

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

CONFERENCE CALL

7:00 p.m.

June 22, 2020

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Maya Hardy, Trustee Candyce Herron, 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, Assistant Finance Director Sharon Floyd, 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 Roderick Ysaguirre, IT Coordinator Craig Kaufman, Assistant Director of Finance, Director of Community Development Larrie Kerestes and Code Enforcement Manager Jerry Martin.

Roll Call

The meeting was called to order at 7:03 pm by Mayor Vanderbilt. Roll was called by Clerk McGann.

1. A Resolution Approving an Intergovernmental Agreement between the Village of Park Forest and the Illinois Department of Healthcare and Family Services

Manager Mick said this item comes out of the Fire Department and relates to ambulance rates and collection through Medicare and supplemental care. To receive these funds, there must be a resolution passed authorizing an intergovernmental agreement. Chief Natyshok explained that this is a new program from last year with Park Forest being a recipient. Due to the expertise of the Finance Department and Assistant Director Floyd, Park Forest was able to complete the paperwork in a short period of time last year. Chief Natyshok hopes that annual revenue received should be \$20,000 to \$25,000. Assistant Director Floyd was also on the call but did not add any additional information. 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.

2. A Resolution Approving and Agreement Between the Department of Army and the Village of Park Forest for Design and Construction Assistance for the Section 219 Village of Park Forest Water Main Replacement Project

Manager Mick said this item comes out of the Public Works Department. This resolution is to codify the agreement and outlining the next steps with the Village and the Federal Government to complete the project. Manager Mick said legal counsel has looked at the agreement and approves. Director Ysagarrie added that this is a standard agreement for the water main and highlighted the details. The bid opening will be September 2020 with construction to begin in 2021. Staff recommends approval of the enabling resolution. Mayor Vanderbilt asked the Board

if there were any questions or comments. Trustee Hennessy asked if this was a joint project and who would oversee it. Director Ysaguirre said the Village will be working jointly with the Army Corps of Engineers. As this is a partnership, there a section in the contract that outlines how to resolve issues and come to an agreement to get to the common goal. Hearing no other questions, this item will be on the agenda at tonight's regular meeting.

3. Urban Forestry Maintenance Contract

Manager Mick said this item comes out of Recreation and Parks and Community Health Department. The contract is for forestry work for the next twelve months. The low bidder was Winkler's Tree Service with the Village has been happy with their work for the 2018-2019 and 2019-2020 seasons. There is no increase for this year and will go out to bid the following year. Director Gunther said there was nothing else to add. 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.

4. Purchase of 11 Mobile Data Terminals

Manager Mick said this item comes out of the Police Department. The mobile data terminals are in the budget but the amount is over the manager's spending authority and must come before the Board for approval. Three quotes are listed in the memo and the recommendation to accept the bid from Rugged Notebooks. He added that technology costs is the second highest cost in the police budget. Technology must be updated for public safety. Mayor Vanderbilt asked the Board if there were any questions or comments. When Trustee Woods asked what happens to the replaced equipment/laptops, Chief Mannino said they are first offered to other departments. Any others will be sold back to Rugged Notebooks at a price to be determined. Hearing no other questions, this item will be on the agenda at tonight's regular meeting.

5. An Ordinance Approving a Zoning Text Amendment to increase the number of hens permitted to be kept in a Chicken Coop (Article III-4.C.3. of the Unified Development Ordinance)

Manager Mick said this item is from the Economic Development and Planning Department and Planning and Zoning Commission. The Village Code has been amended in the past few years to allow four chickens with some stipulations. An application came in to increase that number so the item went before the Planning and Zoning Commission. Director Kingma explained that the current resident wished to increase their current number of chickens from four to ten. A public notice for a public hearing was published per the ordinance and statute. The Planning and Zoning Commission have evaluated the application and made recommendation for approved of eights hens with a number of stipulations that Director Kingma enumerated including size of coop and yard, number of chickens, and annual applications for re-evaluation. Mayor Vanderbilt asked if the Board had any questions or comments. Trustee Woods asked a number of questions regarding current complaints, problems with noise, and who regulates any problems. Director Kingma said there have not been any complaints as yet. The owners are well informed about raising chickens. Since there has not been any complaints, staff has not have to take time to regulate or follow up on any problems. Trustee Hardy, the Board Liaison to the Planning and Zoning Commission, stated that the Commission had a full discussion of this subject. Mayor Vanderbilt asked if the number of people in the household would be a better way to regulate the number of chickens allowed. Manager Mick said there have not been many applications for

chicken coops and we wait and see how this new ordinance plays out. Hearing no other questions, this item will be on the agenda at tonight's regular meeting.

6. An Ordinance Repealing Ord. No 634 and Authorizing the Withdrawal of the Village of Park Forest from the Chicago South Suburban Mass Transit District

Manager Mick gave background of the ordinance noting that Park Forest was a charter member of a number of organizations over the years. The Chicago South Suburban Mass Transit District does not provide services to the Village and does not collect the revenues and maintain the commuter lots related to Park Forest. If approved, the new ordinance up for consideration would be sent to the Mass Transit District and the other members of the organization notifying them of Park Forest's withdrawal. Attorney Secler added that Park Forest, according to the archives, has been a member since 1967. If the Village decides to withdraw, there will be no impact. The Village doesn't owe anything nor does the Mass Transit District owe the Village anything. Mayor Vanderbilt asked the Board if there were any questions. When Trustee Woods asked about maintenance of the two lots, Manager Mick said the Village does snow removal and litter pick up. Trustee Hennessy asked if there has been any dealings with the Mass Transit District for the last 25 years, Manager Mick said that, historically, the Village sends a representative to their meetings on behalf of Park Forest. Minutes of their meetings are copied and provided in the Trustee's mail slots. Trustee Hennessy and Mayor Vanderbilt said they had not seen any. Since the Board has had discussion on this topic, Trustee Hardy stated that during the regular meeting, she would ask that the rules be suspended and waive first reading so this item will be considered on final reading at tonight's regular meeting. When Mayor Vanderbilt asked how many mass transit districts are in Illinois, Attorney Secler gave no specific number but said there are a number of them downstate. He explained how there have been a few systems that have merged over the years and evolved into the current Chicago South Suburban Mass Transit System. His office has spent much time trying to contact them without any success. Hearing no other questions, this item will be on tonight's regular meeting.

7. Discussion of Potential Revisions to the Change of Occupancy Inspection Program

Manager Mick said this item comes at the request of the Mayor. On March 16, the Board had an informal workshop to help them understand the Occupancy Inspection Program, what it is today and how and why it has changed over the years. This meeting is a discussion with no staff recommendations, and will be led by the Mayor to see potential revisions in this program.

Mayor Vanderbilt said currently the Village's inspections are done after the sale of the homes and buyers are not aware of what repairs are required before they move in. He would like to protect the home buyers and see the change of occupancy from "as is" to the front end and become "intent to sell." Trustee Settles asked what is to be changed and who will benefit. She feels that the current inspection process does benefit the buyer by maintaining the standards of our housing markets. Safety issues much be taken care of. Mayor Vanderbilt gave an example of a buyer who purchased their home before they knew what was needed to addressed.

Answering Trustee Herron's question about the previous workshop, Mayor Vanderbilt said the workshop has taken place and this is the discussion. Trustee Woods said he has spoken to residents and realtors to discuss this. He sees that this should not be eliminated as it benefits our housing stock and would like to hear from staff how any change would affect buyers, sellers, and

Village. Manager Mick explained the process of inspections which are done prior to closing with a signed purchase agreement within seven days. As only four people on staff are able to do housing inspections, there are peak times for various required inspections through the Village. Regarding properties being purchased “as is”, the overwhelming majority are purchased by spec developers as they are in the business of house flipping or rental properties. During inspections, staff looks at minimal life safety issues, plumbing, electric and windows, etc. Someone purchasing a home for themselves would need to get a more thorough type of inspection to protect their investment. Director Kerestes explained that the Village requires the change of occupancy inspection be done before the transfer stamp is sold and the real estate transfer stamp required before closing. If there are issues, it is the seller’s responsibility to abate the violations. If the buyer wishes to assume the violations, they can sign an “as is” form. He said that they work with the buyers and sellers and depending on the seriousness of the violations, a temporary stamp for occupancy can be issued.

Trustee Hardy noted that it has been her experience when buying a home, there were two inspections done, one private and one by the Village. When asked about other communities and private/municipality inspections, Attorney Secler said most home rule communities will have a transfer tax requirement which is constitutional. Communities that do not have an in-house building department will contract out their inspections. The two types of inspections are different, value vs function. The Village looks at the Village Code, not from the consumer’s type of inspection. Mayor Vanderbilt asked how many communities around Park Forest have point of sale inspections. Attorney Secler said many are home rule and do have village inspections. Director Kerestes added that those communities that are not home ruled, use state statute guidelines. When Trustee Woods asked if there is a point of sale inspection, items must be fixed before a contract/closing and no transfer stamp is issued until repairs are made, Attorney Secler said that was correct. But there is an “as is” option in the ordinance. Trustee Woods said, as a seller, he would want that inspection. Director Kerestes added that there had been a time in the past when the inspection was done the contract but this created more problems with the timing done too early and extra paperwork required to do so many inspections when many were not completed.

Trustee Hennessy gave a recent example of a family bought a property “as is” and did not know the problems in advance. This was very long and costly expense for them. Director Kerestes said he recommends buyers to get a private detailed technical inspections. The inspection done by the Village is a minimum health and safety only. Trustee Hennessy expressed her concerns for new home owners with a limited budget. Director Kerestes said that the seller is supposed to identify all problems by state law. If it is not disclosed, the buyer can go after the seller which protects the buyer.

Manager Mick added that, with Park Forest’s system, buyers know that their home meets minimal health and life safety standards at no cost to them. He acknowledged that new buyers have limited incomes and may feel that they are saving by not getting a private inspection. In the 2000’s, new residents found a 60 amp service in the homes they were buying. The Village then changed the requirements so increased service was required.

The Trustees were open to another workshop as an opportunity to revisit the idea and to get public input from others, home buyers, residents, realtors, etc. To accommodate a group and the time needed for questions and discussion, it was proposed by Manager Mick that the workshop take place in person during Phase 4 with all Covid 19 precautions in place. Mayor Vanderbilt suggested the end of August or September. There were no other questions from the Board.

Mayor's Comment

Mayor Vanderbilt dispensed with the comments section of the agenda until the regular meeting.

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

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)

Adjournment

This concluded the 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 Woods and passed unanimously. The meeting was adjourned following a roll call vote with the following results:

Ayes: 7
Nays: 0
Absent: 0

The meeting was adjourned with seven (7) ayes, no (0) nays, and no (0) absent.

Mayor Vanderbilt adjourned the regular meeting at 8:56 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

**NOTE – DUE TO COVID-19
THE BOARD MEETING WILL BE HELD VIA CONFERENCE CALL**

***Public, in-person attendance of the Meeting has been deemed unfeasible; All 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; Public comments received via email will be read during the public meeting.**

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

*****This meeting will be broadcast live, and recorded, on the local cable access channels in Park Forest (channel 4 for Comcast subscribers & channel 4 for AT&T U-Verse subscribers) and will be streamed live, and subsequently archived, on the Village website at www.villageofparkforest.com**

**NOTE: Copies of Agenda
Items are Available on the Village website at www.villageofparkforest.com**

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

CONFERENCE CALL

7:00 p.m.

June 22, 2020

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Maya Hardy, Trustee Candyce Herron, 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 Administrator Craig Kaufman

Roll Call

The meeting was called to order at 8:57 pm by Mayor Vanderbilt. Roll was called by Clerk McGann.

Reports of Village Officers

Mayor

Mayor Vanderbilt thanked Cook County Commissioner Dorothy Miller all those who participated in the recent pop up food giveaway. The Richton Park Walmart now has a drive-in Covid 19 testing site available Monday, Wednesday, and Friday from 7:00 am - 9:00 am. He also thanked Cook County President Preckwinkle and Rich Township Highway Commissioner Calvin Jordan for bringing the 2020 BMW Golf Championship Series to the Park Forest area. The Village will be partnering with them during the championship in August. If you are looking to volunteer, contact Antonia Loboeki at loboeki@wgaesf.org for more information.

Village Attorney

Attorney Secler explained that the State of Illinois is expected to enter Phase 4 of the Restore Illinois Plan Friday, June 24. Certain restrictions will be lifted and the Village will incorporate a plan for Village Hall adding that social distancing in the Village will continue, masks, and gatherings of less than fifty people will be allowed. He said there will be a few challenges and asked all be to be compliant so all can be safe.

Village Manager

Manager Mick stated that street sweeping by Public Works began this week. When your street is to be cleaned, please have your vehicles off the street to accommodate the trucks. Park Forest's 2020 Census count is currently at 65.4%. Those who have not filled out the forms, please do so all can be counted. There will be a Census Outreach at 7-11 on Sauk Trail Saturday, June 27. The deadline to renew vehicle stickers and animal licenses without a fine is June 30. As the Tall

Grass Arts Beau Art Ball has been canceled, there will be a virtual silent auction. Please check their website and/or their Facebook page for more information. The annual Recycle Fest had been rescheduled for September 26. More details to follow. The Board's relaxed summer meeting schedule will include rules and regular meetings on the second and third Mondays in July and August. The Park Forest Hall of Fame Historical Society induction ceremony is rescheduled for October 11. The Fourth of July festivities have been canceled but 1,000 free decorative kits will be available beginning July 1st on a first come, first served basis.

Village Clerk

No report

Reports of Commission Liaisons and Committee Chairpersons

All the Trustees offered their condolences to the Mayor and his family on the loss of his aunt.

Trustee Settles congratulated Manager Mick on his appointment on the Illinois Municipal League (IML) Resolution Committee of 2020.

Trustee Woods acknowledged staff for the creative ways in which they have continued to do their work in challenging times.

Trustee Herron reported that the Housing Authority met Thursday, June 18 where a resolution was adopted (20-1) regarding waivers due to Covid 19 Pandemic. Recreation and Parks and Community Health Commission met Tuesday, June 16 with no action taken. She cautioned residents to follow procedures to stay safe.

Trustee Graham reported that the Environment Commission is accepting nominations for the Sustainability Awards on their Facebook page. The Youth Commission met via Zoom Wednesday, June 17 with their new chairperson, Vernice Warren Johnson.

Trustee Hennessy stated that the Library Board met Thursday, June 18. The Library has now started curbside pickup for books. In July, computer access will be available via appointment only. The Beautification Committee is taking recommendations for their awards till June 30. She thanked staff and the Police and Fire Departments for their leadership in this unchartered territory.

Trustee Hardy also commented on the staff and Police and Fire Department and Manager Mick for their continued hard work which can be difficult when we can't work together in person.

Mayor Vanderbilt stated that his wife's aunt and uncle had recently been involved in a hit and run motorcycle accident with the wake and funeral later this week.

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 Regular meeting of May 26, 2020, the Rules meeting of June 1, 2020 and the Special Regular meeting of June 1, 2020

2. MOVED, that the Mayor and Board of Trustees Approve a Resolution for an Intergovernmental Agreement between the Village of Park Forest and the Illinois Department of Healthcare and Family Services.

3. MOVED, that the Mayor and Board of Trustees Approve an enabling Resolution authorizing the Mayor to enter into and sign the Project Partner Agreement and any additional paperwork and forms related to this project.

4. MOVED, that the Mayor and Board of Trustees Approve an extension to the Tree Maintenance Contract with Winkler's Tree Service, Inc. to June 30, 2021.

5. MOVED, that the Mayor and Board of Trustees authorize the purchase of 11 Panasonic Toughbook 55 computers and docking stations from Rugged Notebooks for a total price of \$35,948.00.

Approval of the consent agenda was moved by Trustee Woods and seconded by Trustee Settles. 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:

6. Ordinance: An Ordinance Repealing Ordinance No. 634 and Authorizing the Withdrawal of the Village of Park Forest from the Chicago South Suburban Mass Transit District (First Reading)

This item has had first reading. Mayor Vanderbilt called on Trustee Hardy who asked for suspension of the rules to wave the first reading and vote on it for final reading. Trustee Hardy motioned, Trustee Herron seconded. Mayor Vanderbilt called for a roll call vote. The motion to move to final reading was approved with a roll call vote with the following results:

Ayes: 7

Nays: 0
Absent: 0

The motion was moved with seven (7) ayes, no (0) nays, and no (0) absent.

When asked by Mayor Vanderbilt if the vote could proceed, Mr. Secler said yes, the motion could proceed. Mayor Vanderbilt asked for a roll call vote on the ordinance. 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: 7
Nays: 0
Absent: 0

The ordinance was adopted with seven (7) ayes, no (0) nays, and no (0) absent.

7. Ordinance: An Ordinance Approving a Zoning Text Amendment to increase the number of hens permitted to be kept in a Chicken Coop (Article III-4.C.3. of the Unified Development Ordinance) (First Reading)

This item has had first reading and will be on the agenda on a subsequent 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 Graham, seconded by Trustee Herron and passed unanimously by roll call vote. The meeting was adjourned following a roll call vote with the following results:

Ayes: 7
Nays: 0
Absent: 0

The meeting was adjourned with seven (7) ayes, no (0) nays, and no (0) absent.

Mayor Vanderbilt adjourned the regular meeting at 9:23 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

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