

**VILLAGE OF PARK FOREST**

**RULES MEETING OF THE BOARD OF TRUSTEES**

**Monday, April 22, 2019**

**Village Hall 7:00 p.m.**

**MINUTES**

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

**ABSENT:** Trustee Robert McCray

**STAFF IN ATTENDANCE:** Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Felicia Frazier, Finance Director Mark Pries, Assistant Director of Economic Development Sandra Zoellner, Assistant Director of Recreation and Parks Kevin Adams, Director of Personnel Denyse Carreras, Assistant Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, and Code Enforcement Manager Jerry Martin

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** Family and friends of Debbie Camilli; Elmer Washington

**Roll Call**

Meeting was called to order at 7:00 p.m. by Mayor Ostenburg. Roll was called by Clerk McGann

Mayor Ostenburg noted a change in the agenda to read a resolution thanking retiring Debbie Camilli of the Public Works Department. He noted her twenty-eight years of service to the Village of Park Forest, congratulated her, and wished her an enjoyable retirement. Ms. Camilli thanked the Mayor and Trustees for allowing her to work with a wonderful group of people. While her leaving is bittersweet, she looks forward to spending more time with her family. Her co-workers in the audience saluted her by the clicking their pens. Trustees Settles, Graham, and Brandon and Manager Mick also wished her a wonderful retirement. Manager Mick introduced Elmer Washington who announced that the Northern Illinois University Steel Drum band will be making their 9<sup>th</sup> annual appearance at Faith United Protestant Church Friday, April 26.

**1. An Ordinance Approving a Special Use Permit for Motor Vehicle Sales at 60 S. Orchard Drive**

Manager Mick said this item is from the Planning and Zoning Commission explaining that this item for Sterdy Built Automotive was reviewed at the March meeting with the special use permit being granted with certain caveats and stipulations. Assistant Director Zoellner added that the parking lot and aesthetics must be maintained. When asked by Trustee Graham and Trustee

Vanderbilt about a time limit and expansion, she said the company was limited to the current pavement and could not sell cars until the repairs were completed. She added that the number of cars to be sold is unknown at this time. Mayor Ostenburg suggested that the owners meet with EDAG although it was not required as they have been in operation the Village for over five years. 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.

## **2. A Resolution Adopting Fiscal Policies for the 2019/2020 Fiscal Year Budget**

Manager Mick said this annual item is from the finance department. The budget is built on three things: fiscal policy, property tax levy, and the Board goals. Director Pries gave an overview of the budget items. Mayor Ostenburg asked the Board if there were any questions. When asked by Trustee O'Neill about rent collection from tenants, Director Pries said this change includes an official policy on past due rents where formally it was done on a case by case basis. Trustee Vanderbilt questioned the 2% increase in operational spending. Director Pries explained that the increase was built into the tax levy; the Village continues to have a 3-4 month reserve. The Village continues to offer services that residents expect while operating within 2% inflation. Mayor Ostenburg detailed the many factors of tax expenses and the budget. It is a delicate balance of between resident requested services and the willingness to pay adding that this allows for a significant return on the investment. This item will be on the agenda for action at tonight's regular meeting.

## **3. A Resolution Authorizing the Village Mayor and/or Village Manager to Execute a Cook County Demolition Subrecipient Agreement**

Manager Mick said this item is from the Economic Development and Planning Department and the Community Development Department. He explained that grant funding from Cook County is available for reimbursement of the deconstruction of two properties last December and requires this agreement. Assistant Director Zoellnor noted that the Village was notified that the reimbursement would be approximating \$4,000 less. Mr. Martin added that landscaping would be completed as weather permits. 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.

## **4. Landscape Maintenance Contract**

Manager Mick said this item is from the Department of Recreation and Parks. He explained that a few weeks ago, the contract was awarded to the lowest bidder but the company had smaller accounts and would be able to accommodate the scope of work for Park Forest. Dutch Valley Landscape is recommended for this contract as they have worked with the Village in the past. Assistant Director Adams added that Greentop had no commercial accounts, just residential so staff recommends Dutch Valley to be awarded the contract. Trustee Vanderbilt suggested in-house landscaping with local residents as discussed at budget hearings. Mayor Ostenburg noted that choosing a company with trained workforce and suitable equipment is a wise choice. 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.

## **5. 2019 Cured in Place Pipe (CIPP) Sewer Lining Contract**

Manager Mick said this item is from the Public Works Department. Director Ysaguirre explained CDBG grant funding, the bidding process, and scope of work for the sewer lining contract. Staff recommends Insituform of Orland Park to be awarded contract. Mayor Ostenburg was glad to see federal fund received as there is always considerable costs for repair of infrastructure projects due to deterioration. 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.

### **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**

None

### **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 Settles seconded by Trustee Graham and passed unanimously.

Mayor Ostenburg adjourned the rules meeting at 7:59 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

**VILLAGE OF PARK FOREST**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**Monday, April 22, 2019**

**Village Hall 7:00 p.m.**

**MINUTES**

**Roll Call**

Meeting was called to order at 8:00 p.m. by Mayor Ostenburg. Roll was called by Clerk McGann

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

**ABSENT:** Trustee Robert McCray

**STAFF IN ATTENDANCE:** Village Manager Tom Mick, Police Chief Christopher Mannino, Fire Chief Tracy Natyshok, Village Attorney Felicia Frazier, Finance Director Mark Pries, Assistant Director of Economic Development Sandra Zoellner, Assistant Director of Recreation and Parks Kevin Adams, Director of Personnel Denyse Carreras, Assistant Director of Public Works Roderick Ysaguirre, IT Coordinator Craig Kaufman, and Code Enforcement Manager Jerry Martin

**Pledge of Allegiance**

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

**Reports of Village Officers**

**Mayor**

Mayor Ostenburg reported on various meetings and presentations he had attended or was a participant. He also noted Trustee O’Neill’s farewell reception celebrating her retirement after fourteen years of service as a trustee. He reported on the RACE 201 session that was held last week in Hazel Crest with over one hundred attendees. He encouraged the Board to maintain sustainable commitment in communities with a higher level of minorities as they are more severely impacted negatively by climate change.

**Village Attorney**

No report

**Village Manager**

The Manager reported on many upcoming events which include a retirement reception for Mayor Ostenburg on Thursday, April 24, today’s retirement reception for Trustee O’Neill, and next month’s retirement reception for Trustee Brandon.

**Village Clerk**

No report

**Reports of Commission Liaisons and Committee Chairpersons**

Trustee O'Neill was very appreciative of today's reception hosted by the Village. She was proud to serve as board trustee and liaison to the Library Board.

Trustee Settles said the Housing Board meeting is Thursday, April 25.

Trustee Brandon expressed her appreciation and gratitude in serving on the Park Forest Board of Trustees. She talked about the beauty and gentleness she sees in the Village daily.

Trustee Vanderbilt thanked the Environment Committee for all the Earth Week events.

**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:**

**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 Saturday Rules meeting of April 6, 2019.**

**2. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Recognizing and Thanking Debbie Camilli for her Dedicated Service to the Village of Park Forest.**

**3. MOVED, that the Mayor and Board of Trustees Adopt a Resolution Adopting the Fiscal Policies for the 2019/2020 Fiscal Year Budget. (Item #8 on debatable agenda)**

**4. MOVED, that the Mayor and Board of Trustees approve a Resolution Authorizing the Village Mayor and/or Village Manager to Execute a Cook County Demolition Subrecipient Agreement.**

**5. MOVED, that the Village Manager is Authorized to Award Landscape Maintenance Contract for Areas #1-#10 and #12-#18 to Dutch Valley Landscape, Inc. Weekly cost will be \$1,309 with an anticipated season cost of \$36,652.**

**6. MOVED, that the Village Manager is Authorized to Award the 2019 CIPP Sewer Lining Contract to Insituform, in the amount of \$224,640.50. Additionally DPW would like to take advantage of bid pricing and rehabilitate an additional 2,416 feet of sewer beyond the base contract totaling \$78,627 with a 15% contingency for any additional work that may be**

**required as determined by the Village Engineer for a total cost not to exceed \$348,757.63. Cook County will reimburse the Village \$200,000 through the CDBG grant.**

Approval of the consent agenda was moved by Trustee Brandon and seconded by Trustee O'Neill. Mayor Ostenburg asked if anyone wished any items be removed from the consent agenda for further discussion. Trustee Vanderbilt asked that item #3 be removed from the consent agenda.

Mayor Ostenburg said item #3 regarding fiscal policies for the 2019/2020 Fiscal Year Budget will become item #8 on the debatable agenda.

On the motion to approve the consent agenda minus item #3, a roll call vote was called by Mayor Ostenburg. 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:**

**7. Ordinance: An Ordinance Approving a Special Use Permit for Motor Vehicle Sales at 60 S. Orchard Dive (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 Vanderbilt and seconded by Trustee Brandon. 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: 6  
Nays: 0  
Absent: 1

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

**8. (Formerly #3 on the Consent Agenda) A Motion that the Mayor and Board of Trustees Adopt a Resolution Adopting the Fiscal Policies for the 2019/2020 Fiscal Year Budget**

Mayor Ostenburg said this item has been moved and seconded as part of the consent agenda and is open for discussion. Trustee Vanderbilt said he would like to make a motion changing from 2% to 0% the increase for departmental operating expenditures. Mayor Ostenburg asked if there was a second. He asked two more times. Hearing no second, this item died for lack of a second.

On main motion on the consent agenda, item #3 was moved and seconded. Mayor Ostenburg asked if there was any discussion on the motion to adopt the resolution adopting the fiscal

policies for the 2019/2020 Fiscal Year Budget. Hearing none, he called for a roll call vote. The resolution was approved following a roll call vote with the following results:

Ayes: 5 (Brandon, Graham, O'Neill, Settles, and Ostenburg)

Nays: 1 (Vanderbilt)

Absent: 1 (McCray)

**Adjournment**

This concluded the regular 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 regular meeting at 8:27 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk