no other questions or comments this item will be on the agenda at the next regular meeting.

## **2. Selection of a Strategic Planning Facilitator**

Manager Mick said this item comes out of the Manager's Office and Community Development. Manager Mick explained what the Village has done over the years related to strategic planning. These approaches have included budget-based annual planning, lectures, surveys, focus groups and 3 to 5 year sets of goals. After seeking proposals from three consulting entities, the recommendation is to work with B2B Strategic Solutions. Manager Mick introduced Donna Bryant, owner of B2B. Ms. Bryant gave an overview of B2B and introduced some of her team. Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee Woods asked if they have worked with other municipalities around our area. Arnold Crater said they worked with school district #205. Hearing no other questions or comments this item will be on the agenda at the next regular meeting.

## **3. Aqua Center Management Agreement-Renewal**

Manager Mick said this item comes from Recreation and Parks Department. Assistant Director Adams gave an overview of Jeff Ellis Management who currently provides all day to day management of the Aqua Center. The Village would be responsible for the daily cash handling, front desk staff, any capital repairs, maintenance of grounds, and chemical purchases. There are two options for the season: 13 week season or 12 week season. Staff is recommending the 12 week season, in the past few years with weather being cooler attendance has been low the first week. Trustee Graham asked if there has been thought to enclosing the pool so it can be used year round. Mr. Adams said he can have someone come out and give a quote to do that. Mayor Vanderbilt asked if JEM looks at purchasing local pools. Ms. Moore said that is something the company would be open to considering. Hearing no other questions or comments this item will be on the agenda of the next regular meeting.

## **4. Purchase of Dell Back-Up Appliance**

Manager Mick said this item is out of the Finance Department and IT. Finance Director Pries stated that the Mayor and Trustees are familiar with the issues we had in the fall with internet security. Purchasing the Dell back-up appliance will back give the village a better back up system that if the village were to get hacked again the information lost would be minimal, maybe just hours of data. A budget amendment would be needed to purchase this. Mayor Vanderbilt asked the Board if there were questions or comments. Trustee Hardy asked if this guarantees security. IT Administrator Kaufman replied that this is an appliance that backs up our data, it does not provide security. Mayor Vanderbilt asked how much data was lost in the fall. Administrator Kaufman said a couple of weeks' worth. Hearing no other questions or comments this item will be on the agenda of the next regular meeting.

## **5. 2020 Season Aqua Center Fees**

Manager Mick said this item comes from Recreation and Parks Department. Assistant Director Adams gave an overview of members and seniors are the most loyal members. The proposed fees this year are in consideration that the 2020 season will be a week shorter, starting the season the second week of June. Mayor Vanderbilt asked the Board if there were questions or comments. Trustee Hennessy asked if there was a fee difference from resident to non-resident. Kevin replied when there was a higher daily fee previously put in place, the Aqua Center lost attendance.

Hearing no other questions or comments this item will be on the agenda of the next regular meeting.

**6. An Intergovernmental Agreement between the Village of Park Forest and Rich Township in regard to Access to Park Forest Municipal Fuel**

Manager Mick said this item comes from Department of Public Works and Administration. Manager Mick explained that currently, buses in the Jolley Trolley transportation program refuel at the Public Works Yard as part of an agreement with Rich Township. The Township has requested consideration to expand access to 9 vehicles in their fleet. An intergovernmental agreement has been drafted to this extent. It notes how fuel would be billed, that an annual \$400 fee will be assessed to help cover software management and key fobs, and that both sides have the ability to opt out of the agreement with 60 days written notice. Mayor Vanderbilt asked the Board if there were questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

**7. A Resolution requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, South Orchard Drive**

Manager Mick said this item comes from Department of Public Works, this agenda item along with agenda item #8 will be discussed at the same time. Under the revised methodology for this project, applications will be scored and ranked. Park Forest is considered a Cohort 4 community which allows the Village to apply for 100% federal funding for all phases this project. The Village's 20% match would be \$212,811 for South Orchard Drive.

**8. A Resolution requesting the use of Transportation Development Credits Highway (TDCH) for the 2020 Surface Transportation Program (STP) Call for Projects, Westwood Drive/Norwood Blvd.**

This item was discussed with agenda item # 7. The Village's 20% match would be \$763,018 for Westwood Drive/Norwood Blvd. Mayor Vanderbilt asked the Board if there were questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

**9. Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace Vehicle/Equipment #606**

Manager Mick said this item comes from Department of Public Works. The purchase of this 2020 Pick Up truck would replace a 2008 Ford F-250 which is used daily by DPW staff and has over 114,745 miles on it. This purchase has been budgeted for the FY20 budget. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

**10. Purchase of a 2020 Ford F-250 XL Pick Up Truck, Replace 2008 Ford Ranger**

Director Ysaguirre explained the 2020 Ford F-250 will replace a 2008 Ford Ranger with over 136,000 miles that will be auctioned. The new truck assigned as #607 will go to the supervisor, his truck will be reassigned as #507 to be used by field crews, the current #507 will be reassigned as #564 and be used as a spare pick up for field crews.

### **11. Oswego Street Sanitary Sewer Replacement Contract**

Manager Mick said this item comes from Department of Public Works. Director Ysaguirre explained about 2,200 feet of sanitary sewer has deteriorated beyond the point that it could be lined with Oswego Street being the most critical section. DPW opened up the bidding process and received 9 bids, which were opened on January 23, 2020. It is recommended that M/J Underground be awarded the contract. M/J Underground has done work in Park Forest before and DPW has been satisfied with their work. Funds will be repurposed from that were allocated to storm sewer improvements in Capital Outlays for this project. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none this item will be on the agenda of the next regular meeting.

### **12. 2020 Street Sign Replacement Contract – Central CN Corridor**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained the bidding process and noted that 5 bids were received. The Federal Highway Association has mandated that all street and name signs meet retroreflective standards. Staff recommends awarding the contract to Traffic Control and Protection, located in Bartlett, IL. Traffic Control and Protection is an IDOT requalified bidder and they have performed 2 previous rounds of this multiyear program and we had no issue with their work.

### **Mayor's Comments**

Mayor Vanderbilt reported on a number of meetings, events, and openings he had attended in Park Forest recently. On January 31, 2020 he was a judge for School District #163's Science Fair.

### **Manager's Comments**

Manager Mick reported on many upcoming events in February. The Governors Hometown Award reception will be at Village Hall at 6 pm on February 17, 2020. The Award was presented to the Village in Springfield back in November for the service provided by the Veterans Closet & Resource Center since 2015.

### **Trustee's Comments**

Trustee Settles thanked all those that participated in the first Blight to Bright house project at 305 Sauganash and thanked the Finance Department for the work they did on the Audit. She noted that the Veterans Commission will meet February 8, 2020.

Trustee Herron noted that the Housing Authority will be meeting Thursday February 6, 2020.

Trustee Woods reported on various events and meetings he attended the last couple weeks. He reported on activities that Economic Development has participated in. He noted how enjoyable it was to be a judge at SD #163 Science Fair. He also pointed out that Michelle Obama School is the first school in the area to have an indoor greenhouse.

Trustee Hardy reported the Planning and Zoning Commission will be meeting Tuesday, February 18, 2020 and the Commission on Human Relations is moving their meetings to the last Tuesday of the month. She also was a judge for SD #163 Science Fair and enjoyed it a lot. .

Trustee Graham thanked Daniel Gladstone for inviting the Mayor and Board of Trustees to be a judge at SD #163 Science Fair, it was a pleasure to be a judge. She noted the Environment Commission will be meeting Thursday, February 6, 2020 and the Youth Commission will be meeting Wednesday, February 12, 2020.

Trustee Hennessy thanked those that participated in the first Blight to Bright house project. She reference how different a Monday night board meeting is compared to a Saturday Rules meeting being much more laid back with open dialog with residents.

**Attorney's Comments**

No report

**Clerk Comments**

No report

**Audience to Visitors**

None

**Adjournment**

This concluded the Rules Board meeting.

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

Mayor Vanderbilt adjourned the rules meeting at 8:42 p.m.

Respectfully submitted,  
Angela Thurston  
Village Deputy Clerk