

**VILLAGE OF PARK FOREST**

**SPECIAL RULES MEETING OF THE BOARD OF TRUSTEES  
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS  
COOK AND WILL COUNTIES ILLINOIS  
M I N U T E S**

Village Hall

6:00 p.m.

March 16, 2020

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

**ABSENT:** Trustee Glenna Hennessy

**STAFF IN ATTENDANCE:** Manager Tom Mick, Director of Building/Community Development Larrie Kerestes, Director of Economic Development and Planning Hildy Kingma, and Code Enforcement Manager Jerry Martin

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** a few residents

**Roll Call**

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

**1. Staff Presentation – History of the Residential Change of Occupancy Inspection Program Ordinance**

Manager Mick stated that the special Rules Meeting will not include comments from the public. As this is an educational session for trustees to hear the information together, questions may be answered later. He gave a brief history of the Village’s change of occupancy inspection program.

Director Kerestes detailed the changes in the inspection program over the decades dating back to the 1970’s, explaining that the purpose was to maintain the housing stock and bring properties into compliance with ordinances. He provided a handout which included information given to property owners/sellers for the change of occupancy inspection program. He explained that a change of occupancy is required when someone is moving in to the property. No inspection is required if a vacant property is purchased without anyone moving in. Rental properties have an annual inspection requirement. Any repairs must be done by licensed contractors registered in the Village. He noted that this is a benefit to buyers over the years. The inspection is done and code violations are noted to allow the property to be brought into compliance.

When asked about selling property and inspections by Trustee Woods, Director Kerestes explained that if an investor is buying property, an inspection is required before occupancy.

Investors are welcome to come to Village Hall to look up property files to see what improvements were done. Director Kerestes also recommends using a private inspector who is familiar with Park Forest's requirements. Improvements must have had permits and be in compliance with the ordinances. If there was no permit issued, they should consider that a red flag and talk to someone in the Building Department. To have an inspection done, the Village must see signed and dated sale papers. The inspection is good for six months.

Manager Mick added that there is nothing currently in the code that allows for AirBnB/short term rentals. Unless that is amended, the Village does not allow AirBnB/short term rentals. Pending the coronavirus issues, the next Saturday Rules meeting is scheduled for April 4 where Director Kerestes can answer any other questions.

### **Adjournment**

This concluded the Special Rules Meeting.

Mayor Vanderbilt noted that there was no scheduled dialog between the Board and the audience at this meeting. There being no further business. Mayor Vanderbilt called for a motion to adjourn. Motion was made by Trustee Woods seconded by Trustee Settles and passed unanimously.

Mayor Vanderbilt adjourned the meeting at 6:37 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

**VILLAGE OF PARK FOREST**

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

**Village Hall - Board Room**

**7:00 p.m.**

**March 16, 2020**

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

**ABSENT:** Trustee Glenna Hennessy

**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 Economic Development Hildy Kingma, Director of Recreation, Parks & Community Health Rob Gunther, Director of Community Development Larrie Kerestes, Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, and Code Enforcement Manager Jerry Martin

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** Approximately ten residents; Gary Kopycinski, eNews Park Forest

**Roll Call**

Meeting was called to order at 7:00 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** Vanderbilt read a resolution reserving Officer Tim Jones' Star #204 in perpetuity noting his perseverance has served as an inspiration to all. With their deepest appreciation for his public service, sacrifice, and example, the Village of Park Forest thanks Officer Jones. Mayor Vanderbilt thanked those involved in the food giveaway at Central Park. The Village and Staff are aware of Covid-19 and will continue to monitor the situation.

**Village Attorney** Secler reported that the Governor's Office has issued an executive order regarding the Illinois Open Meetings Act due to the coronavirus. The office is available for advice regarding future meetings in the Village.

**Village Manager** Mick said that the Village continues to give full support to Officer Jones noting that his continued rehabilitation gives hope to so many. The impact of the coronavirus will be continually reviewed. Any changes and closing of events and programs will be posted on social media and the Village's website. Manager Mick encouraged residents to fill out the

Census information. The last day to be counted is July 31, 2020. Coffee and cake will be available after the meeting to celebrate Trustee Woods' birthday. There will be an executive meeting tonight after this regular meeting.

**Village Clerk McGann** reported on voting information about the 2020 Presidential Primary Election.

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

Trustee Settles said the Senior Citizen Advisory Commission met on March 5 and noted that there are still a few vacancies. She added that the Blood Drive and next scheduled meeting may have to be rescheduled. Trustee Woods said that Economic Development Advisory Group welcomed two new businesses to Park Forest: Yost South Kitchen Core and Baker and Baker Real Estate Company. Trustee Graham reported that the Youth Commission met last week to discuss Youth Day in August. The Environment Commission is planning Earth Week but it is tentative due to the coronavirus. Trustee Hardy reported that the Human Relations has some events planned in April and May that are on hold right now. The Good Egg Award Reception is scheduled for September 21 and the date for the Experience the Taste of Park Forest is November 7. The Planning and Zoning Commission met March 10 and went over their 2019 Annual Report and their 2020 Goals with the next meeting scheduled for April 14. All dates are tentative; please check the website for updates. Trustee Herron enjoyed the Recreation and Parks Motown event last Friday.

All the Trustees said they were honored to be part of the resolution honoring Officer Jones and offered continued support to him and his family.

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

Resident Malcolm Johnson (193 Washington Street) noted his concerns regarding the Change of Occupancy Inspection Program and would like to see those addressed in the future. Mayor Vanderbilt said there had been a 6 PM workshop earlier this evening regarding the Change of Occupancy Inspection Program which is being reviewed.

### **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 each item contained therein be hereby approved:**

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

**1. MOVED, that the Mayor and Board of Trustees approve the minutes of the Regular meeting of February 24, 2020, the Rules meeting of February 24, 2020, the Special Regular meeting of March 2, 2020, and the Rules meeting of March 2, 2020.**

**2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Reserving Star Number 204 for Timothy Jones in Perpetuity.**

**3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution for Maintenance of Streets and Highways by Municipality under the Illinois Highway Code, BLR form 14220, and Municipal Estimate of Maintenance Costs, BLR form 14222.**

**4. MOVED, that the Village Manager is authorized to enter into an agreement with Client First for managed IT services for the Village based on the hourly rates provided in the proposal.**

**5. MOVED, that the Village Manager is authorized to renew a contract with Olthoff, Inc., located in Chicago Heights, Illinois for the Village Wide Sidewalk and Curb Restoration Program in the amount of \$117,752.21 with a 10% contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$129,527.43.**

**6. MOVED, that the Village Manager is authorized to renew contract with Olthoff, Inc., located in Chicago Heights, Illinois for the Asphalt Patching Program in the amount of \$109,994.65 with a contingency for any additional work as determined by the Village Engineer for a total cost not to exceed \$175,000.**

**7. MOVED, that the Village Manager is Authorized to renew a contract with Greg Hamann Trucking Co., of Grant Park, Illinois for Removal of Lime Residuals for a total price of \$229,929.48, with a 25% contingency for any additional work, for a total not to exceed cost of \$287,411.85.**

**MOVED, that the Mayor and Board of Trustees appoint Jennifer Whitson, 333 Farragut, to an unexpired term on the Beautification Awards Committee for a term to expire on December 31, 2022.**

**MOVED, that the Mayor and Board of Trustees appoint Robbie Johns, as Chairperson of the Senior Citizens Advisory Commission for a term to expire on December 31, 2020.**

**MOVED, that the Mayor and Board of Trustees appoint Theodore Reich, as Vice-Chairperson of the Senior Citizens Advisory Commission for a term to expire on December 31, 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: 6  
Nays: 0  
Absent: 1

The consent agenda was adopted with six (6) ayes, no (0) nays and one (1) absent.

**DEBATABLE:****8. An Ordinance Amending the Village Code of Ordinances of the Village of Park Forest Governing the Board of Fire and Police Commissioners (Final Reading)**

Move for adoption of the ordinance was motioned by Trustee Graham and seconded by Trustee Hardy. The ordinance was moved and seconded to adopt this ordinance at final reading. Mayor Vanderbilt 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: 6  
Nays: 0  
Absent: 1

The ordinance was adopted with six (6) ayes, no (0) nays, and one (1) absent.

Trustee Settles commented that the Board has discussed the option and would like to be aware of the credentials of new applicants for commissions prior to the vote for approval. Mayor Vanderbilt acknowledged that this concern was discussed at the Saturday Rules Meeting and will go forward with the Senior Citizens Advisory Commission and the Police and Fire Commission.

**Adjourn to Executive Session**

This concluded the regular Board meeting.

Mayor Vanderbilt called for a motion to adjourn into executive session according to the Open Meetings Act (5 ILCS Chapter 7, section 120, subsection 2c) for the purpose to consider the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. Trustee Herron motioned to adjourn to executive session, Trustee Settles seconded. A roll call vote was taken on the motion with the following results:

Ayes: 6  
Nay: 0  
Absent: 1

With six (6) ayes and no (0) nays and one (1) absent, the meeting was adjourned to executive session.

No action is expected after tonight's meeting. Mayor Vanderbilt adjourned the Regular Meeting at 7:37 p.m.

Respectfully submitted,  
Sheila McGann, Village Clerk