

**RULES MEETING OF THE BOARD OF TRUSTEES  
HELD REMOTELY  
PUBLIC NOTICE POSTED AT THE VILLAGE HALL  
350 VICTORY DRIVE  
PARK FOREST, ILLINOIS**

**Village Hall- Boardroom**

**7:00 p.m.**

**February 7, 2022**

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

**ABSENT:** none

**STAFF IN ATTENDANCE:** Village Manager Tom Mick, Police Chief Christopher Mannino, Deputy Fire Chief Ryan Roberts, Village Attorney Sean McGrath, Assistant to the Village Manager/Director of Human Resources Jason Miller, Finance Director Mark Pries, Assistant Finance Director Sharon Floyd, Director of Economic Development and Planning Department Sandra Zoellner, Director of Recreation, Parks, and Community Health Rob Gunther, Director of Public Works Roderick Ysaguirre, and IT Administrator Craig Kaufman

**OTHERS IN ATTENDANCE:** Brad Porter, Lauterbach & Amen LLP; Donna Bryant, Arnold Crater, and Rudy Sagars of B2B Strategic Solutions; Phil Perkins, EDAG Chairperson; and Sophronia G Breedlove, State Farm Insurance

**RECORDER:** Village Clerk Sheila McGann (7:02)

**Roll Call**

Mayor Vanderbilt called the meeting to order at 7:00 pm. which was held remotely. Roll was called by Manager Mick. (Clerk McGann was unable to log on at the beginning of the meeting.)

Mayor Vanderbilt read a proclamation denoting February as Black History Month where he stated many contributions African-American have made locally, statewide, and nationally. He encouraged all residents to remember and honor those who have made sacrifices and served their community.

**1. 2020/2021 Audit Presentation**

Manager Mick said this item is out of the Finance Department as presentation by the auditors to the elected officials. Director Pries introduced the audit manager, Mr. Porter. Mr. Porter thanked the Finance Team for their work throughout the year for their dedication to this process. The audit PowerPoint presentation detailed the budget process with a comprehensive financial report and the necessary pieces of communication shared by the auditors. The FY 20-21 audit has been submitted to the GFOA for the COA (Certificate of Achievement for Excellence in Financial Reporting) award and the Village has received the CAFR award 25 consecutive years in a row. He thanked the staff for their cooperation. The one current recommendations referred to refuse

budget overage. Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee Woods was noted that the audit said there were no disagreements with management in the level of transparency and checks and balances. Trustee Slone asked about the process of the audit. Mr. Porter said they walk through the process and plan the level of the audit. They send the management letter and begin the audit process which is a two week span in September and October. They do the reporting and balances the information gathered and put together the audit as seen tonight. Mayor Vanderbilt wanted to let the public know about TIFFs and the location in the budget. Mr. Porter said the TIFF funds are audited as general funds in the budget. Mayor Vanderbilt thanked Mr. Porter for his presentation. He asked if there were any other questions or comments by the Board. Hearing none, this item will be on the agenda for action at a subsequent Regular Meeting.

## **2. A Resolution Adopting Strategic Planning Goals**

Manager Mick gave an overview of the Strategic Planning process and noted setbacks that stalled efforts which began two years ago with the new Board and with consultants, B2B Strategic Solutions. With 1,500 responses to the community survey and a number of focus groups, a goal setting session met and established eight strategic goals. He noting how important it is to set goals using stakeholder feedback, data gathering and analysis. Manager Mick introduced members of B2B Strategic Solutions: Donna Bryant, Arnold Carter, and Rudy Sagers. Ms. Bryant submitted the final report and was excited to hear where the Board goes from here. Mr. Carter noted that the goals were rooted in the input from the community, the Board, and Staff. They will be used to guide the Village. Mr. Sagers said all the contributors were a hard working group, highly engaged and interactive. Much of the input was validated by each of the other groups. He commended the Village for their work in setting strategic planning goals.

Mayor Vanderbilt thanked all the participants. He asked if there were any questions or comments from the Board. Trustee Woods was proud of Park Forest for their engagement and energy even with Covid. Trustee Settles thanked B2B Strategic Solutions for their extensive package summary. The community and staff were important components. Trustee Slone thanked the public, and also the Southland community and our neighbors for being partners in the goals. Although it sounds simple, she stressed how important it was to get the wording correct. Trustee Graham echoed the Board's sentiments. She thanked Mr. Carter for his due diligence and working with all of us. Trustee Woods asked the consultants what things did you discover about Park Forest. Ms. Bryant said she learned the history of Park Forest and had not been aware of the Arts and Culture available in the Village. Mr. Carter had not known about the incubator that helps to grow and develop small businesses. Trustee Woods was glad to hear that from an independent source. Trustee Hardy stated that the stakeholders know what they need best. She thanked the residents for participating, the staff for their honest opinions, B2B Strategic Solutions for their professionalism and patience, also her colleagues. Manager Mick thanked Ms. Bryant, Mr. Carter, and Mr. Sagers for their efforts and the extended time working on this project due to the pandemic. The goals will be approved by the Board at a subsequent meeting.

