

**RULES MEETING OF THE BOARD OF TRUSTEES
VILLAGE OF PARK FOREST, 350 VICTORY DRIVE, PARK FOREST, ILLINOIS
COOK AND WILL COUNTIES**

Village Hall - Boardroom

7:00 p.m.

November 7, 2022

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, and Trustee Erin Slone

ABSENT: Trustee Maya Hardy

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Paul Winfrey, Fire Chief Tracy Natyshok, Village Attorney Leslie Kennedy, Director of Finance Mark Pries, Director of Human Resources Jason Miller, Director of Parks, Recreation, and Community Health Kevin Adams, Director of Community Development Larrie Kerestes, Director of Economic Development and Planning Department Sandra Zoellner, Director of Public Works Roderick Ysaguirre, Sustainability Coordinator Carrie Malfeo, Mark Giesing, IT Coordinator, and Andrew Brown, planner

OTHERS IN ATTENDANCE: Julie Baker, Chairperson of Environment Commission; Commissioner Katharine Baker; and Commissioner Kevin Headley; Jenessa Drayton, prospective tobacco shop and cigar lounge business owner

Mayor Vanderbilt began the meeting noting that there would be a presentation by Environment Commission. Sustainability coordinator Malfeo introduced Chairperson Baker who listed the numerous items the commission has been working on. Some of the areas include Earth Month programs, plastic and battery recycling, recycle fest, curbside composting cooperative, chicken coops, and solar project sport. She noted and thanked some other members of the Commission: Jim Saxton, Joanna Tassin, Kevin Headley, and Katherine Baker. Mayor Vanderbilt asked the Board if there were any comments. Each of the board members thanked the Commission for their passion and volunteerism noting that they always learn new ways to be part of the sustainability plan. Mayor Vanderbilt added that they lead by example.

1. Estimated 2022 Tax Levy

Manager Mick said this item is out of the Finance Department and providing public notice for the upcoming discussions on the tax levy. Director Pries noted that this is the beginning of the adoption process for the tax levy. He reviewed the board meeting dates on the calendar for this process of adopting a proposed tax levy, public hearing, and the adoption of the tax levy. Director Pries said the categories in the levy include the following: General Corporate, Bonds & Interest, IMRF, RICA, Police Pension, and Fire Pension noting their specific changes. He added that is the third time in five years that the Village is adopting a 0% levy increase. The Library is also lowering their levy as well. Manager Mick said the public hearing is scheduled for the December 5th board meeting and adoption is scheduled for approval on the agenda of the December 12 board meeting. He noted that state law requires a public hearing only when the

levy is over 5%. Historically, Park Forest has had the public hearing for transparency purposes. If there are any additional questions, contact Village Hall.

2. An ordinance amending Village code related to smoking lounges and retail tobacco shops

Manager Mick said items two and three are related. Item two relates to the new business. Mr. Brown reported that a public hearing was held regarding this item with no response from the public. He explained the differences between smoking lounges and retail tobacco stores. As smoking lounges are not defined within Village Ordinances, they have different use standards and definitions. He listed the specific items regarding the smoking lounge limitations and guidelines for the proposed ordinance. The business must follow all local codes and comply with state and federal law. Mayor Vanderbilt asked the Board if there were any questions or comments. This will be on the agenda for first reading at tonight's special regular meeting.

3. An ordinance amending the Village's health and sanitation code related to smoking, vaping, e-cigarettes, etc. in establishments and smoking lounges

Mr. Brown explained that a couple of definitions in Chapter 50, Article III of the Unified Development Ordinance (UDO) had to be updated to stay in compliance with state and federal laws. He noted the changes regarding age, secondhand smoke, and involuntary smoking with the potential use of e-cigarettes indoors, and various definition/meanings. Mayor Vanderbilt asked if the Board if there were any questions or comments. When Trustee Slone asked if smoking lounges would include cigars, hookahs, and cigarettes, Mr. Brown stated that cigar and tobacco would be included but not hookah and cannabis. Trustee Slone was concerned about indoor smoking within this definition. Mr. Brown said that Article III list four areas when smoking is not regulated but may be limited in another law or ordinance. When Trustee Woods asked about traditional cigarettes and electronic cigarettes, Mr. Brown said those do not follow this UDO and are a separate definition. Manager Mick noted that there can be changes to the ordinance in the future. Trustee Slone said she was in favor of cigars and hookahs, but not cigarettes. Hearing no other comments, this item will be on the agenda for first reading at tonight's special regular meeting.

4. An ordinance amending Village code permitting drive-thrus in combination with gas stations

Manager Mick said the ordinance amendment was recommended by the Planning and Zoning Commission (PZC) to update and included the language for drive-through facilities. Mr. Brown said a public hearing was held regarding this item with no response from the public. Currently drive-throughs are not allowed with gas stations under the current ordinance. The proposed amendment would allow drive-throughs to be established in combination with other businesses. He explained that drive-throughs are more popular and would allow for more competitive definition for businesses. Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee Graham asked the purpose of a drive-through for a gas station. Mr. Brown said it would be like a Dunkin Donut service, to serve food and coffee. Hearing no other questions from the Board, this item will be on the agenda at a subsequent regular meeting.

5. Acquisition of One (1) 2023 Ford Police Interceptor SUV

Manager Mick said this item was previously approved by the Board but there was a problem with the vender due to low supply of parts. This item is seeking additional consideration of the

purchase of a police vehicle at a higher cost. Chief Winfrey explained that this is the first of three vehicles the Village was to purchase. They were notified two weeks ago that the order by canceled by the vender. He added that Ford had taken 20,000 orders that they may not be able to fill. The Police Department has this new request would be the original amount approved and an additional amount of \$4,697.00 for the police vehicle. Mayor Vanderbilt asked if there were any questions or comments. Hearing none, this item will be on the agenda at tonight's special regular meeting.

6. Awarding 2023 Sewer Cleaning and TV Contract

Manager Mick said this item comes out of the Public Works Department as an annual/routine contract. Director Ysaguirre explained the bid process with two bids opened on November 1 and gave details of the scope of work to be done. Staff recommends awarding contract to Visu-Sewer, from Bridgeview. They have excellent references and have worked with Park Forest in the past. Mayor Vanderbilt asked if there were any questions or comments. Hearing none, this item will be on the agenda at a subsequent regular meeting.

7. 2022-2023 Street Salt Purchase

Manager Mick said this item comes out of the Public Works Department. This is a routine purchase for the winter season. Director Ysaguirre detailed the salt purchase through the State of Illinois Joint Purchase Requisition program. As the State has a new provider, there is an increase of 35% with the new provider. While Public Works currently has salt in stock and stored, it is recommended to purchase the recommended annual amount. Due to higher price, this would be over budget. As there are reserves, the Village may not have to purchase as much. Staff recommends awarding the contract to Cargill Inc. through the State of Illinois Joint Purchase Requisition program. Mayor Vanderbilt asked if there were any questions or comments. Hearing none, this item will be the agenda at a subsequent regular meeting.

Mayor's Comments

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

Manager's Comments

Trustee's Comments

Attorney's Comments

Clerk Comments

Audience to Visitors

Janessa Drayton stated she is opening the cigar shop as a place to relax and is looking forward to working with the community. There will be juice, cigars, tobacco products and TVs for sports. There are no plans to sell cigarettes or alcohol or to have hookahs.

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 Woods, seconded by Trustee Slone and passed unanimously by voice vote.

The meeting was adjourned following a voice vote with the following results:

Ayes: 6

Nays: 0

Absent: 1

The meeting was adjourned with six (6) ayes, no (0) nays, and one (01) absent.

Mayor Vanderbilt adjourned the Rules Meeting at 7:46 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

**SPECIAL REGULAR MEETING OF THE BOARD OF TRUSTEES
350 VICTORY DRIVE
PARK FOREST, ILLINOIS**

Village Hall - Board Room

7:00 p.m.

November 7, 2022

IN ATTENDANCE: Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, and Trustee Erin Slone

ABSENT: Trustee Maya Hardy

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Paul Winfrey, Fire Chief Tracy Natyshok, Village Attorney Leslie Kennedy, Director of Finance Mark Pries, Director of Human Resources Jason Miller, Director of Parks, Recreation, and Community Health Kevin Adams, Director of Community Development Larrie Kerestes, Director of Economic Development and Planning Department Sandra Zoellner, Director of Public Works Roderick Ysaguirre, Sustainability Coordinator Carrie Malfeo, Mark Geising, IT Coordinator, and Andrew Brown, planner

OTHERS IN ATTENDANCE: Julie Baker, Chairperson of Environment Commission; Commissioner Katherine Baker; and Commissioner Kevin Headley

Roll Call

Mayor Vanderbilt called the meeting to order at 7:47 pm. The roll was called by Clerk McGann.

Pledge of Allegiance

Mayor Vanderbilt led the Board and the audience in the Pledge of Allegiance.

Reports of Village Officers

Mayor

Mayor Vanderbilt thanked all those involved for the Safe Halloween event. He attended the “Real Men Read” event at Barack Obama School last week. Last Saturday, the Board and staff attended the fall financial update where they discussed upcoming budget and strategic planning goals and the upcoming tax levy. Mayor Vanderbilt and the Board attended the grand re-opening of Bixby’s in Park Forest. He encouraged residents to attend the Veteran’s Day Event November 10.

Village Attorney

No report

Village Manager

Manager Mick thanked the Board and staff for the time spent at the financial update. He noted the activities scheduled for the Veterans Day Event including band, vehicles on display, and a Viet Nam-era Hey helicopter to land in Central Park. The Village is recruiting to hire a police offer with more information on the employment ink of the Village website. He congratulated Crete-Monee High School on their ISHA win; they will move on to 6A bracket to compete

against East St. Louis-Lincoln. Congratulations to the Warriors. Manager Mick encouraged residents to attend the concert Freedom Hall series. This week Rock and Roll Hall of Famer Booker T. Jones will be playing at Freedom Hall.

Village Clerk

Clerk McGann gave information regarding the election packet for the spring election.

Reports of Commission Liaisons and Committee Chairpersons

Each of the Trustees commented on the re-opening of Bixby's and wish success to the Pandya Family and thanked Director Zoellner and EDAG for their continued efforts.

Trustee Settles thanked Director Pries, financial department, and staff for their participation in putting together the financial update and updated strategic goals meeting. Trustee Settles encouraged residents to attend the Veterans Day Event and to vote November 8.

Trustee Graham thanked all those who participated in the Safe Halloween and Trunk and Treat event. She reported that the Commission on Human Relations will next meet November 15. Condolences to the family John Simpson.

Trustee Woods noted that the deadline for nominations for Business Person Of the year is November 30. He congratulated all who were involved in the planning of Safe Halloween on a successful event.

Trustee Herron congratulations Bixby's on their grand opening and offered her condolences to the John Simpson family.

Trustee Slone enjoyed the Safe Halloween even and had fun judging the costumes. She thanked the Environment Commission for their presentation in sharing the work they have to done learning about sustainability.

Citizens' Comments, Observations, Petitions

None

Motion: Approval of Consent

CONSENT:

MOVED that the Consent Agenda and each item contained therein be hereby approved:

1. MOVED, that the Mayor and Board of Trustee approve a Resolution allowing the Village Manager to sign a Memorandum of Understanding with Solstice to market solar subscription in the Village.

2. MOVED, that the Mayor and Board of Trustee approve the purchase from Sutton Ford, in Matteson, IL, for one 2023 Ford Utility SUV Police Interceptor in the amount of \$41,482.00.

Approval of the consent agenda was moved by Trustee Herron and seconded by Trustee Settles. Mayor Vanderbilt asked if anyone wished any items 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:

3. Ordinance: An Ordinance Approving a Text Amendment to Table III-2-A (Use Table), Section III-3 (Use Standards), and Section XII-2 (Definition of Terms) of the Unified Development Ordinance of the Village of Park Forest, Illinois (First Reading)

This item has had first reading and will be on the agenda for action at the November 21st Regular Meeting.

4. Ordinance: An Ordinance Amending Article III – Smoking, of Chapter 50, Health and Sanitation of the Municipal Code of the Village of Park Forest (First Reading)

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This item has had first reading and will be on the agenda for action at the November 21st Regular Meeting.

5. Ordinance: An Ordinance Approving a Text Amendment to Section XII-2 (Definition of Terms) of the Unified Development Ordinance of the Village of Park Forest, Illinois (First Reading)

This item has had first reading and will be on the agenda for action at the November 21st Regular Meeting.

Adjournment

This concluded the Special Regular 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. The meeting was adjourned with a voice vote with the following results:

Ayes: 6
Nays: 0
Absent: 1

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

Mayor Vanderbilt adjourned the Special Regular Meeting at 8:05 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk