

**AGENDA**  
**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 4, 2020**

**Roll Call**

1. 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
2. Fiscal Year 2020/2021 Budget Introduction

Mayor's Comments  
Manager's Comments  
Trustee's Comments  
Attorney's Comments  
Clerk Comments  
Audience to Visitors\*  
Adjournment

**NOTE – DUE TO COVID-19,**  
**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.**

Copies of Agenda Items are Available on the Village website at [www.villageofparkforest.com](http://www.villageofparkforest.com)

## **AGENDA BRIEFING**

**TO:** Mayor Jonathan Vanderbilt  
Board of Trustees

**FROM:** Thomas K. Mick, Village Manager

**DATE:** April 29, 2020

**RE:** **A RESOLUTION APPROVING RENEWAL AND CONTINUATION OF LOCAL DISASTER AND STATE OF EMERGENCY WITHIN THE VILLAGE OF PARK FOREST IN RESPONSE TO THE COVID-19 PANDEMIC**

### **BACKGROUND/DISCUSSION:**

Village of Park Forest operations are working to address issues related to the COVID-19 pandemic. As this work is carried out, various costs will be incurred specific to COVID-19. Items include emergency response preparedness purchases such as cots and pop-up/seclusion tents for the police station, N-95 masks for emergency first responders engaging impacted members of the public, surgical gowns, surgical masks (for patients), disinfecting matts, disposable Tyvek suits for responding personnel, eye protection and an extensive amount of sanitization materials and disinfectants.

The emergency management agencies for Cook and Will Counties, the State of Illinois (IEMA) and the federal government (FEMA) are collecting documentation from local governments for potential reimbursement of costs incurred. As part of the application process, an official disaster/emergency declaration needs to be adopted by the corporate authorities. To this end, the attached resolution has been drafted with support from Village legal counsel and was approved by the Village Board with its April 6<sup>th</sup> Board Meeting. Article 2, Section (a) in that resolution limited the duration of the declaration of local disaster and state of emergency to 30 days. As such, this declaration needs to be extended for another 30 days from the effective date of the resolution (May 4<sup>th</sup>). The attached resolution allows for this extension.

### **SCHEDULE FOR CONSIDERATION:**

This item will appear on the May 4, 2020 Rules Meeting and Special Regular Meeting for Board discussion and approval.

---

---

**THE VILLAGE OF PARK FOREST  
COOK AND WILL COUNTIES, ILLINOIS**

---

**RESOLUTION NO. \_\_\_\_\_**

---

**A RESOLUTION  
APPROVING RENEWAL AND CONTINUATION OF LOCAL DISASTER AND STATE  
OF EMERGENCY WITHIN THE VILLAGE OF PARK FOREST IN RESPONSE TO  
THE COVID-19 PANDEMIC**

---

**JONATHAN VANDERBILT, President  
SHEILA MCGANN, Clerk**

**TIFFANI GRAHAM  
MAYA HARDY  
CANDYCE HERRON  
GLENN HENNESSY  
THERESA SETTLES  
JOSEPH WOODS**

**TRUSTEES**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING RENEWAL AND CONTINUATION OF LOCAL  
DISASTER AND STATE OF EMERGENCY WITHIN THE VILLAGE OF PARK  
FOREST IN RESPONSE TO THE COVID-19 PANDEMIC**

---

**WHEREAS**, the Village of Park Forest, Cook County and Will County, Illinois (the “Village”) is a home rule municipality pursuant to Section 6(a), Article VII of the 1970 Constitution of the State of Illinois, and as such may exercise any power and perform any function pertaining to its government and affairs including, but not limited to, the power to legislate for the protection of the public health, safety, and welfare; and (the “Home Rule Powers”); and

**WHEREAS**, Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6, provides for the declaration of a state of emergency and the grant of extraordinary power and authority to the Village President by the corporate authorities to exercise, by executive order, during a state of emergency, such of the powers of the Village Board as may be reasonably necessary to respond to the emergency; and

**WHEREAS**, Section 11 of the Illinois Emergency Management Agency Act, 20 ILCS 3305/11, further provides for an emergency declaration of local disaster by the Mayor, as principal executive officer of the Village, or his or her interim emergency successor, the effect of which is to activate the emergency operations plan of the Village pursuant to the Emergency Management Agency Act and to authorize the furnishing of aid and assistance thereunder; and

**WHEREAS**, the Village has its own Emergency Service and Disaster Agency Ordinances found in Chapter 34, Article I of the Village Code of Ordinances; and

**WHEREAS**, on April 6, 2020, the Mayor executed and issued a Statement of Standards and Declaration of Local State of Emergency, pursuant to Section 11-1-6 of the Illinois Municipal

Code (65 ILCS 5/11-1-6), Section 11 of the Illinois Emergency Management Agency Act (20 ILCS 3305/11), and Chapter 34, Article I of the Code of Ordinances of the Village of Park Forest; and

**WHEREAS**, on April 6, 2020, in light of the developments related to the COVID-19 Pandemic, the Village Board passed a Resolution No. R-20-11, a *Resolution Pertaining to a Local Disaster and State of Emergency Due to the COVID-19 Pandemic*; and

**WHEREAS**, on April 20, 2020 and April 27, 2020, the Village Board passed Resolution Numbers R-20-12 and R-20-13, a *Resolution Approving Renewal and Continuation of Local Disaster and State of Emergency Within the Village of Park Forest in Response to the Covid-19 Pandemic*; and

**WHEREAS**, due to the continuing nature of the COVID-19 Pandemic, the Village must continue to take action to further contain and mitigate the local impact of the virus outbreak and provide for the continuity of government, activation of the Village Emergency Operation Plans, provide for the continuation of essential services, qualify for federal and state disaster assistance, and provide for the health and safety of all Village residents; and

**WHEREAS**, the Mayor and Board of Trustees find that it is in the best interests of the Village of Park Forest, its residents, and of the public health and safety to approve the extension for the Declaration of Local State of Emergency and the activation of local disaster and emergency provisions allowed by State and local law during the current state of emergency within the Village.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois, as follows:

**SECTION 1.** That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**SECTION 2.** The findings, authorizations, and the declaration of a local state of emergency and local disaster pursuant to Resolution No. R-20-11, a *Resolution Pertaining to a Local Disaster and State of Emergency Due to the COVID-19 Pandemic*, passed by the Village Board on April 6, 2020 is hereby ratified, affirmed, and extended until the next meeting of a quorum of the Village Board is held, at which time said resolution may be continued or extended by further act of the Village Board. Any Resolutions approving the renewal and continuation of the local state of emergency and declaration of a local disaster related to the COVID-19 Pandemic are hereby ratified and affirmed.

**SECTION 3.** The Standards and Declaration of Local State of Emergency executed and issued by the Mayor on April 6, 2020, and any subsequent re-proclamations and declarations of a local state of emergency related to the COVID-19 Pandemic issued or re-issued by the Mayor, are hereby approved, ratified, and attached hereto and incorporated herein as “**Exhibit A.**” The Mayor is hereby authorized to issue a re-proclamation and declaration of a local state of emergency related to the COVID-19 Pandemic on May 5, 2020 and that shall be in continuous effect for the next 30 days, subject to re-approval or further action by the Village Board at any regular meetings of the Village Board held prior to its expiration.

**SECTION 4.** The Mayor is further authorized to exercise the emergency powers granted to him/her, pursuant to Resolution No. R-20-11, as renewed, re-approved, and continued by the Village Board, and Chapter 34, Article I of the Code of Ordinances of the Village of Park Forest, as amended. The State of Emergency and the Emergency Powers granted therein shall be in continuous effect until the next meeting of a quorum of the Village Board is held, at which time it may be continued or extended by further act of the Village Board.

**SECTION 5.** This Resolution shall be in full force and effect immediately from and after

its passage due to its emergency nature.

**PASSED** by the Mayor and Board of Trustees of the Village of Park Forest, Cook and Will Counties, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 2020, pursuant to roll call vote, as follows:

	<b>Yes</b>	<b>No</b>	<b>Absent</b>	<b>Present</b>
Tiffani Graham				
Maya Hardy				
Candyce Herron				
Glenna Hennessy				
Theresa Settles				
Joseph Woods				
<b>TOTAL:</b>				

**APPROVED** by the Mayor of the Village of Park Forest, Cook and Will Counties, Illinois on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

ATTEST:

\_\_\_\_\_  
Jonathan Vanderbilt, Mayor

\_\_\_\_\_  
Sheila McGann, Clerk

**Re-Proclamation and Declaration  
of Local State of Emergency**

State of Illinois  
Counties of Cook & Will  
Village of Park Forest

On April 6, 2020, I, JONATHAN VANDERBILT, Mayor of the Village of Park Forest, declared that a Local State of Emergency pursuant to the Illinois Municipal Code (65 ILCS 5/11-1-6), the Illinois Emergency Management Agency Act (20 ILCS 3305/11), and Chapter 34, Article I, as amended, of the Code of Ordinances for the Village of Park Forest.

I declare, that based upon the Gubernatorial Disaster Proclamation (and any subsequent extensions thereof), the Executive Orders issued by the Governor of the State of Illinois related to the COVID-19 Pandemic, and all further developments related to the COVID-19 Pandemic, that a Local State of Emergency continues to exist of this date, **May 5, 2020**, and shall continue until such time as prescribed by law. The original Statement of Standards and Declaration of Local State of Emergency issued April 6, 2020, including all attachments and exhibits, and any Re-Proclamations and Declarations of Local State of Emergency, are hereby re-adopted and incorporated herein by reference. The Local State of Emergency re-proclaimed herein shall be in continuous effect for the next 30 days, subject to re-approval by the Village Board at any regular meeting of the Village Board prior to its expiration or unless further action is taken by the Village Board or myself.

I further find that all standards prescribed in our local ordinance, as amended, allowing me to continue to Declare a State of Emergency, have been met, including the recitals in the Illinois Gubernatorial Disaster Proclamation and any amendments or extensions made thereto. During the existence of the Local State of Emergency, I shall execute such authority as provided under the Illinois Municipal Code, the Illinois Emergency Management Agency Act, and Chapter 34, Article I, as amended, of the Code of Ordinances for the Village of Park Forest.

This Re-Proclamation and Declaration of Local State of Emergency shall be filed with the Village Clerk as soon as practicable.

I, JONATHAN VANDERBILT, whose name is signed to this instrument, being first duly sworn, signed and executed the instrument as the *Re-Proclamation and Declaration of Local State of Emergency* that I signed willingly, and that I executed it as my free and voluntary act for the purposes therein expressed.

\_\_\_\_\_  
Mayor Jonathan Vanderbilt  
Village of Park Forest

**NOTARY ACKNOWLEDGEMENT**

On this 5<sup>th</sup> day of May, 2020, I personally witnessed the above-named, Mayor Jonathan Vanderbilt, and acknowledged the foregoing to be his free act and deed, before me.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
(Seal)

Print \_\_\_\_\_

## **AGENDA BRIEFING**

**DATE:** April 30, 2020

**TO:** Mayor Jon Vanderbilt  
Board of Trustees

**FROM:** Tom Mick, Village Manager  
Mark A. Pries, Deputy Village Manager/Finance Director

**RE:** Fiscal Year 2020/2021 Budget Introduction

**BACKGROUND/DISCUSSION:** The draft Fiscal Year 2020/2021 Budget will be distributed to the Board on May 4, 2020. There will be a public introduction to the Budget at the Rules Meeting on Monday, May 4. The overview will focus on the Budget process, schedule, format and key points. The schedule for review sessions are as follows:

- May 11 at 6 p.m.
- May 13 at 6 p.m.
- May 14 at 6 p.m.
- May 20 at 6 p.m. if needed

The budget, as presented, is balanced with the use of a portion of the General Fund balance. The budget process was initiated with the 2019 tax levy, continuing until the current day through June when the budget will be adopted. The Budget addresses and defines the following financial challenges:

### **Major Financial Challenges**

1. Identifying and assessing core vs. non-core services utilizing the triple bottom line approach.
2. Controlling major expenditure categories and revenue protection and enhancement.
3. Maintaining a leadership role in the region.
4. Village infrastructure and maintenance.
5. Continuation and Resolution of new initiatives.
6. Addresses the financial and operational impacts from the COVID-19 pandemic.

Procedurally, feel free to write in your copy of the Budget. If you find grammatical or typing errors, please place a “post-it” note on the page so we can correct the errors. After Budget adoption, you will receive a clean, corrected copy, or you can choose to access the Budget on-line.

In normal years, all review sessions would be open to the public, copies of the entire budget would be forwarded to the Park Forest Public Library and available for review at Village Hall. However, due to the pandemic, both the Village Hall and Library are closed to the public until May 30<sup>th</sup>. The draft budget will be placed online so residents can follow along with the review sessions.

After approval of the Budget, a copy will be placed on the Village website.

**SCHEDULE FOR CONSIDERATION:** This matter will appear on the Agenda of the Rules Meeting of Monday, May 4, 2020 for discussion.

# Budget Process

- **Public Hearing on Proposed Tax Levy**
- **Capital Plan**
- **Six Month Review**
- **Budget Preparation by Departments**
- **Budget Review by Board (4 Sessions)**
- **Public Hearing**
- **Adopt Budget**



## 2020/2021 Budget Schedule

- **February 22**                      **Present Capital Plan to the Board**  
   **Present Six Month Reviews**  
   **Review Budget Amendments**  
   **Strategic Planning**
- **February 24**                      **Budget Worksheets and Guidelines**  
   **are distributed to Department Heads**
- **February 24 – March 13** **Budgets are prepared by Department**  
   **Heads**
- **March 13**                              **Budgets Due from Department Heads**

## 2020/2021 Budget Schedule

- **March 26 & 27**                      **Budget Review with Manager and Finance Director**
- **April 27**                              **Board Adopts Fiscal Policies**
- **May 1**                                 **Distribute Draft Budget to Board, Library and Place on File with Village Clerk**
- **May 4**                                 **Public Introduction of Budget on Village website**
- **May 11, 13, 14 & 20**              **Budget Review with Board**



# The Budget is a Continuous Process

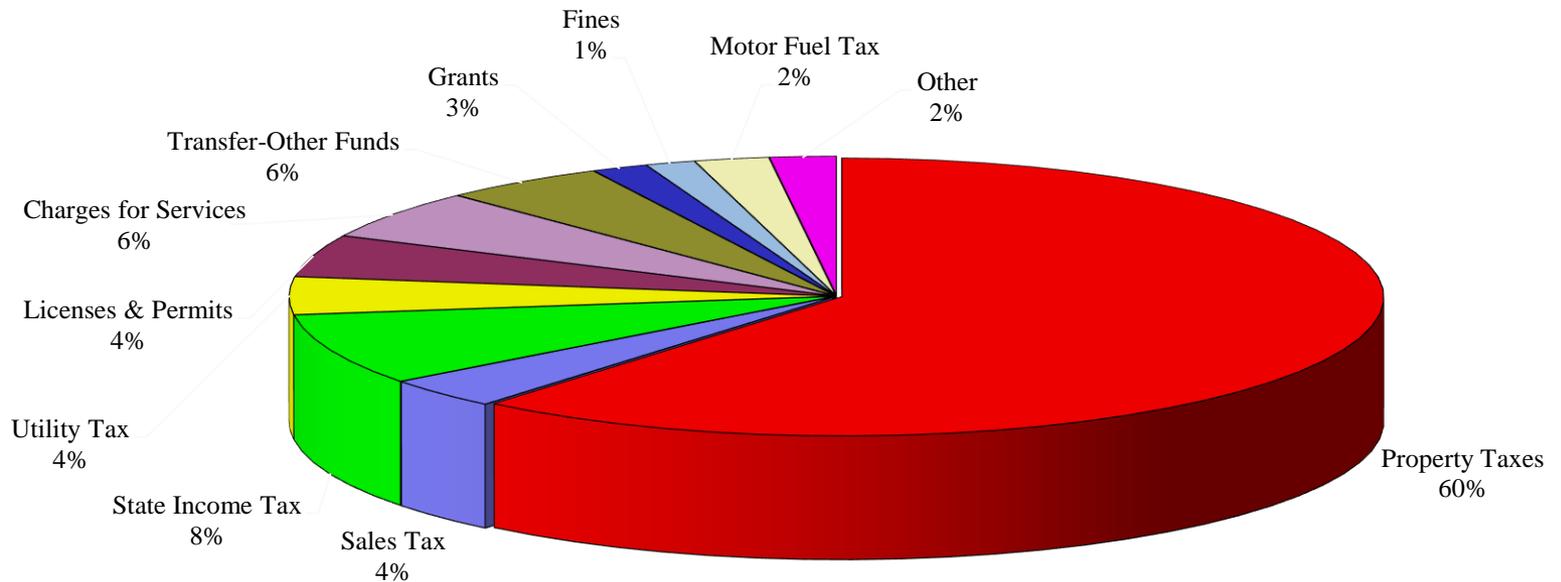
# Budget Purpose

Outlines the Goals & Objectives of the Community

Provides Revenues for Programs

Provides for Controlling Expenditures

# General Fund/Motor Fuel Tax Operating Revenue FY 20/21 Budget



Rounded (\$000)	18/19	19/20	19/20	20/21	Change
	Actual	Budget	Estimate	Proposed	to Budget
Admin	3,772	4,631	4,034	4,211	-9%
Police	9,002	9,511	9,316	9,929	4%
Fire	4,852	5,295	5,041	5,500	4%
R, P & CH	2,950	3,456	3,090	3,480	1%
Public Works	1,567	3,695	2,348	3,063	-17%
Econ Dev	640	772	728	759	-2%
Comm Dev	<u>737</u>	<u>779</u>	<u>747</u>	<u>792</u>	<u>2%</u>
<b>Total:</b>	<b>23,521</b>	<b>28,139</b>	<b>25,304</b>	<b>27,734</b>	<b>-1%</b>

# **Financial Issues and Challenges**

1. Identifying and assessing core vs. non-core services utilizing the triple bottom line analysis.
  - Review non-core services
    - \* Enterprise Funds
    - \* Housing Authority
    - \* General Fund Departmental Activities
  - Utilize “Triple Bottom Line” approach incorporating:
    - \* Social
    - \* Environmental
    - \* Financial
    - \* 3 P’s (People, Planet, & Profit)
  - Determine potential modification of service delivery or change in fee structure

# **Financial Issues and Challenges**

## **2. Controlling major expenditure categories, revenue protection and enhancement**

- Controlled Expenditures**
  - **Salaries**
  - **IRMA (Intergovernmental Risk Management)**
  - **Health Insurance**
  - **Pension Funds**
  - **SouthCom Costs**

# **Financial Issues and Challenges**

- **Revenue Protection and Enhancement**
  - **Regularly evaluate fee structure**
  - **Monitor State changes to Local Government Distribution Fund (LGDF)**
  - **Grant Seeking**
  - **Economic Development**

# **Financial Issues and Challenges**

## **3. Maintaining a leadership role in the region**

### **Continued involvement**

- ❖ **South Suburban Mayors & Managers Association**
- ❖ **SouthCom Combined Dispatch**
- ❖ **South Suburban Housing Collaboration**
- ❖ **South Suburban Land Bank Development Authority**
- ❖ **Cook County Land Bank**
- ❖ **National League of Cities**
- ❖ **Metropolitan Mayors Caucus**
- ❖ **Various Staff Professional Associations**

**Civic Leadership Development Program**

**STAR/LEED Cities & Communities Certification**

# Financial Issues and Challenges

## 4. Village Infrastructure and Maintenance

- Traffic signal at Rt. 30 and Indiana St.
- Somonauk Park redevelopment
- Annual street and curb maintenance
- Water System improvements to water mains
- Sanitary and storm sewer improvements
- MFT Projects
  - Resurface Shabbona

# Village of Park Forest **Financial Issues and Challenges**

## **5. Continuation and Resolution of New Initiatives**

### **- Housing Initiatives**

- ❖ **Eastgate Neighborhood Redevelopment**
- ❖ **Illinois Housing Development Authority (IHDA)  
Abandoned Property Program**
- ❖ **IHDA Blight Reduction Program**
- ❖ **Cook County Tax Scavenger Sale**
- ❖ **South Suburban Land Bank and Development  
Authority**
- ❖ **South Suburban Trades Initiative**

# Financial Issues and Challenges

## 5. Continuation and Resolution of New Initiatives

(Continued)

- **Crime Free Housing**
- **Property Disposition**
  - **Hidden Meadows, Blackhawk Plaza, 3200 Lincoln Highway, Downtown Properties, Central Court Plaza**
- **Will/Cook Enterprise Zone**
- **Teen Services**
- **Continued Implementation of Sustainability Initiatives Related to Park Forest Sustainability Plan**

# Financial Issues and Challenges

## 6. Measure the Operational and Financial Impacts of the COVID-19 Pandemic

### Financial

- Property tax revenue will be measured and the Board alerted to changes
- Property tax collections have historically been consistent in difficult economic time periods
- The Village has minimal local sales taxes and the majority of these businesses are essential and open
- Income tax revenues are based on state-wide collections and are NOT just Park Forest specific.

# Financial Issues and Challenges

## 6. Measure the Operational and Financial Impacts of the COVID-19 Pandemic

### Financial

- Unemployment benefits are fully taxable in the State of Illinois
- The majority of job losses have been in areas where there may be potential to make more income while being unemployed due to the added Federal weekly benefit of \$600

### Operational

- Capital outlays across all funds will not be made until the Village has returned to a level of normalcy

# Financial Issues and Challenges

## 6. Measure the Operational and Financial Impacts of the COVID-19 Pandemic

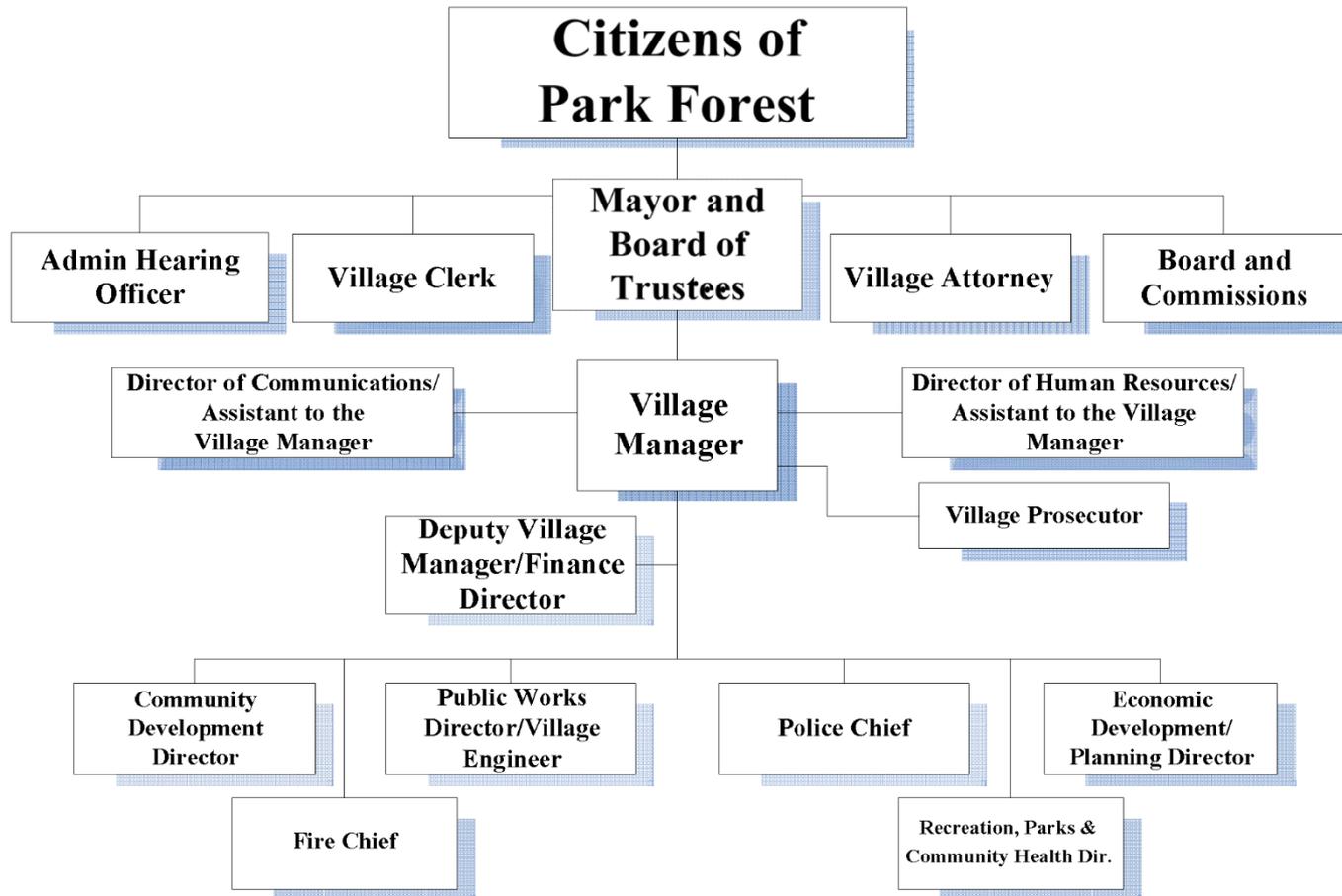
### Operational

- Capital outlays across all funds will not be made until the Village has returned to a level of normalcy providing possible savings of over \$1.6M in the General Fund and almost \$6.7M in other funds
- Vacant positions will remain vacant until the Village has returned to a level of normalcy providing possible savings of over \$580,000 in the General Fund

## Board Mandated Budget Priorities

The strategic planning process has been delayed due to the changeover in the Village Board and the COVID-19 pandemic. It is this process that generates the Boards goals for the annual budget.

## Village of Park Forest Organizational Chart



# Conclusions

- The Budget is Balanced
- Includes Major Infrastructure Improvements
- Continues Economic Development Initiatives
- Continues Housing Initiatives
- Includes Quality of Life and Marketing Initiatives
- Includes Sustainability Initiatives
- Addresses COVID-19 impacts

## AGENDA

### SPECIAL 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 4, 2020

Roll Call

#### Reports of Village Officers

Mayor

Village Manager

Village Attorney

Village Clerk

#### Reports of Commission Liaisons and Committee Chairpersons

#### Citizens Comments, Observations, Petitions\*

Motion: Approval of Consent

#### CONSENT:

1. A Motion to the minutes of the April 20, 2020 Special Rules Meeting and the minutes of the April 20, 2020 Regular Meeting
2. 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

#### DEBATABLE:

Adjournment

**NOTE – DUE TO COVID-19,**

**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.**

NOTE: Copies of Agenda Items are Available on the Village website at [www.villageofparkforest.com](http://www.villageofparkforest.com)

## **MOTIONS**

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 April 20, 2020 Special Rules Meeting and the minutes of the April 20, 2020 Regular Meeting
2. 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

May 4, 2020

**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.**

**April 20, 2020**

**IN ATTENDANCE:** Mayor Jonathan Vanderbilt, Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Joseph Woods, Trustee Candyce Herron, Trustee Maya Hardy, and Trustee Glenna Hennessy (6:01)

**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 and 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 Coordinator Craig Kaufman

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** Brigadier General Richard Neely, Illinois National Guard

**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 explained that this meeting is being done remotely due to the restrictions of the Covid-19 virus. After roll call, he asked for moment of silence to remember those we lost due to the Covid 19 virus.

Mayor Vanderbilt introduced Brigadier General Richard Neely from the Illinois National Guard; they are assisting staff at Elisabeth Ludeman Developmental Center. The twenty-two National Guard members are there to help support the limited staff in their daily work due to the Coronavirus. He thanked the community for the hospitality.

Mayor Vanderbilt read a proclamation stating that Park Forest will be celebrating Earth Week from April 13-22, 2020. He noted that Park Forest is committed to the environment and has taken many steps in various projects over the years to inform and educate the public. He encouraged residents to enjoy nature and visit one of the fifteen parks in Park Forest, Thorn Creek Nature Center, the forest preserves, and Old Plank Trail. While the planned Earth Week events will not take place at this time, they will take place once the stay at home order is lifted. He encouraged all residents to be proactive protecting the environment during Earth Week.

**1. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at 80-90 North Street**

Manager Mick said this item comes through the Economic and Planning Department through the Planning and Zoning Commission. Director Kingma explained that the request for the special use permit applies to a cannabis transport business. This office plans to employ eight people and have two vehicles to start with a potential to increase that number. The vehicles must meet state requirements as they are licensed by the State. There was required notification of the public hearing; there were no calls, no emails, nor any public. The Planning and Zoning Commission met and approved the special use permit with a vote of 7-0 with conditions which include that the tenant must be in compliance with all state and village codes and ordinances. Mayor Vanderbilt asked the Board if there were any questions or comments. When Trustee Settles asked if there would be any conflict with another nearby business, Director Kingma said no, no conflict. Trustee Hennessy asked about the size of the vehicles. Director Kingma said the photos enclosed in the packet are samples vehicles less than 10,000 pounds. All their vehicles will comply with village and state requirements. When asked by Trustee Woods, how many vehicles they will have, Director Kingma said they will start with two and may grow to four as she will service the community and whomever she has contracts with to deliver. Hearing no other questions or comments, this item will be on tonight's regular agenda.

**2. An Ordinance Approving a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)**

Manager Mick said items two and three go together. The Planning and Zoning Commission reviewed and support the zoning map amendment. Director Kingma explained that two acres of the Norwood property would be used and rezoned to allow for the craft growers with the stand alone building. They have provided details in accordance with the Village's requirements. They have agreed to change the fence to be more decorative and have a masonry frontage on the east façade of the still building. They will continue to work with them regarding parking. The rezoning is consistent with the Strategic plan which called for potentially retail, medical or flex. The Planning and Zoning Commission voted 7-0 in favor for both items on the agenda with the conditions that they are in compliance with Village codes and ordinances and State requirements for license. Trustees Settles and Hardy thanked the Planning and Zoning Commission for doing their research on their recommendations. Director Kingma answered Trustee Hennessy's question security saying there would be monitored 24/7 by at least two security persons after hours with more during the day. Security is regulated by the State. Hearing no other questions, these two items will be on the agenda at tonight's regular meeting.

**3. An Ordinance approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower on a portion of the property at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive)**

(see above)

**4. 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 item comes out of the manager's office with guidance from legal counsel. He explained that the declaration approved on April 6 Special Regular Meeting has a time frame and has to be reapproved to continue. As issues may continue in May or beyond, it will be on the agenda for approval in the future as well. Attorney Secler added the resolution

will continue so as to allow staff to act when potential reimbursement funding open up. The local disaster and state of emergency will be continued with this approval. 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.

#### **5. A Resolution Adopting Fiscal Policies for the 2020/2021 Fiscal Year Budget**

Manager Mick said this item comes out the Finance Department and the manager's office. The budget is based on three things: the tax levy, Board goals, and fiscal policies. Director Pries explained that basic fiscal policies don't change year to year but increases and rates will fluctuate. Also, certain expenditure made not be fully known until after June 30. He also went through the memo detailing the items listed in the fiscal policies and their rationale and expenditures. It is best to be conservative with revenues, to hope for the best and plan for the worst. Park Forest has had a three month minimum fund balance as recommended by the GOA. If there are savings in the budget, it is carried forward to the next year. Mayor Vanderbilt asked if there were any fiscal savings identified in the 2019-2020 budget that would not be carried over into the 2020-2021 budget. Director Pries said that any savings would be carried over into the general fund the next year. It is hard to have solid evidence to see any changes at this time. No major capital outlays until we see the full impact although they will be listed in the budget. He added that each department is responsible for their department and can be flexible regarding line items in the budget. The budget amendments will come to the Board next month.

Mayor Vanderbilt asked the Board is there were any questions or comments. Trustee Hennessy noted that the Village has received more property tax revenue this year. Director Pries said the Village has received about \$500,000 more this year than last year at this time from Cook County only. When asked about the current number of property tax delinquencies, he explained that when homeowners pay their mortgages regularly, the banks pay the property tax. When asked by Trustee Hennessy the effect on bond ratings if the Village dips into the reserve, Director Pries said there would be no penalty by spending due to emergencies, i.e. Covid 19, and changing the reserve from three to two months. The question would be what steps you are taking to return to the previous reserve. It may take up to a year to get back to that reserve. Hearing no other questions, this item will be the agenda at tonight's regular meeting.

#### **6. An Ordinance Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official**

Manager Mick said this item comes out of the manager's office and recommendation from legal counsel. This ordinance is due to a new state law. While the Village has a comprehensible employee handbook which includes sexual harassment and sets parameters, this ordinance codifies the procedure. Attorney Secler added that the recent state law includes all units of government. He recommended that this ordinance should be separate from village employees and should be for elected officials. When Trustee Settles asked about sexual harassment training, Manager Mick said it will be available to the elected officials when it is offered to staff. When Trustee Woods asked about the Human Rights Commission statutes, Attorney Secler said this ordinance does not supersede any other items. It is an internal procedure for reporting and investigating allegations. Mayor Vanderbilt asked the Board if there were any other comments or questions. Hearing none, this item will be on tonight's regular meeting agenda for first reading.

## **7. Renewal of a Landscape Maintenance Contract**

Manager Mick said this item comes out of the Departments and Recreation and Parks Department and Community Health. Dutch Valley Landscape has done work in Park Forest and staff has been happy with their work. The first contract is a renewal that includes areas 1-10 for lawn maintenance. The second part of the contract includes areas 11-18 which is a new contract for the same contractor. When Mayor Vanderbilt asked if there were any contractors in Park Forest that could do this work, Director Gunther said this work requires a lot of inventory and crew. The former Park Forest contractor could not have that capability. Mayor Vanderbilt asked if the company currently hires from Park Forest and would consider doing so. Director Gunther did not this anyone currently was from Park Forest but the company is willing to hire someone qualified. When asked by Trustee Woods if these were two different contracts, Director Gunther said yes. One contract is a renewal and the other went out for bid with Dutch Valley Landscaping winning the contract. Mayor Vanderbilt asked the Board if there were any other comments or questions. **Hearing none, this item will be on the agenda for action at a subsequent meeting.**

## **8. An Intergovernmental Agreement Between the Village of Flossmoor and the Villages of Glenwood, Hazel Crest, Homewood, Matteson, Park Forest, Riverdale, South Holland and Thornton for the Provision of Fire Station Alerting Equipment and Associated Software Under a Grant from the US Department of Homeland Security Through the Federal Emergency Management Agency**

Manager Mick said this item comes out of the Fire Department. The intergovernmental agreement with the other local communities allows Park Forest to be part of a larger grant opportunity. One of the grant requirement is that each community must commit to pay their village's portion when the grant is approved. Chief Natyshok added that this program would allow for the dispatch center to increase their response times and a change in tones and lighting for the health and safety of firefighters. It is currently on hold as Flossmoor is hiring a new fire chief. Mayor Vanderbilt asked the Board if there were any question or comments. **Hearing none, this item will be on the agenda at a subsequent meeting.**

## **9. A Resolution Converting the Intersection of Lakewood & Forest Boulevards to a Stop Control Intersection**

Manager Mick said this item comes out the Public Works Department. He explained that the replacement of the stop light is necessary but costly. Due to the change in the street configurations a number of years ago, the traffic pattern has changed and the stop light could be replaced with stop signs at the intersection. Assistant Director Christie said Manager Mick had explained it well. 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.**

## **Mayor's Comments**

Mayor Vanderbilt dispensed with the comments section of the agenda until the regular meeting except for comments from residents. Any comments had to be submitted to Manager Mick by email before 3pm to be read at tonight's meeting per the posted agenda.

**Manager's Comments**

**Trustee's Comments**

**Attorney's Comments**

**Clerk Comments**

**Audience to Visitors\***

Manager Mick said no emails were received before 3pm today regarding this meeting.

**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 Woods, seconded by Trustee Graham and passed unanimously by voice vote: seven yeses, no noes.

Mayor Vanderbilt adjourned the special rules meeting at 7:28 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

**NOTE – DUE TO COVID-19,  
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.**

**April 20, 2020**

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

**RECORDER:** Village Clerk Sheila McGann

**OTHERS IN ATTENDANCE:** none

**Roll Call**

The meeting was called to order at 7:29 pm by Mayor Vanderbilt. Roll was called by Clerk McGann.

**Reports of Village Officers**

**Mayor**

Mayor Vanderbilt suggested a prayer for all those impacted by Covid 19. He commended the residents and businesses for their tremendous contributions to assist Ludemon Center. He also thanked Governor J.B. Pritzker, State Senator Michael Hastings, and State Representative Anthony DeLuca for their assistance in bringing the National Guard to Park to help at Ludeman Center. The Rotary Club is organizing a parade around Franciscan Health Olympia Fields in support of the hospital staff. There will be a community motorcade honoring the graduating student from Rich East. Contact Mr. Nigel Anderson at Rich East to be a part of the parade. Mayor Vanderbilt said Village Hall is working with a skeleton staff in the building, many employees are working from home. Village services are being provided to the residents of Park Forest. He also wished to thank all the first responders for all their work and sacrifice.

**Village Attorney**

Attorney Secler said he would answer any questions, if any, regarding the video meeting. No report.

### **Village Manager**

Manager Mick said that in unusual times, businesses have to pivot or change their approach to what they are doing. He provided insights on what Park Forest-based ImageWorks is doing as an example. While Village Hall is closed, Village business is being carried out by email, voice mail, regular mail, and the drop off box in front of Village Hall. The Village's website is a good place for FAQ regarding water bills, vehicle stickers, and animal licenses, etc. He commends the various departments for the work being done. Street sweeping is taking place this week in the Village. He encouraged all to adhere to the Governor's stay at home order and follow the CDC and Illinois Public Health Department's recommendation to wear a mask when residents are outside. He reminded the residents to Be Counted in 2020; it is important for all to be counted for future funding at the State and Federal levels. The current rate of response from Park Forest is 53.7%. When asked by Trustee Hardy about seeing who has not completed the Census, Manager Mick had no details as there has been a movement to move back the deadline dates. When the enumerators get their information, they will go to the houses to complete the census.

Mayor Vanderbilt thanked Manager Mick and the Complete Count Committee on their work to get all residents counted.

### **Village Clerk**

No report

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

Trustee Settles thanked Manager Mick for the information letter that was out in water bill mailing adding that she received calls from people appreciating the information. She also thanked Brigadier General Neely for his update from Ludemon Center. Trustee Settles asked Attorney Secler about protocols for group text/emails amongst the Village Board Members. Attorney Secler advised against it. The suspension of parts of the Open Meetings Act is a necessity due to Covid 19. Mayor Vanderbilt said a text/discussion was sent regarding the attendance of Brigadier General Neely at the Board Meeting. Attorney Secler said a notification could be made, but answering to the group is not suggested. Responding individually is recommended.

Trustee Graham recognized the Environment Commission for all the hard work they did planning the Earth Week Events. She suggested the residents check out the Park Forest Sustainability Office Facebook page for things to do to celebrate Earth Week. She thanked the Planning and Zoning commission for their hours of work and research in making the recommendations for tonight's meeting. Also, she thanked Manager Mick and staff for being able to conduct business as usual.

Trustee Woods acknowledged the National Guard for their efforts in assisting our most vulnerable residents. He noted that the donations and offering of services showed what a level of community there is in Park Forest.

Trustee Hardy echoed her thanks to the first responders and staff working with compassion. She noted that mental health is an issue with many people. If anyone needs help, please contact her as she can connect them to an agency that specialized in that area.

Trustee Hennessy thanked the Mayor and the Manager for supplying information and for their leadership. She felt a sense of comfort with the men and women of the National Guard helping in Park Forest. The Park Forest Police and Fire Departments work hard every day. Thank you.

Trustee Herron echoed the comments of the other trustees, thanking the first responders. She also thanked the local educators for their round the clock efforts.

**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 March 7, 2020 Saturday Morning Rules Meeting, Special Rules Meeting of March 16, 2020 and the Regular Meeting of March 16, 2020.**

**2. 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**

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

**3. An Ordinance Approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Transport Business at 80-90 North Street (First Reading)**

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

**4. An Ordinance Approving a Zoning Map Amendment of property in the C-3, Corridor Commercial zoning district to the M, Manufacturing zoning district, at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive) (First Reading)**

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

**5. An Ordinance approving a Special Use Permit in the M, Manufacturing zoning district to permit an Adult-Use Cannabis Craft Grower on a portion of the property at 2540 Western Avenue (northwest corner of Western Avenue and Norwood Drive) (First Reading)**

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

**6. An Ordinance Establishing a Procedure for the Reporting and Independent Review of Allegations of Sexual Harassment Against an Elected Official by an Elected Official (First Reading)**

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

**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 Settles, seconded by Trustee Herron and passed unanimously by voice vote: all ayes, no noes.

Mayor Vanderbilt adjourned the regular meeting at 8:02 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk

**NOTE – DUE TO COVID-19,  
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.**