

VILLAGE OF PARK FOREST

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

CONFERENCE CALL

6:00 p.m.

April 20, 2020

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, Trustee Maya Hardy, and Trustee Glenna Hennessy (6:01)

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 and Development Hildy Kingma, Director of Recreation and Parks Rob Gunther, Director of Public Relations Jason Miller, Assistant Director of Public Works Nick Christie, and IT Coordinator Craig Kaufman

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Brigadier General Richard Neely, Illinois National Guard

Roll Call

The audio meeting was called to order at 6:01 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann. Mayor Vanderbilt explained that this meeting is being done remotely due to the restrictions of the Covid-19 virus. After roll call, he asked for moment of silence to remember those we lost due to the Covid 19 virus.

Mayor Vanderbilt introduced Brigadier General Richard Neely from the Illinois National Guard; they are assisting staff at Elisabeth Ludeman Developmental Center. The twenty-two National Guard members are there to help support the limited staff in their daily work due to the Coronavirus. He thanked the community for the hospitality.

Mayor Vanderbilt read a proclamation stating that Park Forest will be celebrating Earth Week from April 13-22, 2020. He noted that Park Forest is committed to the environment and has taken many steps in various projects over the years to inform and educate the public. He encouraged residents to enjoy nature and visit one of the fifteen parks in Park Forest, Thorn Creek Nature Center, the forest preserves, and Old Plank Trail. While the planned Earth Week events will not take place at this time, they will take place once the stay at home order is lifted. He encouraged all residents to be proactive protecting the environment during Earth Week.

1. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at 80-90 North Street

Manager Mick said this item comes through the Economic and Planning Department through the Planning and Zoning Commission. Director Kingma explained that the request for the special use permit applies to a cannabis transport business. This office plans to employ eight people and have two vehicles to start with a potential to increase that number. The vehicles must meet state requirements as they are licensed by the State. There was required notification of the public hearing; there were no calls, no emails, nor any public. The Planning and Zoning Commission met and approved the special use permit with a vote of 7-0 with conditions which include that the tenant must be in compliance with all state and village codes and ordinances. Mayor Vanderbilt asked the Board if there were any questions or comments. When Trustee Settles asked if there would be any conflict with another nearby business, Director Kingma said no, no conflict. Trustee Hennessy asked about the size of the vehicles. Director Kingma said the photos enclosed in the packet are samples vehicles less than 10,000 pounds. All their vehicles will comply with village and state requirements. When asked by Trustee Woods, how many vehicles they will have, Director Kingma said they will start with two and may grow to four as she will service the community and whomever she has contracts with to deliver. Hearing no other questions or comments, this item will be on tonight's regular agenda.

2. An Ordinance Approving a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

Manager Mick said items two and three go together. The Planning and Zoning Commission reviewed and support the zoning map amendment. Director Kingma explained that two acres of the Norwood property would be used and rezoned to allow for the craft growers with the stand alone building. They have provided details in accordance with the Village's requirements. They have agreed to change the fence to be more decorative and have a masonry frontage on the east façade of the still building. They will continue to work with them regarding parking. The rezoning is consistent with the Strategic plan which called for potentially retail, medical or flex. The Planning and Zoning Commission voted 7-0 in favor for both items on the agenda with the conditions that they are in compliance with Village codes and ordinances and State requirements for license. Trustees Settles and Hardy thanked the Planning and Zoning Commission for doing their research on their recommendations. Director Kingma answered Trustee Hennessy's question security saying there would be monitored 24/7 by at least two security persons after hours with more during the day. Security is regulated by the State. Hearing no other questions, these two items will be on the agenda at tonight's regular meeting.

3. An Ordinance approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower on a portion of the property at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)

(see above)

4. A Resolution Approving Renewal and Continuation of a Local Disaster and State of Emergency Within the Village of Park Forest in Response to the COVID-19 Pandemic

Manager Mick said this item comes out of the manager's office with guidance from legal counsel. He explained that the declaration approved on April 6 Special Regular Meeting has a time frame and has to be reapproved to continue. As issues may continue in May or beyond, it will be on the agenda for approval in the future as well. Attorney Secler added the resolution

will continue so as to allow staff to act when potential reimbursement funding open up. The local disaster and state of emergency will be continued with this approval. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none, this item will be on the agenda at tonight's regular meeting.

5. A Resolution Adopting Fiscal Policies for the 2020/2021 Fiscal Year Budget

Manager Mick said this item comes out the Finance Department and the manager's office. The budget is based on three things: the tax levy, Board goals, and fiscal policies. Director Pries explained that basic fiscal policies don't change year to year but increases and rates will fluctuate. Also, certain expenditure made not be fully known until after June 30. He also went through the memo detailing the items listed in the fiscal policies and their rationale and expenditures. It is best to be conservative with revenues, to hope for the best and plan for the worst. Park Forest has had a three month minimum fund balance as recommended by the GOA. If there are savings in the budget, it is carried forward to the next year. Mayor Vanderbilt asked if there were any fiscal savings identified in the 2019-2020 budget that would not be carried over into the 2020-2021 budget. Director Pries said that any savings would be carried over into the general fund the next year. It is hard to have solid evidence to see any changes at this time. No major capital outlays until we see the full impact although they will be listed in the budget. He added that each department is responsible for their department and can be flexible regarding line items in the budget. The budget amendments will come to the Board next month.

Mayor Vanderbilt asked the Board is there were any questions or comments. Trustee Hennessy noted that the Village has received more property tax revenue this year. Director Pries said the Village has received about \$500,000 more this year than last year at this time from Cook County only. When asked about the current number of property tax delinquencies, he explained that when homeowners pay their mortgages regularly, the banks pay the property tax. When asked by Trustee Hennessy the effect on bond ratings if the Village dips into the reserve, Director Pries said there would be no penalty by spending due to emergencies, i.e. Covid 19, and changing the reserve from three to two months. The question would be what steps you are taking to return to the previous reserve. It may take up to a year to get back to that reserve. Hearing no other questions, this item will be the agenda at tonight's regular meeting.

6. An Ordinance Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official

Manager Mick said this item comes out of the manager's office and recommendation from legal counsel. This ordinance is due to a new state law. While the Village has a comprehensible employee handbook which includes sexual harassment and sets parameters, this ordinance codifies the procedure. Attorney Secler added that the recent state law includes all units of government. He recommended that this ordinance should be separate from village employees and should be for elected officials. When Trustee Settles asked about sexual harassment training, Manager Mick said it will be available to the elected officials when it is offered to staff. When Trustee Woods asked about the Human Rights Commission statutes, Attorney Secler said this ordinance does not supersede any other items. It is an internal procedure for reporting and investigating allegations. Mayor Vanderbilt asked the Board if there were any other comments or questions. Hearing none, this item will be on tonight's regular meeting agenda for first reading.

7. Renewal of a Landscape Maintenance Contract

Manager Mick said this item comes out of the Departments and Recreation and Parks Department and Community Health. Dutch Valley Landscape has done work in Park Forest and staff has been happy with their work. The first contract is a renewal that includes areas 1-10 for lawn maintenance. The second part of the contract includes areas 11-18 which is a new contract for the same contractor. When Mayor Vanderbilt asked if there were any contractors in Park Forest that could do this work, Director Gunther said this work requires a lot of inventory and crew. The former Park Forest contractor could not have that capability. Mayor Vanderbilt asked if the company currently hires from Park Forest and would consider doing so. Director Gunther did not this anyone currently was from Park Forest but the company is willing to hire someone qualified. When asked by Trustee Woods if these were two different contracts, Director Gunther said yes. One contract is a renewal and the other went out for bid with Dutch Valley Landscaping winning the contract. Mayor Vanderbilt asked the Board if there were any other comments or questions. **Hearing none, this item will be on the agenda for action at a subsequent meeting.**

8. An Intergovernmental Agreement Between the Village of Flossmoor and the Villages of Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton for the Provision of Fire Station Alerting Equipment and Associated Software Under a Grant from the US Department of Homeland Security Through the Federal Emergency Management Agency

Manager Mick said this item comes out of the Fire Department. The intergovernmental agreement with the other local communities allows Park Forest to be part of a larger grant opportunity. One of the grant requirement is that each community must commit to pay their village's portion when the grant is approved. Chief Natyshok added that this program would allow for the dispatch center to increase their response times and a change in tones and lighting for the health and safety of firefighters. It is currently on hold as Flossmoor is hiring a new fire chief. Mayor Vanderbilt asked the Board if there were any question or comments. **Hearing none, this item will be on the agenda at a subsequent meeting.**

9. A Resolution Converting the Intersection of Lakewood & Forest Boulevards to a Stop Control Intersection

Manager Mick said this item comes out the Public Works Department. He explained that the replacement of the stop light is necessary but costly. Due to the change in the street configurations a number of years ago, the traffic pattern has changed and the stop light could be replaced with stop signs at the intersection. Assistant Director Christie said Manager Mick had explained it well. Mayor Vanderbilt asked the Board if there were any questions or comments. **Hearing none, this item will be on the agenda at a subsequent meeting.**

Mayor's Comments

Mayor Vanderbilt dispensed with the comments section of the agenda until the regular meeting except for comments from residents. Any comments had to be submitted to Manager Mick by email before 3pm to be read at tonight's meeting per the posted agenda.

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors*

Manager Mick said no emails were received before 3pm today regarding this meeting.

Adjournment

This concluded the Special 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 by voice vote: seven yeses, no noes.

Mayor Vanderbilt adjourned the special rules meeting at 7:28 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

**NOTE – DUE TO COVID-19,
THE BOARD MEETING WILL BE HELD VIA CONFERENCE CALL
*Public comment can be sent prior to the phone conference Board Meeting via email to
tmick@vopf.com by 3 pm the day of the meeting and public comments will be read during
the public meeting**

****A record of all action (if any) taken during the Board Meeting will be made available
upon request.**

VILLAGE OF PARK FOREST

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

CONFERENCE CALL

6:00 p.m.

April 20, 2020

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, Trustee Maya Hardy, and Trustee 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, Assistant Director of Public Works Nick Christie, and IT Coordinator Craig Kaufman

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: none

Roll Call

The meeting was called to order at 7:29 pm by Mayor Vanderbilt. Roll was called by Clerk McGann.

Reports of Village Officers

Mayor

Mayor Vanderbilt suggested a prayer for all those impacted by Covid 19. He commended the residents and businesses for their tremendous contributions to assist Ludemon Center. He also thanked Governor J.B. Pritzker, State Senator Michael Hastings, and State Representative Anthony DeLuca for their assistance in bringing the National Guard to Park to help at Ludeman Center. The Rotary Club is organizing a parade around Franciscan Health Olympia Fields in support of the hospital staff. There will be a community motorcade honoring the graduating student from Rich East. Contact Mr. Nigel Anderson at Rich East to be a part of the parade. Mayor Vanderbilt said Village Hall is working with a skeleton staff in the building, many employees are working from home. Village services are being provided to the residents of Park Forest. He also wished to thank all the first responders for all their work and sacrifice.

Village Attorney

Attorney Secler said he would answer any questions, if any, regarding the video meeting. No report.

Village Manager

Manager Mick said that in unusual times, businesses have to pivot or change their approach to what they are doing. He provided insights on what Park Forest-based ImageWorks is doing as an example. While Village Hall is closed, Village business is being carried out by email, voice mail, regular mail, and the drop off box in front of Village Hall. The Village's website is a good place for FAQ regarding water bills, vehicle stickers, and animal licenses, etc. He commends the various departments for the work being done. Street sweeping is taking place this week in the Village. He encouraged all to adhere to the Governor's stay at home order and follow the CDC and Illinois Public Health Department's recommendation to wear a mask when residents are outside. He reminded the residents to Be Counted in 2020; it is important for all to be counted for future funding at the State and Federal levels. The current rate of response from Park Forest is 53.7%. When asked by Trustee Hardy about seeing who has not completed the Census, Manager Mick had no details as there has been a movement to move back the deadline dates. When the enumerators get their information, they will go to the houses to complete the census.

Mayor Vanderbilt thanked Manager Mick and the Complete Count Committee on their work to get all residents counted.

Village Clerk

No report

Reports of Commission Liaisons and Committee Chairpersons

Trustee Settles thanked Manager Mick for the information letter that was out in water bill mailing adding that she received calls from people appreciating the information. She also thanked Brigadier General Neely for his update from Ludemon Center. Trustee Settles asked Attorney Secler about protocols for group text/emails amongst the Village Board Members. Attorney Secler advised against it. The suspension of parts of the Open Meetings Act is a necessity due to Covid 19. Mayor Vanderbilt said a text/discussion was sent regarding the attendance of Brigadier General Neely at the Board Meeting. Attorney Secler said a notification could be made, but answering to the group is not suggested. Responding individually is recommended.

Trustee Graham recognized the Environment Commission for all the hard work they did planning the Earth Week Events. She suggested the residents check out the Park Forest Sustainability Office Facebook page for things to do to celebrate Earth Week. She thanked the Planning and Zoning commission for their hours of work and research in making the recommendations for tonight's meeting. Also, she thanked Manager Mick and staff for being able to conduct business as usual.

Trustee Woods acknowledged the National Guard for their efforts in assisting our most vulnerable residents. He noted that the donations and offering of services showed what a level of community there is in Park Forest.

Trustee Hardy echoed her thanks to the first responders and staff working with compassion. She noted that mental health is an issue with many people. If anyone needs help, please contact her as she can connect them to an agency that specialized in that area.

Trustee Hennessy thanked the Mayor and the Manager for supplying information and for their leadership. She felt a sense of comfort with the men and women of the National Guard helping in Park Forest. The Park Forest Police and Fire Departments work hard every day. Thank you.

Trustee Herron echoed the comments of the other trustees, thanking the first responders. She also thanked the local educators for their round the clock efforts.

Citizens Comments, Observations, Petitions*

As per the agenda posting, public comments were to be sent to Manager Mick by 3p.m. of the day of the meeting and would be read at the meeting. None were received. (see below)

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:

1. MOVED, that the Mayor and Board of Trustees approve the minutes of the March 7, 2020 Saturday Morning Rules Meeting, Special Rules Meeting of March 16, 2020 and the Regular Meeting of March 16, 2020.

2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Approving Renewal and Continuation of a Local Disaster and State of Emergency Within the Village of Park Forest in Response to the COVID-19 Pandemic

Approval of the consent agenda was moved by Trustee Settles and seconded by Trustee Graham. Mayor Vanderbilt asked if anyone wished any item be removed from the consent agenda for further discussion. Hearing none, a roll call vote was called by Mayor Vanderbilt on the motion to approve the consent agenda. 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:

3. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at 80-90 North Street (First Reading)

This item has had first reading and will be on the agenda at the next regular meeting for a vote.

4. An Ordinance Approving a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive) (First Reading)

This item has had first reading and will be on the agenda at the next regular meeting for a vote.

5. An Ordinance approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower on a portion of the property at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive) (First Reading)

This item has had first reading and will be on the agenda at the next regular meeting for a vote.

6. An Ordinance Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official (First Reading)

This item has had first reading and will be on the agenda at the next regular meeting for a vote.

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 Herron and passed unanimously by voice vote: all ayes, no noes.

Mayor Vanderbilt adjourned the regular meeting at 8:02 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

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