

**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.**

**May 18, 2020**

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

**ABSENT:** Trustee Candyce Herron

**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, Director of Public Relations Jason Miller, Assistant Director of Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** none

**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 said Trustee Herron had a work obligation tonight, a graduation, and would not be in attendance

Mayor Vanderbilt read a proclamation naming May 17-23, 2020 National Emergency Medical Services Week. EMS personnel work 23 hours a day, 7 days a week helping to save patients from Covid 19 and other emergency situations. Their life saving skills help all residents in time of need. Mayor Vanderbilt thanked all EMS Personnel. They are “EMS Strong: Ready today. Preparing for tomorrow.”

Mayor Vanderbilt read a second proclamation naming May 19-23, 2020 Nation Public Works Week. Public Works Professionals are vital to the public health and well-being for the residents of Park Forest. Mayor Vanderbilt thanked all Public Works Professionals for using their knowledge and interests to contribute to Park Forest’s superior water quality and to all other ways they provide for the safety and quality of life of all Park Foresters.

**1. An Ordinance Approving a Special Use Permit in the M, Manufacturing Zoning District to Permit an Adult-Use Cannabis Craft Grower at 80-90 North Street**

Manager Mick said this item comes out of the Economic Development and Planning Department and the Planning and Zoning Commission. Director Kingma explained the public hearing process required for a special use permit and followed all necessary procedures held May 12. There were no comments from the public and the Planning and Zoning Commission voted 6-0 in

favor of granting the special use permit with recommendations. Director Kingma gave an overview and details of the company and their three-phase plan which included the following items: number of employees, security and surveillance, vehicles/parking, fence repair and vegetation, screening of visitors, and odor control. Planning and Zoning Commission recommend approval of the special use permit with conditions being met and complying with Village's Code of Ordinances. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none, this item will have first reading at the regular meeting tonight and will be on the agenda for final reading at the regular meeting, Tuesday, May 26.

**2. An Ordinance Amending Ordinance No. 2116 Adopting the Annual Budget for the Year Commencing July 1, 2019 and ending June 30, 2020**

Manager Mick said this item comes out of the Finance Department. Director Pries explained that there was a budget review with the Board in February where expenses and revenues are analyzed. This ordinance allows for the amendments to the 2019-2020 budget. He detailed the items listed on the memo where assigned dollars were not spent. Some items happens are carried over every year, sometimes there are unforeseen changes/expenses, i.e. computer network security and the communication tower. Increase in revenues came from various areas: Art Counsel Grant, increase in building permits, hospital transport fund, and interest from the IRMA Insurance Pool. 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 for First Reading.

**3. 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 items comes out of Manager's Office. It is a continuation of the Local Disaster Declaration of April 6 and May 4. The Village Code requires it to be reapproved which will extend it to the beginning of June. If necessary, it will be reapproved at that time. Attorney Secler agreed with Manager Mick's summary and was available to answer any questions. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none, this item will on the consent agenda at tonight's regular meeting.

**4. Contract 2020-21 MFT Street Sweeping Maintenance Contract**

Manager Mick said this item comes out of the Public Works Department. It is an annual contract for street sweeping. Director Ysaguirre explained the bidding process which included published and mailed bid invitations. Three bids were opened with the lowest bidder was Advanced Sweeping Solutions, East Chicago, Indiana. As they did not have any building in Illinois, they were not qualified to receive the bid. Staff chose the second lowest bidder to receive the contract, Illinois Central Sweeping, LLC, Tinley Park. They have done prior work with the Village and are happy with them. 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.

**5. Contract for Residential Water Shut Off Valve Replacement**

Manager Mick said this item is out of the Public Works Department and ongoing infrastructure improvements. Director Ysaguirre explained the required bidding process with Calumet city Plumbing, Calumet City, as the lowest bidder. They have done work in Village previously and were satisfied with their work. Mayor Vanderbilt asked if there were any questions or comments. Trustee Hennessy asked how many shut off value replacements have been done, how many more

they are expecting to do, and what is their service life. Director Ysaguirre said that over one hundred are expected to be done and that it an ongoing project for the list is always changing. The shut off valves usually last 20-30 years but sometimes seize up when being turned on or off. Manager Mick said he would send the figures to the Board with their weekly update. Mayor Vanderbilt added that the 2021 contract proposes to replace 105 valves (or as many as possible) this fiscal year. Hearing no other questions, this item will be on the agenda for action at a subsequent meeting.

**6. Approval of a Phase 2 Engineering Services Agreement (ESA) for the addition of a sidewalk along Rte. 30 (FAU 0353) from Orchard to Eastern Corporate Limit**

Manager Mick said items six and seven, from Public Works, will be taken together. Director Ysaguirre said item six is for the design engineering services for sidewalk along Route 30. The Village's usual share for this type of project is 20%, but The RTA award will pay for the Village's 20%. Staff recommends Baxter and Woodman, Mokena, for this phase of the project.

Director Ysaguirre explained this is a required agreement between the Village and the State of Illinois, which allows for the Village to receive 80% reimbursement from the State. Staff recommends approval of this agreement.

Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none, these two items will be on the agenda at a subsequent meeting.

**7. Approval of a Local Public Agency Agreement for Federal Participation for Phase 2 Engineering of the addition of sidewalk along Rte. 30 from Orchard to Eastern Corporate Limit**

**8. Contracts for Water Treatment Chemicals: Carbon Dioxide, Soda Ash, High Calcium Quicklime (Calcium Oxide), and Blended Polyphosphate**

Manager Mick said this item comes out of the Public Works Department annually. Director Ysaguirre explained the bidding process which included advertisement and mailings. Due to the chemicals used, the bids were structured individually per vendor. Staff recommends awarding contracts to the following supplies: Praxair for Bulk Carbon Dioxide, Univar USA for Bulk Soda Ash, Graymont Western Lime for High Calcium Quicklime; and Water Solutions Unlimited for Blended Polyphosphate. He added that it is important to continue to use the blended polyphosphate from Water Solutions Unlimited as it works well with Park Forest's wells. Mayor Vanderbilt asked the Board if there were any questions or comments. Hearing none, this item will be on the agenda for action 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.

**Manager's Comments**

**Trustee's Comments**

## **Attorney's Comments**

## **Clerk Comments**

## **Audience to Visitors**

As per the agenda posting, public comment was 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)

## **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 Settles, seconded by Trustee Graham and passed unanimously by voice vote.

Mayor Vanderbilt adjourned the special rules meeting at 6:54 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

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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](mailto: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.**

**May 18, 2020**

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

**ABSENT:** Trustee Candyce Herron

**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 Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** none

**Roll Call**

The meeting was called to order at 6:55 pm by Mayor Vanderbilt. Roll was called by Clerk McGann.

**Reports of Village Officer**

**Mayor**

Mayor Vanderbilt said Trustee Herron had a work obligation tonight, a graduation, and would not be in attendance. There will be a Memorial Day Event on Monday, May 25, sponsored by the Park Forest American Legion. BBQ will be available as a drive thru option with a \$10.00 donation. CEDA is accepting application for the 2020 CSBG Scholarship with a deadline Friday, June 12. Mayor Vanderbilt congratulated all seniors of the Class of 2020. He reminded Rich East graduates that they had the support of 22,000 alumni who have graduated from Rich East High School over the past seventy years.

**Village Attorney**

Attorney Secler said he had no formal report but was available to answer any questions.

### **Village Manager**

Manager Mick appreciated residents following the stay at home, shelter in place for the last two months. While Village Hall is operating in a reduced capacity, he reminded residents that they can communicate with staff through the drop box, emails, voice mails, and regular mail.

Residents have continued to receive all essential services. There are five stages for the State to open up completely. He explained that the State of Illinois is currently at Stage 2, adding that he hope we would reach Stage 3 by mid-June. Due to the stay-at-home order, many community events and programs have been canceled, i.e. Aqua Center, PAC, Summer Camp, and Fourth of July festivities. There may be an altered calendar for Main Street Nights and the Farmers' Market. Updates will be available on the Village's website and through social media. Manager Mick continued to encourage all residents to complete the 2020 Census Forms. Currently, two-thirds of the community have been counted. He added that there will be an abbreviated Memorial Day Ceremony on Monday, May 25. Social distancing and masks requirements will be followed. Due to the holiday, the next Rules/Regular Board meetings are scheduled for Tuesday, May 26 at 6:00 pm. If the shelter-in-place order is lifted, there will be a Saturday Morning Rules Meeting on Saturday, June 6 at 10:00 am.

### **Village Clerk**

No report

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

All of the Trustees wished to offer their congratulations to all the graduating seniors of Park Forest. To those graduating from Rich East High School, they wished them success in their futures after such unusual circumstances for their last year of high school.

All of the Trustees thanked staff for the informative budget review meetings. There was much preparation done and knowledge shared by staff which allowed for questions, answers, and explanations to all the Board members.

All of the Trustees thanked the Emergency Medical Service personnel, the first responders, and Public Works Department employees for their service to Park Forest as both groups were honored by proclamation at the Special Rules Meeting.

Trustee Settles reported that the Veterans Commission met via conference call on May 9. There was discussion of N95 masks being to distributed to veterans and their families, but has not been finalized. When the Veterans Closet is to be reopened, is still in question.

Trustee Graham thanked Director Kingma and staff for their research on the craft grower industry. It has been informative and thorough.

Trustee Woods noted that the ribbon cutting ceremony for the Kidds Palace Learning Academy at Grace United Church has been postponed.

Trustee Hardy congratulated and thanked the Emergency Medical Services personnel and the Public Works Department for their continued hard work they do to keep the residents safe.

Trustee Hennessy reported that a Zoom meeting is being scheduled for the Beautification Awards Committee.

**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 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**

**MOVED, that the Mayor and Board of Trustees appoint Dennis Farmer, 21 Cunningham, to the Board of Fire and Police Commissioners for a term to expire on December 31, 2022.**

Approval of the consent agenda was moved by Trustee Settles and seconded by Trustee Woods. 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: 6  
Nays: 0  
Absent: 1

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

**DEBATABLE:**

**2. An Ordinance Approving a Special Use Permit in the M, Manufacturing Zoning District to Permit an Adult-Use Cannabis Craft Grower at 80-90 North Street (First Reading)**

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

**3. An Ordinance Amending Ordinance No. 2116 Adopting the Annual Budget for the Year Commencing July 1, 2019 and ending June 30, 2020 (First Reading)**

This item has had first reading and will be on the agenda at the next 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 Woods, seconded by Trustee Hardy and passed unanimously by voice vote. Mayor Vanderbilt adjourned the regular meeting at 7:19 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

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