

**SPECIAL RULES MEETING/BUDGET OF THE BOARD OF TRUSTEES OF  
VILLAGE OF PARK FOREST COOK AND WILL COUNTIES ILLINOIS**

(This meeting was not open to the public due to restrictions of the COVID-19 virus; However, it was broadcast/recorded on the local cable access channels and streamed live/archived on the Village website.)

Village Hall

6:00 p.m.

May 14, 2020

**PRESENT:** Mayor Jon Vanderbilt; Trustees: Tiffani Graham, Theresa Settles, Joseph Woods, Maya Hardy, via phone/video conference: Candyce Herron, Glenna Hennessy

**ABSENT:** None

**STAFF PRESENT:** Village Manager Tom Mick; Director of Finance/Deputy Village Manager Mark Pries; Director of Human Resources/Assistant to the Village Manager Denyse Carreras; Director of Communications/Assistant to the Village Manager Jason Miller; Director of Public Works Roderick Ysaguirre; Assistant Director of Public Works and Village Engineer Nick Christie

Mayor Vanderbilt called the meeting to order at 6:00 p.m. The roll was called.

Director of Public Works Roderick Ysaguirre presented its proposed budget to the Board and explained to the new trustees all the departments and funds that are in Public Works. He discussed that Jolly Trolley ridership continues to decline. Could be because of other ride share options and Rich Township has a dial-a-ride service which goes further than the Jolley Trolley.

On page 7-13, there are projects that are not recommended to wait on since they are grant funded. These projects include Contractual Sidewalk Maintenance, Rt. 30 sidewalk extension and the Forest Boulevard Complete Street Design.

On page 13-1, Municipal Parking. Largest expense is maintenance of the lots. Lot #1 that has been closed since 2018.

On page 14-1, Mr. Ysaguirre briefly mentioned that the Village of Park Forest receives about \$5,000 a year from recyclable collected. Mayor Vanderbilt asked if thoughts can be given to have a yard waste pick up day and do away with the residents having to buy yard bags. Village Manager Tom Mick said that might be doable for a monthly fee.

Mr. Ysaguirre covered the water fund on pages 15-1 through 15-21. Finance Director Mark Pries stated the current rates will remain in place for fiscal year 2021. He also said the Village could absorb a 1 year rate increase of 0% but more than 1 year would deplete the water fund.

Break 7:30 p.m. – 7:35 p.m. (technology issues)

On page 16-1, Sewer Fund again these rates are being reviewed to remain the same for next fiscal year.

For the Vehicle Services Fund, Mr. Ysaguirre informed the board that they are looking to replace a dump truck and a forklift. Mayor Vanderbilt asked if these purchases can be put on hold. This is being looked into, the forklift being used is very old.

Break 8:12 p.m. – 8:15 p.m.

Village Manager Tom Mick began the Administration/Finance section with a review of the Board goals and objectives. He reviewed the duties of the Manager and Personnel Department.

Director of Human Resources/Assistant to the Village Manager Denyse Carreras talked about the recruitment processes for both Police and Fire she facilitated. She talked about staying current on law changes in HR. All IRMA claims go through Ms. Carreras. Fire Department labor negotiations took place in 2019 and the Police Department negotiations will be this year.

Communications Director Jason Miller talked about the Discover magazine and in it residents can view vacancies on boards and commissions. It also shows residents what the Village is doing with the tax dollars collected. Mr. Miller also talked about the different ways he gets information out to residents, whether it is Facebook, Twitter, or local media outlets. Information is always on the Village's website, too.

Village Manager Mick reviewed the Board of Trustees/Elected Officials functions and is pleased they reach out to him with ideas they have for the residents and Village. He talked briefly about what some Boards and Commissions have worked on. He noted that the Village's Legal Service fees are low compared to other municipalities of a similar size.

Finance Director Mark Pries explained the layout of the Finance Department for the new trustees. He wants to implement monthly financial updates, rather than quarterly, to the Mayor and Board of Trustees. Mr. Pries planned on converting to the Popular Annual Financial Report (PAFR) with the annual audit rather than the Comprehensive Financial Report (CAFR) currently using but with budget constraints might be put on hold. He said the vacant staff accountant position will not be filled at this time. Mayor Vanderbilt asked if salary increases will be frozen. Discussion was in favor of freezing all COLA increases non-sworn fire and police personnel for the upcoming budget.

Village Manager Tom Mick said about \$2.3 million dollars in costs will be put on hold at this time with schedules related to these savings to be included in the new budget.

Mr. Pries reviewed the Bond Retirement Fund.

Mr. Pries provided the Board with an overview of the Police and Fire Pension Funds.

Village Manager Mick gave a brief overview of upcoming meetings including the public hearing scheduled for June 1, 2020.

Trustee Graham motioned to adjourn at 10:15 p.m. and Trustee Hardy seconded

Respectfully submitted,  
Angela Thurston, Recorder