

VILLAGE OF PARK FOREST

**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.

February 22, 2021

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, Deputy Fire Chief Ryan Roberts, Village Attorney Ross Secler, Deputy Village Manager Mark Pries, Director of Economic Development and Planning Department Hildy Kingma, Director of Communications Jason Miller, Assistant Director of Recreation, Parks, and Community Health Kevin Adams, Assistant Finance Director Sharon Floyd, Director of Public Works Roderick Ysaguirre, and IT Coordinator Craig Kaufman

OTHERS IN ATTENDANCE: Brad Porter, Lauterbach and Amen; Bob Welch, CELTS Aquatics Group

RECORDER: Village Clerk Sheila McGann

Roll Call

The meeting was called to order at 7:00 pm by Mayor Vanderbilt. Roll was called by Clerk McGann

1. FY 2019/2020 Audit Report Presentation

Manager Mick said this item comes out of the Finance Department and the Administration. The audit firm Lauterbach and Amen will lead the presentation with Deputy Village Manager/Finance Director Pries and Assistant Finance Director Floyd on the call. Mr. Porter went through the PowerPoint audit presentation section by section. He highlighted specific areas, the Certificate of Achievement Award from the GFOA, the highest level of financial reporting in the industry, the independent auditor's report from Lauterbach and Amen which include the responsibilities of management and the auditors, and the opinion of the audit. The Village received an unmodified opinion is the cleanest opinion to receive. Lastly, the management letter notes any recommendations. The only recommendation is regarding how leases are reported in the financial statement in the future. Mr. Porter was appreciative of staff's contributions and cooperation. Mayor Vanderbilt asked the Board if there were any questions or comments. When asked by Trustee Settles about concerns of white collar crimes and the financial solvency of Park Forest, Mr. Porter said there are a number of internal controls in place for monitoring and that the Village is financially solvent. Trustee Woods asked if there was an adequate fund reserve.

Mr. Porter said the Village is in compliance with fund balance requirements. Trustee Hennessy asked how long did the firm spend on the audit. Mr. Porter said their team spent about ten business days with four people and others on the team totaling about 240 hours. Mayor Vanderbilt asked if there were any other questions or comments. Hearing none, he thanked Mr. Porter and his staff and Deputy Village Manager Pries and staff for their working in completing the audit.

2. New Aqua Center Management Agreement

Manager Mick said this item is out of the Recreation, Parks, and Community Health Department. Due the cancelation of the 2020 season of the Aqua Center and other changes, the Village decided to look at the market for other options. Assistant Director Adams explained the Village was pleased with Jeff Ellis Management contracts in the past but the new addendum and contract, they could not come to an agreement. The Village looked to CELTS Aquatics Group who offered two options: water safety services only and total aquatic management. Staff recommends option two while the Village would be responsible for grounds and landscape maintenance and the purchase of water treatment chemicals, major repairs to operating equipment such as pumps and capital expenditures. This would include a 14 week season (Memorial Day-Labor Day) and special events and rentals. Mayor Vanderbilt asked if the Board had any questions or comments. When asked by Trustee Herron about hiring residents, Assistant Director Adams said they would hire Park Forest residents first, then reach out to others. When Trustee Woods asked about the cost difference between Jeff Ellis and Celts, Assistant Director Adams said the amendment agreement for 2021 was over \$50,000 and an additional \$18,000 for the following year. When Trustee Graham asked how the pricing change would affect the resident' cost, Assistant Director Adams said that the amount charged to the residents would remain the same but the Village would save money using CELTS vs Jeff Ellis. He also said that they would talk to front desk staff of 2020 that were laid off to see if they were interested in working first. Trustee Hardy asked about asked how long CELTS had serviced the Matteson Community Center and was there a reference check done. Assistant Director Adams said they did background checks from Matteson and the Forest Preserve District of Cook County regarding CELTS management. He thinks CELTS has been with Matteson since the Community Center opened. Trustee Settles asked about the commission stand. Assistant Director Adams said CELTS would handle the concession stand and pay the Village a \$1,500 licensing fee and 6% commission on revenue earned. They would offer standard concession stand items and also some healthy options as well. Trustee Hennessy asked when CELTS was established. Mr. Welch, from CELTS, said they were a coach/swim lesson company from 2003-2008. In 2008 CELTS was established and was hired by Matteson to run the Community Center in 2010. When asked about the training of the lifeguards by Trustee Hennessy, Assistant Director Adams said they are trained by Star Guard Elite and train Orland Park Lifeguards as well. When asked about the dive-in movie night by Trustee Herron, said Mr. Welch said there would be a 23-foot inflatable screen in deeper part of the pool with lifeguards and safety measures in place. Mayor Vanderbilt asked about a long term partnership with Matteson regarding year-long pool usage. Assistant Director Adams said they would have to talk to Matteson and explore the option. Hearing no other questions or comments, this item will be on the agenda at the next regular meeting.

3. Summary Report for Assignment to Board Committee A related to Establishing a Non-Founded Fire and Police Advisory Council

Manager Mick said this item comes from Board Committee A: Chairperson Hardy, Trustees Graham, Hennessey and Woods with Staff Liaisons being Chief Mannino and Manager Mick. Chairperson Hardy explained and summarized why the commission received the assignment, review of the Police Department's policies and responses, and how to establish the proposed Fire and Police Advisory Council. Manager Mick had shared the police statistics with the Board noting the Crisis Intervention Training involved for command and current police staff to de-escalate potential incidents. This draft resolution would help in implementing a volunteer Fire and Police Advisory Council. Mayor Vanderbilt asked if there were any questions or comments from the Board. Trustee Woods said this report forced us to look at our community. As a member of the committee, he was proud to see that Park Forest Police Department is transparent and responds to events in the community. There were no other comments or questions.

4. An Ordinance authorizing the Village to Borrow fund from the Public Water Supply Loan Program (PWSLP)

Manager Mick said this item comes out of the Public Works Department, Finance Department, and the Administration. Director Ysaguirre gave an overview of the ordinance explaining the application for a five million dollar, low interest IEPA loan for the continued replacement of some water mains and its required documents for the loan application. Manager Mick added that funding agencies want to see that the loan is repayable and require documentation of the Village's rates, ordinances, and planned rate increases of water billing. Deputy Village Manager Pries added the IEPA looks to see if there is a financial ability to pay back the loan for the next twenty years. He noted that the Village's current rate structure must stay intact to allow the Village to be able to afford repayment. Mayor Vanderbilt asked if there were any questions or comments from the Board. Trustee Hennessey asked if five million was the most the Village can borrow. She asked about doing more water main replacement as this project will have to start over in twenty years when it is paid back. Deputy Village Manager Pries said the Village can afford to borrow five million dollars with a 5% rate increase. To borrow more, the rates would have to be increased. There are three others loans that are not going to be paid off soon. There were no other questions or comments.

5. Resolution for Construction on a State Highway

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre said the State of Illinois requires a resolution from the Village as a good faith effect to give a verbal ok of work done on state highways. The State checks progress and with communication between State and Village. This two year agreement reduces paperwork. Mayor Vanderbilt asked if there were any question or comments from the Board. Hearing none, this item will be the agenda at a subsequent Regular Meeting.

6. Renewal of MFT Street Sweeping Maintenance Contract for FY 2022

Manager Mick said this item is out of Public Works and relates to a previous bid for street sweeping. Staff is pleased with the contractor and recommends continuing the service for one year. Director Ysaguirre added that contracts usually allow for an annual price increase but this does not; the price is the same. Mayor Vanderbilt asked if there were any question or comments from the Board. Hearing none, this item will be the agenda at a subsequent Regular Meeting.

7. Renewal of the Residential Water Shut Off Valve Replacement Contract

Manager Mick said this item out of Public Works covers a contract renewal with water shut off valve replacements. Director Ysaguirre said that water shut off valve often become inoperable. Calumet City Plumbing has worked with the Village in the past; this renewal allows for an increase in the first year of a two year proposal. Mayor Vanderbilt asked if there were any question or comments from the Board. Hearing none, this item will be the agenda at a subsequent Regular Meeting.

8. Renewal of Contract for Removal of Lime Residuals

Manager Mick said this item from Public Works is a contract extension for water plant operations. Director Ysaguirre explained that this is the last year of a four year contract and recommends renewal of this final year to Greg Hamann Trucking Co. of Grant Park that includes a CPI increase. This will go out for bid next year. Mayor Vanderbilt asked if there were any question or comments from the Board. Hearing none, he asked what happens to the lime residuals after they leave Park Forest. Director Ysaguirre explained that the Village has a permit to allow the material to be land applied for farms. The contractor must provide reports and location to IPA, following all state regulations. Hearing no questions from the Board, this item will be the agenda at a subsequent Regular Meeting.

9. Summary Report for Assignment to Board Committee C related to Park Forest Street Names with Ties to US Confederacy

Manager Mick said this item comes from Board Committee C: Trustees Settles, Graham, Herron, and Hardy as assigned in August, 2020. Chairperson Settles have a summary of Committee C's report. They met five times, reviewed Park Forest Historical Society documents, the report from the Board Committee in 2017/2018, and received 50 suggestions for the rededication of the streets from the community. After much research and review, the Committee C recommends the following names for rededication of the four streets:

Davis Street: Angela Davis, author, activist, and professor

Early Street: Gerald Early, professor and essayist

Jackson Street: Congressional Medal of Honor Winner Arthur J. Jackson

Lee Street: Harper Lee, novelist

(As Trustee Settles lives on Jackson Street, she recused herself on the consideration of Jackson Street)

Manager Mick explained the decision of 2017 to consider name rededications was a better solution than renaming the streets as there would major logistical issues for residents living on the streets in question. The next step would be a resolution in March or April, working with the sign company for signs to honor them, and then a dedication ceremony. Chairperson Settles thanked Manager Mick and the other committee members for their work and research done regarding this matter. Trustee Hardy commended Trustee Settles on the work done through this process. Mayor Vanderbilt asked if there were any questions or comments from the Board. Trustee Woods thought it was a good idea for the community to at renaming the streets. He commended former Mayor John Ostenburg who initially brought this about. Mayor Vanderbilt

thanked Committee C for their work. Hearing no other questions, this item will be on the agenda at a subsequent Regular Meeting.

Mayor's Comments

In honor of Black History Month, Mayor Vanderbilt reminded the community that Park Forest part of the Underground Railroad.

Manager's Comments

The Manager updated the community on upcoming events and offered condolences to the family of Deputy Police Chief Brian Rzycki on the recent loss in their family. He announced the Village's recent recognition with the Distinguished Budget Award and commended Finance Director Mark Pries and Assistant Director Sharon Floyd for their stewardship with the accomplishment. Public Works and Parks crews were commended for snow removal efforts and the Manager recognized Attorney Secler for recently being listed as a Super Attorney in a law bulletin publication.

Trustee's Comments

All the Trustees offered their sincere condolences on the loss in the Rzycki Family. The Trustees also congratulated Finance Director Pries and Assistant Director Floyd on the recently awarded the Distinguished Budget Award.

Trustee Graham reported that the Youth Commission met Wednesday, February 10 via zoom. They are looking for a few new members. She reminded the residents that April is Earth Month will many activities planned by the Environment Commission.

Trustee Woods noted that EDAG has worked diligently with Star Disposal on the Cook County Class 8 Incentive Renewal resolution to reinvest in Park Forest which will come before the Board in the next few weeks. He mentioned the Police Reform Bill was signed into law. It will be used as a model to work from, taking a step in the right direction for equitable administration of justice.

Trustee Hardy said that the next meeting of the Commission on Human Relations will meet Tuesday, March 9 at 5:30 pm. The Planning and Zoning Commission will also meet on Tuesday, March 9 at 7:00 pm.

Trustee Settles congratulated Attorney Secler on the recognition he received in Crain's Chicago Business.

Trustee Hennessy reported that the Park Forest Library Board met Thursday, February 18. The Library will reopen March 15 with forty people at a time with a new purification system installed and portables are also available. Trustee Hennessy wished Trustee Herron a happy birthday.

Trustee Herron noted that the Recreation, Parks, and Community Health Board was unable to have a meeting Tuesday, February 17 due to the lack of a quorum. The Housing Authority met Thursday, February 18 reporting 391 vouchers: 11 are ported out of Park Forest and 134 from Park Forest and 257 port ins from other housing authorities.

Attorney’s Comments

Attorney Secler thanked Manager Mick and the Board for the kind words. He had no formal report.

Clerk Comments

No report

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 Hardy, seconded by Trustee Graham 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 special rules meeting at 8:41 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