## **3. 2022 Street Sign Replacement contract**

Manager Mick said this item is out of Public Works Department. Director Ysagarrie said there were six bids. He explained the bid process noting that the bids were higher due to the higher

costs of aluminum. The ten year plan for re-signage was started in 2016 and will be completed in seven years. Staff recommends that the contract be awarded to Western Remac of Woodridge who has worked with the Village in the past. Mayor Vanderbilt asked if there were any comments or questions from the Board. Trustee Slone noted that the difference was \$13.00 between the lowest and second lowest bids. Director Ysaguirre said that was unusual to have such a tight bid. Mayor Vanderbilt noted that the project was finished three years ahead of schedule. Hearing no other questions or comments, this item will be on the agenda for action at a subsequent regular meeting.

#### **4. A Resolution to Support Renewal of a Cook County Class 8 Tax Incentive for 2562 Western Avenue**

Manager Mick said this item comes out of the Economic Development and Planning Department. Director Zoellner explained the process for the renewal of the Cook County Class 8 Tax Incentive and how it applies to Ms. Breedlove's property. Mr. Perkins added that Ms. Breedlove is a model for the initiative noting her local hiring practices, a contributing member of the community, and Business Person of the Year. EDAG voted unanimously for recommendation of the incentive approval. Mayor Vanderbilt thanked Director Zoellner, Mr. Perkins, and Ms. Breedlove for their input. This item will be on the agenda for action at a subsequent regular meeting.

#### **Mayor's Comments**

Mayor Vanderbilt noted that the Park Forest Community Oscar was held January 28. He also reported on the Polar Plunge Team 204 Below for the 2022 Law Enforcement Torch Run for Special Olympics Polar Plunge Fundraiser on Saturday, March 5. He also noted that Black History is American History.

#### **Manager's Comments**

Manager Mick said 1,000 KN-95 masks will be distributed by Recreation, Parks and Community Health Department Tuesday, February 8. The February 21 meeting will include a strategic planning six-month financial update. In-person board meetings will return with the March meeting schedule. Tall Grass Annual Beaux Arts Ball fundraiser is planned for Saturday, March 26 at Idlewild Country Club with "Heroes" as the theme. Registration is open for the 2022 Park Forest Baseball season.

#### **Trustee's Comments**

Each of the Trustees congratulated those Park Foresters who recently received Oscar Awards and thanked Evelyn Sterling-Randle for coordinating the event. They also commended the Public Works Crew who did an excellent job with the recent snow removal.

Trustee Settles noted that the Village and the Library has many activities arranged to celebrate Black History Month. The League of Women Voters will host a zoom lecture February 9 at 7:00 pm "What is Critical Race Theory?" The Library will host a weekly lecture series on Thursday mornings via zoom about Black Women Activists over the Last Three Decades.

Trustee Graham thanked the Finance Department for the work they do for the Village. The Commission on Human Relations will meet Tuesday, February 8 via Zoom to continue Black History Month activities. The Youth Commission will meeting Wednesday, February 9 via zoom.

Trustee Woods noted that EDAG will meet Wednesday, February 8 via zoom. As February is Black History Month, we celebrate Black history, present and future.

Trustee Slone reported that the Senior Commission met last Thursday working on internal planning. The Environment Commission met last Thursday and are working on Earth Month events. She reminded residents that they can help the community with few simple ways: stop dumping things into the sewers, clean up after their dogs, and dispose of medications safely.

Trustee Hardy said that the Planning and Zoning Department met last week to review their goals and will report to the Board soon. The Chicago Heights/Park Forest Rotary will celebrate their 100<sup>th</sup> year of service with a gala on Thursday, April 28 at Olympia Fields Country Club.

**Attorney’s Comments**

No report

**Clerk Comments**

No report

**Audience to Visitors**

None—see below

**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 Settles, seconded by Trustee Graham and passed unanimously by roll call vote.

The meeting was adjourned following a roll call vote with the following results:

Ayes: 6  
Nays: 0  
Absent: 1

The meeting was adjourned with seven (6) ayes, no (0) nays, and no (1) absent (Trustee Herron).

Mayor Vanderbilt adjourned the Rules Meeting at 8:31 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk