

VILLAGE OF PARK FOREST

Village Board Rules Meeting

Monday, March 7, 2016

Village Hall 7:00 p.m.

M I N U T E S

IN ATTENDANCE: Trustee Mae Brandon, Trustee JeRome Brown, Trustee Tiffani Graham, Trustee Georgia O’Neill, and Trustee Theresa Settles

ABSENT: Mayor Ostenburg and Trustee Robert McCray

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Pete Green, Fire Chief Bruce Ziegle, Village Attorney Felicia Frazier, Deputy Village Manager/Finance Director Mary Dankowski, Director of Recreation and Parks Rob Gunther, Director of Public Relations Jason Miller, Director of Economic Development and Planning Hildy Kingma, Director of Public Health Jenise Erving, and Director of Public Works Roderick Ysaguirre

RECORDER: Village Clerk Sheila McGann

OTHERS IN ATTENDANCE: Gary Kopycinski, eNews

Roll Call

Meeting was called to order at 7:00 p.m. by Trustee Brandon. Roll was called by Clerk McGann. Due to Mayor Ostenburg’s absence, Trustee Brandon was named Mayor Pro Tem. Mayor Ostenburg is in Washington, D.C. at the National League of Cities Congressional City Conference.

1. Award of a Contract for Maintenance of Well No. 4

Manager Mick explained this this item had some discussion at the February 22 meeting. He gave background information about prevailing wage and doing work within Illinois and outside Illinois. Legal counsel noted that the lowest bidder who does work outside of Illinois has a competitive advantage over Illinois contractors. As prevailing wage was advertised, those bidders not willing to pay would be unqualified bidders. No decision was made on at the February 22 meeting. The lowest bidder said they would increase their bid but wanted other fees waved. It is now back to the Board for discussion. Attorney Frazier added that a good argument can be made either way. Trustee Brown asked how much work is to be done in Illinois versus work to be done in Indiana. Director Ysaguirre said that much of the work would be done in Illinois. Trustee Brown said he wants to be friendly to businesses and would like to see the lowest bidder get the job. He asked if Peerless received an invite to bid. Director Ysaguirre said yes, the Village sent them a letter. Manager Mick explained that this situation happened last summer as well. Staff will do some research and determine how much of the work will be done off-site, perhaps 40-50%. He will give that information to the Trustees with his next update to the Board. Trustee Settles asked about large differences among the bids on the pipe corrosion protection. Director Ysaguirre explained that cleaning and sealing of pipes help to stop

corrosion. She felt accepting the lowest bid would be a violation of our prevailing wage policy. Attorney Frazier said that there is an argument either way that it would or would not be a violation. She asked if they are the responsive and responsible bidder. Manager Mick said that the other companies are in Joliet, Beecher, and Elburn. Mayor Pro Tem Brandon also feels a commitment to our community, but would like to use Illinois businesses. She suggested that the Board develop policy that addresses this and needs to set those parameters. Manager Mick asked Attorney Frazier to draft a memo/guidelines to consider as policy. She also noted that it would be a case by case basis. Trustee Brown asked if the other bidding companies had done work with the Village. Director Ysaguirre said two have done work for the Village; he would research the other company to see if they have done work in the Village in the past.

Mayor Pro Tem Brandon asked if there any other questions. Hearing none, she noted that this item will be on the agenda for action at a regular meeting.

2. Renewal of MFT Street Sweeping Maintenance Contract for FY2016-17

Manager Mick explained that Public Works is looking for an extension of the contract. Director Ysaguirre explained that this contract will be an extension with this being the third and final year with no increase from last year. There are a few date changes noted in the letter and contract. Mayor Pro Tem Brandon asked if there any other questions. Hearing none, she noted that this item will be on the agenda for action at a regular meeting.

3. Motor Fuel Tax Maintenance Resolution and Municipal Maintenance Cost Estimate for Fiscal Year 2017

Manager Mick noted that this is out of the Public Works Department and that the Village has to submit forms to the State of Illinois telling them how Motor Fuel Tax funds will be used. Director Ysaguirre said that this an estimate for the budget. Any funds not spent are closed out with the State and returned as unobligated balance for next year. Mayor Pro Tem Brandon asked if the Village was receiving the MFT funds from the State. He said yes, and added that the Village is up to date with the State. Mayor Pro Tem Brandon asked if there any other questions. Hearing none, she noted that this item will be on the agenda for action at a regular meeting.

4. A Resolution Adopting Fiscal Policies for the 2016/2017 Fiscal Year Budget

Manager Mick explained this item is out of the Manager's office and noted the Board's goals and fiscal policies. Deputy Manager Dankowski highlighted the policies, best practices, and noted that they are similar each year. The Financial Update on February 27 highlighted a 2% increase in expenditures, 2.5% salary increase, water rates and sewer rates have been established by ordinance, refuse increase has been determined by the contract with the company, conservative way of budgeting with a 3-4 month reserve, and adequate funding for pension fund. Mayor Pro Tem Brandon asked if there any other questions. Hearing none, she noted that this item will be on the agenda for action at a regular meeting.

Mayor's Comments

Mayor Pro Tem Brandon noted that Mayor Ostenburg is at the National Conference for the League of Cities in Washington, D.C.

Manager’s Comments

Manager Mick noted that the Easter Egg Extravaganza will be held March 13 in the Village Green. Resident appreciation events will continue in March. The Saturday Morning Garden Series begins March 13 at the Wetlands Discovery Center. The Village Circle speaker series will continue at the Library. 2016 Live Grow Discover Scholarship information is available on the Village website. Park Forest Youth Baseball registration takes place in March. The 19th Annual Diversity Dinners will take place in April. Vehicle stickers are on sale March 1 and must be displayed by May 1.

Trustee’s Comments

Trustee Settles thanked the attending residents, Commission on Human Relations, and Evelyn Sterling for the two recent events held for the resident appreciation. She also thanked Congressman Danny Davis and State Representative Al Riley for their participation in the Freedom Hall event, “Through Two Sets of Eyes, The Chicago Civil Rights Movement.” The Environment Commission met March 3 and will conduct the monthly garden series until October.

Trustee O’Neill reminded members of the Economic Development Advisory Group to take the Illinois Open Meetings Act online and bring their completion certificate to the next meeting on March 30.

Mayor Pro Tem Brandon reminded residents about the scholarships available through the Youth Commission. The next Youth Commission business meeting is March 9. The Plan Commission will meet March 8. She also attended the discussion between Congressman Davis and Representative Riley and encouraged all residents to attend events that are planned within our community.

Attorney’s Comments

None

Clerk Comments

Clerk McGann reported on election formation regarding the 2016 Primary Election.

Audience to Visitors

None

Adjournment

This concluded the Rules Board meeting.

There being no further business. President Pro Tem Brandon called for a motion to adjourn. Motion was made by Trustee Brown, seconded by Trustee Graham and passed unanimously.

Mayor Ostenburg adjourned the rules meeting at 7:52 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk