

VILLAGE OF PARK FOREST

**REGULAR MEETING OF THE BOARD OF TRUSTEES
350 VICTORY DRIVE
PARK FOREST, ILLINOIS**

Village Hall - Board Room

6:00 p.m.

February 24, 2020

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

ABSENT: none

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Ross Secler, Finance Director Mark Pries, Director of Personnel Denyse Carreras, Director of Economic Development Hildy Kingma, Director of Recreation and Parks Rob Gunther, Director of Public Relations Jason Miller, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: approximately ten residents; representatives from B2B Strategic Solutions; Gary Kopycinski, e-News

Roll Call

Meeting was called to order at 6:00 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

Pledge of Allegiance

The Mayor led the Board and the audience the Pledge of Allegiance.

Reports of Village Officers

Mayor

Mayor Vanderbilt noted that tonight's regular meeting would be first and the rules meeting will follow. He reported on a number of meetings and events he attended in the last few weeks representing Park Forest. He noted that the six month financial update with the Board and staff was held Saturday, February 22. On Saturday afternoon, he attended the Park Forest Fire Department Annual Awards Ceremony and congratulated 2020 Firefighter of the Year Kevin Grove on his award. He also reminded the residents on the importance of be counted in the 2020 Census with the help of the Complete Count Committee.

Village Attorney

No report

Village Manager

Manager Mick commended staff for their expertise in informing the Mayor and the Board with current trends regarding the budget. He noted the awards given to members of the Fire Department at the annual ceremony. The Village is recruiting for a full time housing authority director and for a part time maintenance worker; more information is on the Village's website. The Manager noted a number of events taking place in the Village. Trustee Herron's birthday will be celebrated tonight with cake and coffee. After the Regular Meeting tonight, the Rules meeting will take place. After the fifth item on the agenda, there will be a brief recess to reset the room for the strategic planning consultants.

Village Clerk

Clerk McGann gave information regarding early voting times and locations for the March 2020 Presidential Primary Election.

Reports of Commission Liaisons and Committee Chairpersons

Trustee Woods said that events he attended in February are not just to celebrate Black History Month, they are American events as well. Trustee Settles noted that the Park Forest Historical Society currently is conducting their annual fund appeal to receive a matching grant; please consider donating. Trustee Hennessy attended the Library Board meeting Thursday, March 5 discussing the issue of afternoon security. She noted the many recreational opportunities available to residents of all ages. After attending her first financial budget review, she appreciates staff's open door policy for questions. Trustee Graham stated that the Youth Commission is looking for volunteers; please apply. The Environment Commission will meet March 6 to discuss Earth Week events in April. Trustee Hardy reported that the Commission on Human Relations will have their next meeting on March 10. She also reported on the last meeting of the Commission on Planning and Zoning regarding adult cannabis use. The entire process is new and has been ever-changing but continues to be done in a thorough, open and transparent manner. She thanked Director Kingma and her team for answering all their questions. Trustee Herron noted that Recreation and Parks Commission met Tuesday, March 3. They welcomed their new members and planned for the Easter Egg-stravanganza on Saturday, April 4. She also thanked all the Trustees for their support of each other.

Each of the Trustees commended the local schools and the participants on the Black History Month programs they have attended. They also congratulated the award recipients of the Annual Fire Department Award Ceremony. They thanked the staff for the thorough and informative financial review.

Citizens Comments, Observations, Petitions

none

Motion: Approval of Consent

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

CONSENT:

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

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Rules meeting of February 3, 2020 and the Regular meeting of February 17, 2020.

Approval of the consent agenda was moved by Trustee Woods and seconded by Trustee Graham. Mayor Vanderbilt asked if anyone wished any items be removed from the consent agenda for further discussion.

On the motion to approve the consent agenda, a roll call vote was called by Mayor Vanderbilt. The consent agenda was approved with the following results:

Ayes: 7
Nays: 0
Absent: 0

The consent agenda was adopted with seven (7) ayes, no (0) nays and no (0) absent.

DEBATABLE:

2. Ordinance: An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street (First Reading)

This item has had first reading, will be on the agenda for discussion at tonight's rules meeting, and on the agenda for action at a subsequent regular meeting.

3. Ordinance: An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail (First Reading)

This item has had first reading, will be on the agenda for discussion at tonight's rules meeting, and on the agenda for action at a subsequent regular meeting.

Adjournment

This concluded the regular 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.

Mayor Vanderbilt adjourned the regular meeting at 6:27 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

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

6:00 p.m.

February 24, 2020

M I N U T E S

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

ABSENT: None

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Ross Secler, Finance Director Mark Pries, Director of Personnel Denyse Carreras, Director of Economic Development and Planning Hildy Kingma, Director of Recreation and Parks Rob Gunther, Assistant Director of Recreation and Parks Kevin Adams, Communications Director Jason Miller, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Approximately ten residents; B2B Strategic Solutions representatives Donna C. Bryant, Malcolm Weems, Arnold Crater, and Mercedes Johnson; Gary Kopycinski, e-News; representatives for potential cannabis-related businesses at 80 North Street and 373 Sauk Trail

Roll Call

The meeting was called to order at 6:27 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

1. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower, Adult-Use Cannabis Infuser, and Adult-Use Cannabis Transporter at 80 North Street

Manager Mick said this item is out of the Department of Economic Development and Planning and Planning and Zoning Commission. Director Kingma explained the requirements for obtaining a special use permit. All required public notices were met. The public hearing was Tuesday, February 19, 2020 with fourteen in attendance. The Planning and Zoning Commission voted 8-0-0 to allow for the special use permit. She listed conditions required of the applicant before the special use permit is approved. The applicant was in the audience to answer any additional questions. Mayor Vanderbilt asked if there were any questions or comments by the Board. Trustee Woods applauded the efforts by the Planning and Zoning Commission and looks forward to another new business in Park Forest. Mayor Vanderbilt read the Planning and Zoning

Commission's standards for special use permits and noted that all standards were met and approved by the Commission. He thanked all involved in the ordinance. Hearing no other questions or comments, this item will be on the agenda at the next regular meeting.

2. An Ordinance Approving a Special Use Permit in the C-3, Commercial Corridor zoning district to permit an Adult-Use Cannabis Dispensary and an Adult-Use Cannabis Craft Grower at 373 Sauk Trail

Manager Mick said this item on the agenda mirrors the first item. Director Kingma explained the application process and requirements of the State of Illinois adding that this is the first step for both locations on tonight's agenda. All requirements were met for the public hearing which was held on Tuesday, February 19, 2020. The Planning and Zoning Commission voted 8-0-0 to recommend the special use permit. Director Kingma went through the plan and recommendations including parking, order control, and lighting. Mayor Vanderbilt asked the Board if there were any questions or comments. When asked about the lighting by Trustee Settles, it was noted that shields would be on the lights to deflect downward. When asked by Trustee Hennessy about the extra burden on the police department, Chief Mannino said all new commercial businesses are potential risks. But there wouldn't any extra burden with the extra security taken. If the Park Forest Police needed access to the cameras, they would ask for them or subpoena them. Trustee Woods was pleased that odor control would be monitored. Director Kingma said that the Village will monitor the odor aspect and work with the owners if there is a problem. When asked by Mayor Vanderbilt about security measures to prevent crashing into the building, Director Kingma said that the west side of the building will be a solid wall with bollards in place to prevent this from happening. Hearing no other questions, this item will be on the agenda at the March 2 meeting.

3. A Resolution Authorizing the Village of Park Forest to submit an Application for Community Development Block Grant funds to the County of Cook, Illinois

Manager Mick said this item is from Public Works. Director Ysaguirre explained the proposed sewer lining project planned for Eastgate and noted the various work done the Village has done in the past. This resolution is a requirement of the application process as the matching funds committed by the municipality. He expects awards to be made in late summer or fall. Manager Mick added that these opportunities are ways the Village can maximize funding opportunities as has been done for other projects in the past. Mayor Vanderbilt asked the Board if there were any comments or questions. Hearing none, this item will be on the agenda at the next regular meeting.

4. A Resolution Declaring the Village of Park Forest an Immigrant-Friendly Community

Manager Mick said this item comes from the Economic Development and Planning Department, Management Staff, and the Race Equity And Leadership (REAL) Steering Committee. The resolution reflects values of Park Forest with a long history of being a welcoming and diverse community which embraces individuals of all backgrounds. Director Kingma added that the resolution supports immigrants and all staff will treat them fairly in all areas. If detained, they will only be held until the issued is cleared, not held any longer if their immigration status is in question. This complies with Illinois State Code. Mayor Vanderbilt asked if there were

questions or comments from the Board. Based on a question by Trustee Hennessy, Chief Mannino said that the police department does not ask about or share information about immigration after someone is arrested unless subpoenaed. Trustee Woods added that he is proud this reflects Park Forest as a society, as does being non-partisan community. This is also a fitting reminder that all should be counted in the census without any “backlash.” Trustee Hardy thanked all involved in putting this together adding that the Commission on Human Relations reinforces the values of this resolution. Mayor Vanderbilt reiterated that the Village is a welcoming community and encourages an open and free dialog. It is important to support our immigrant families. Hearing no other comments or questions, this item will be on the agenda at the next regular meeting.

5. A Project and Funding Commitment Resolution for an Invest in Cook FY 2020 Call for Projects Application

Manager Mick said this item is from the Department of Public Works and *Connect Cook County* transportation plan. Director Ysaguirre gave background on the Village’s application history. Although no funds were received in 2017, the Village did receive funds in 2018 and 2019. To be considered for this 2020 phase, the Village must commit to the 20% matching funds. Mayor Vanderbilt asked the Board if there were any questions or comments. This item will be on the agenda at the next regular meeting.

6. Strategic Planning Workshop – B2B Strategic Solutions presentation

Mayor Vanderbilt asked for a motion to recess for fifteen minutes to reconfigure the room for the Strategic Planning Workshop. Motion moved by Trustee Graham and seconded by Trustee Hardy at 7:08 p.m.

At 7:27 p.m., Mayor Vanderbilt asked for a motion to reconvene the Rules Meeting. Motion was moved by Trustee Woods and seconded by Trustee Herron and passed unanimously by voice vote.

Manager Mick gave some background on what strategic planning is, what is expected of the Board, Staff, and the community. He explained that the annual budget is built around the tax levy, Board goals, and fiscal policies. With the Strategic Planning process, the Board will set a course for the next three to five years with the board goals. The Strategic Planning Team includes Donna C. Bryant, Malcolm Weems, Arnold Crater and Mercedes Johnson. With a PowerPoint presentation and handouts, Mr. Weems explained the components of a strategic plan and broke down the elements as applied to Park Forest. He explained goal setting and the SMART (Specific, Measurable, Attainable, Realistic and Time bound) goal format.

Another component is the Constituent Process which involves an outreach to the community with surveys and discussions. The Strategic Process Project Team then analyzes the data and puts together the top ten goals, a survey to prioritize them, and finally presents the top five goals based on the data. When asked about communicating with the Board and timelines, Manager Mick said he would send the emails to the Board members individually. Mr. Weems said it is important to discuss and come to a consensus, adding that everyone does not have to agree on everything. Manager Mick said it is important to take time to do this right, not with a firm

deadline. Mr. Weems added that some people always want to be involved; it is important to hear from all sections of the Village. Working with the public may take longer than expected and the process will be adjustment as they go along. If more time is needed, it will be scheduled; he also wants to make sure that the Board's time is used wisely. There were no other questions by the Board.

Mayor's Comments

Mayor Vanderbilt dispensed with the comments as they were covered in the earlier Regular Meeting.

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

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 8:11 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk