

**VILLAGE OF PARK FOREST**

**Village Board Rules Meeting  
Monday, February 4, 2019  
Village Hall 7:00 p.m.**

**MINUTES**

**ATTENDANCE:** Mayor John Ostenburg, Trustee Mae Brandon, Trustee Tiffani Graham, Trustee Georgia O’Neill, and Trustee Jonathan Vanderbilt

**ABSENT:** Trustee Robert McCray and Trustee Theresa Settles

**STAFF IN ATTENDANCE:** Manager Tom Mick, Police Chris Mannino, Fire Chief Tracy Natyshok, Fire Captain Phillip Myers, Village Attorney Leslie Kennedy, Deputy Finance Director Mark Pries, Director of Recreation and Parks Rob Gunther, Director of Economic Development and Planning Hildy Kingma, Assistant to Village Manager Denyse Carreras, Assistant Director of Economic Development, Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, Code Enforcement Manager Jerry Martin, and Sustainability Coordinator Raja Alfraihat

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** Commander Steven Coe and family; Current and former members of the Police and Fire Departments’ family; Gary Kopycinski, eNews Park Forest; Ashley Wright, resident; Sheldon Lebold, Attorney

**Roll Call**

The meeting was called to order at 7:00 p.m. Roll was called by Clerk McGann.

Mayor Ostenburg read the first proclamation celebrating the sixtieth anniversary of Boy Scout Troop 185. The second proclamation congratulated and thanked Police Commander Steven Coe on his retirement as commander after twenty-four years with Park Forest Police Department. Commander Coe thanked the Village and noted that he has worked along so many wonderful people adding that it was an honor and privilege to serve the Village of Park Forest.

**1. A Resolution Supporting a Cook County Class 8 Incentive for 22810 Blackhawk Drive and 381 Blackhawk Drive**

Manager Mick said this item is out of the Department of Economic and Planning and the Economic and Development Advisory Group requesting a tax incentive for two properties. Assistant Director Zoellnor introduced the owner, Khamis Abuzir. She noted that EDAG had reviewed the application, met with the owner, and voted to support Mr. Abuzir’s request for Cook County Class 8 incentive. Mayor Ostenburg asked the Board if there were any questions adding an explanation of the Class 8 Tax Incentive which attacks new businesses so they may share the tax base and allow homeowners to pay less. Trustee Brandon said this property’s title

was in the Cook County Land Bank. Hearing no other questions or comments, this item will be on the agenda for action at the regular meeting.

**2. A Resolution Denying a Major Variation to Article III-4.C.6 of the Unified Development Ordinance regarding location of a fence at 325 Early Street**

Manager Mick noted that this item is out of the Economic Development and Planning Department by way of the Planning and Zoning Commission. Director Kingma gave an overview of the process of the fence variation request on a corner lot which included public notices and a public hearing. The Planning and Zoning Commission voted 8-0 to deny the fence variation. Although there are a few five foot fences and one six foot fence in the area, they have been grandfathered in. Visibility is the main concern. The standard goes back to 1989 and the Unified Development Ordinance is a continuance of the standard. There were no questions from the Board. Mayor Ostenburg asked if there was any consideration to changing the standard when the UDO was developed. Director Kingma said no change was considered because a six foot barrier would not be compatible with walking availability. This is only request for a variance in fourteen years. Mayor Ostenburg also noted that when grandfathered fences come into disrepair, new fences would have to follow the new ordinance. He added that the grandfathered status of the fence would run with the property (title change) so it would follow that the restrictive status runs with the property as well. This item will be on the agenda for action at tonight's regular meeting.

**3. An Ordinance Adopting a Climate Action and Resilience Element of the Official Comprehensive Plan**

Manager Mick said this item is out of the Economic and Planning Department with a PowerPoint presentation by Sustainability Coordinator Raja Alfraihat explaining the Village's Official Comprehensive Plan involving the areas of focus. She explained the purpose, process, and the supporting analysis of Park Forest population and how the plan will be monitored. She thanked the steering committee for their work in the report. Mayor Ostenburg also thanked Director Kingma, Sustainability Coordinator Alfraihat, Staff, and volunteers on the steering committee. He added the Park Forest is committed to sustainability is important to the wellbeing of the citizens and the environment. All of this aligns with the Village's plan and the STAR rating system. There were no questions from the Board.

**4. An Ordinance related to Chapter 6 (Alcoholic Beverages)**

Manager Mick said this item is from Economic and Planning Department and the Liquor Commission. The ordinance includes a few updates: a new class of license for a BYOB business, Theater 47 (Class H) to sell prior to the performance and at intermission, remove Class L to Spins and Wins, and some language clean up to include all licenses. Director Kingma detailed the provisions with the new class of license which included secure packaging of alcohol. Chief Mannino said that the packaging is considered a sealed container. Mayor Ostenburg asked the Board if there were any questions. Hearing none, this item will be the agenda for action at a subsequent meeting.

## **5. An Ordinance Amending Village Code regarding Fire Safety**

Manager Mick said this item is out of the Fire Department. Captain Myers explained that the new updated building ordinance will update fire codes in the Village with the purpose to simplify previous amendments and keep it friendly. The sprinkler ordinance was changed be based on square footage of home. Also, the permits process will be the same process as the building permits and fees. The fireworks section follows the codes of the State of Illinois. Mayor Ostenburg asked if there were any revision relating to solar panels and electricity. Captain Myers said that those items are included in the revisions. They also are following the trends in the industry. Mayor Ostenburg noted that these revisions are designed to make Park Forest a safer community. Mayor Ostenburg asked the Board if there were any questions. Hearing none, this item will be on the agenda for action at tonight's regular meeting.

## **6. A Resolution for Construction on a State Highway**

Manager Mick said this item is from the Public Works Department. Director Ysaguirre explained the State's requirements for the Village for work to be done on state highways. IDOT requires an ordinance to be signed for work to be done in 2019-2020. This relates to Route 30, Western Avenue, and 26 Street east of Western. Mayor Ostenburg asked the Board if they had any questions. Hearing none, this item will be on the agenda for action at the regular meeting.

## **7. Phase 1 Engineering Services Agreement with Baxter and Woodman for Route 30 Sidewalk (Orchard Drive to East Village Limits)**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained funding process with the RTA for Phase I of the project explaining the requirements, deadlines, and payment of funds. Mayor Ostenburg asked the Board if there were any questions. Trustee Vanderbilt noted the sidewalk entrance to Lincoln Highway to Farragut. Director Ysaguirre said it would be included in the project. Hearing no other questions, this item will be on the agenda for action at the regular meeting.

## **8. Awarding of the 2019 Street Sign Replacement- South East Cook County**

Manager Mick said this item is out of the Public Works Department as Phase 4 of street sign replacement. Director Ysaguirre explained the bidding process and noted that the Village followed all State requirements. Staff recommends awarding the contract to NAFISCO of Romeoville, IL; the Village has been satisfied with the work they have done work in the past. Any projected savings will be looked at for other projects within Budget requirements. Mayor Ostenburg asked if there were any questions from the Board. Hearing none, this item will be on the agenda for action at the regular meeting.

## **9. Purchase of two service vehicles for Recreation and Parks**

Manager Mick said this item is from the Recreation and Parks Department. The cost is above the Manager's spending authority and has to be approved by the Board. Director Gunther explained that two twenty year old trucks will be replaced, one a flex-fuel vehicle and the other a standard service truck/vehicle. The price is competitive with a savings on delivery charges. Mayor

Ostenburg asked if there were any questions from the Board. Hearing none, this item will be on the agenda for action the regular meeting.

**10. An Ordinance Amending the Village Purchasing Policy**

Manager Mick noted that this item is out of the Finance Department. Director Pries explained that the update in spending allowance to \$25,000.00 follows the changes in Illinois policy. The other language change is regarding non-requirement of bids that involving architectural, engineering, and land surveying serves for projects less than \$40,000. This, too, matches State policy. The last part of the ordinance is relating to change orders; he explained the guidelines and language cleanup as stated in the ordinance. Director Pries further explained that emergencies would include anything relating to public safety to the Village. Mayor Ostenburg asked the Board if there any questions. Hearing none, this item will be on the agenda at a future meeting.

**11. Bank Authorization Resolution for 5th 3rd Bank and 5th 3rd Securities**

Manager Mick said items 11 through 14 are out of the Finance Department and will be taken together. Director Pries noted that interest rates are rising and advised the Village to work with other investment companies to see which the best fit is. He explained how the Village can get the best return for our monies. Mayor Ostenburg asked the Board if there were any questions. Hearing none, these items will be on the agenda for action at the regular meeting.

**12. Bank Authorization Resolution for Chase Bank**

**13. Bank Authorization Resolution for PFM Asset Management**

**14. Trust Resolution for PFM Asset Management’s Illinois Trust**

**Mayor’s Comments**

Mayor Ostenburg dispensed with the comments section of the agenda until the regular meeting but opened the floor to the visitors to comment on the items on the agenda.

**Manager’s Comments**

**Trustee’s Comments**

**Attorney’s Comments**

**Clerk Comments**

**Audience to Visitors**

Mr. Lebold, representing Ms. Rice, commented on the second item on the agenda stating why he believed the fence variance on Early Street should be allowed due to health issues. Mayor Ostenburg noted that the decision was made by the Planning Board which recommends decisions to the Board after hearing the applications for variances to the Unified Development Ordinances. Director Kingma stated that the standard is applied to the property, not to the person living at the residence. Ms. Wright stated that she had attended the Planning Board Meeting and believed

that the location of her house is unique and a foot fence would offer her privacy that a chain link does not. Mayor Ostenburg added that many do not know all the rules when we purchase a house. Since Ms. Rice's objections and the Planning Board's recommendations were heard, the Board will vote on the issue and make their decision when item #2 comes up for vote in the Special Regular Meeting.

### **Adjournment**

This concluded the Rules Board meeting.

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

Mayor Ostenburg adjourned the rules meeting at 8:41 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

**VILLAGE OF PARK FOREST**

**Village Board Special Regular Meeting  
Monday, February 4, 2019  
Village Hall 7:00 p.m.**

**MINUTES**

**ATTENDANCE:** Mayor John Ostenburg, Trustee Mae Brandon, Trustee Tiffani Graham, Trustee Georgia O'Neill, and Trustee Jonathan Vanderbilt

**ABSENT:** Trustee Robert McCray and Trustee Theresa Settles

**STAFF IN ATTENDANCE:** Manager Tom Mick, Police Chris Mannino, Fire Chief Tracy Natyshok, Deputy Fire Chief Ryan Roberts; Fire Captain Phillip Myers, Village Attorney Leslie Kennedy, Deputy Finance Director Mark Pries, Director of Recreation and Parks Rob Gunther, Director of Economic Development and Planning Hildy Kingma, Assistant to Village Manager Denyse Carreras, Assistant Director of Economic Development, Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, Code Enforcement Manager Jerry Martin, and Sustainability Coordinator Raja Alfraihat

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** Gary Kopycinski, eNews Park Forest; Ashley Wright, resident; Sheldon Lebold, Attorney

**Roll Call**

The meeting was called to order at 8:41 p.m. Roll was called by Clerk McGann.

**Pledge of Allegiance**

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

**Reports of Village Officers**

**Mayor**

Mayor Ostenburg noted that the December 28<sup>th</sup> Board meeting was canceled due to the weather. He congratulated the Police Department and staff for Saturday's Police Honors Ceremony. There was a Liquor Commission hearing for Theater 47 pertaining to the sale of liquor; the Mayor recommends it to be granted. Saturday, February 16 is the Village's strategic planning meeting. There was a celebration at Dining on the Green to commemorate the seventieth anniversary of the Village of Park Forest. Mayor Ostenburg reported on his scheduled meetings for the upcoming two weeks.

**Village Attorney**

No report

## **Village Manager**

Manager Mick noted that the six month financial update/strategic planning meeting is scheduled for Saturday, February 16 at 9:00 am which is open to the public. The Black History Month event, “Celebrate. Educate. Elevate,” is scheduled for Saturday, February 23, at 2:00 pm at Freedom Hall. The annual fund raiser for Tall Grass Arts Association, The Beau Arts Ball, will be held Saturday, March 23 at Lincolnshire Country Club. Registration for the 2019 Park Forest Youth Baseball is open. Check the website for details or call Manager Mick at Village Hall.

## **Village Clerk**

No report

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

Trustee O’Neill reported that the Senior Citizens Advisory Commission will meet Thursday, February 6, at 1:00 pm. The Library Board will meet Thursday, February 21 beginning at 7:30 pm.

Trustee Vanderbilt congratulated Boy Scout Troup 185 on the sixty years of service. He also congratulated Commander Coe and those receiving awards at the Police Honors Ceremony. The Human Relations Commission will meet Tuesday, February 12. He also thanked the Park Forest Historical Society for their anniversary event.

Trustee Graham noted that the Planning and Zoning Commission will meet Tuesday, February 12 at 7 pm. The Youth Commission will meet on Wednesday, February 13 at 7 pm. She thanked the Police Department for the blankets that the Trustees received.

Trustee Brandon congratulated those police and citizens that were recognized at the Police Honors Service. She congratulated Commander Coe on the next phase of his life. She thanked the Finance Department for their work preparing for the audit. The Veterans Commission will meet Saturday, February 9. EDAG will meet Wednesday, February 13.

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

None

## **Motion: Approval of Consent**

Mayor Ostenburg called for a motion to approve the consent agenda. The consent agenda included the following items:

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

**CONSENT:**

**1. Motion: A Motion to approve the minutes of the Special Rules meeting of November 19, 2018, the Regular meeting of November 19, 2018 and the Saturday Rules meeting of January 12, 2019.**

- 2. Resolution: A Resolution Thanking Steven Coe for his Dedicated Service to the Village of Park Forest**
- 3. Resolution: A Resolution Supporting a Cook County Class 8 Incentive for 22810 Blackhawk Drive and 381 Blackhawk Drive**
- 4. Resolution A Resolution Denying a Major Variation to Article III-4.C.6 of the Unified Development Ordinance regarding location of a fence at 325 Early Street**
- 5. Resolution: A Resolution for Construction on a State Highway**
- 6. Motion: A Motion to Approve Phase I Engineering Services Agreement with Baxter and Woodman for Route 30 Sidewalk (Orchard Drive to East Village Limits)**
- 7. Motion: A Motion to Awarding the 2019 Street Sign Replacement-South East Cook County to NAFISCO**
- 8. Motion: A Motion to approve a Truck Purchase to replace two Recreation and Parks service vehicles.**
- 9. Resolution: A Resolution Authorizing the Establishment of an Investment Account with 5th 3<sup>rd</sup> Bank and 5th 3<sup>rd</sup> Securities**
- 10. Resolution: A Resolution Authorizing the Establishment of an Investment Account with Chase Bank, Inc.**
- 11. Resolution: A Resolution Authorizing the Establishment of an Investment Account with PFM Asset Management**
- 12. Resolution: A Resolution Approving the Declaration of Trust of the Illinois Trust (Formerly known as the Illinois Institutional Investors Trust) and Authorizing the Execution thereof, and Authorizing Certain Officials to act on behalf of the Village of Park Forest, Illinois**

Approval of the consent agenda was moved by Trustee Vanderbilt and seconded by Trustee Graham. Mayor Ostenburg asked if anyone wished any items be removed from the consent agenda for further discussion. On the motion to approve the consent agenda, a voice vote was called by Mayor Ostenburg. The consent agenda was approved with the following results:

Ayes: 5  
 Nays: 0  
 Absent: 2

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

**DEBATABLE:**

- 13. Ordinance: An Ordinance to Amending Chapter 2 of the Code of Ordinances of the Village of Park Forest, Cook and Will Counties, Illinois, Purchasing Policies (Final Reading)**

This item has had first reading, discussion, and is on the agenda for final reading. Move for adoption of the ordinance was motioned by Trustee Brandon and seconded by Trustee O’Neill. The ordinance was moved and seconded to adopt this ordinance at final reading. Mayor Ostenburg asked if there were any questions or comments. None being heard, he called for a roll call vote by Clerk McGann. The ordinance was approved following a roll call vote with the following results:

Ayes: 5  
Nays: 0  
Absent: 2

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

**14. Ordinance: An Ordinance Amending Chapter 42, Article II of the Code of Ordinances, Village of Park Forest, Cook and Will Counties, Illinois (Final Reading)**

This item has had first reading, discussion, and is on the agenda for final reading. Move for adoption of the ordinance was motioned by Trustee O’Neill and seconded by Trustee Vanderbilt. The ordinance was moved and seconded to adopt this ordinance at final reading. Mayor Ostenburg asked if there were any questions or comments. None being heard, he called for a roll call vote by Clerk McGann. The ordinance was approved following a roll call vote with the following results:

Ayes: 5  
Nays: 0  
Absent: 2

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

**15. Ordinance: An Ordinance Adopting a Climate Action and Resilience Element of the Official Comprehensive Plan and Amending Chapter 78 (“Planning”), Article III (“Official Plan”), Section 78-62 (“Created and Adopted”) of the Code of Ordinances (First Reading)**

This item has had first reading and presentation/discussion and will be on the agenda for action at a subsequent regular meeting.

**Adjournment**

This concluded the Special Regular Board meeting.

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

Mayor Ostenburg adjourned the rules meeting at 9:05 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk