

**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.

May 2, 2022

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

ABSENT: none

STAFF IN ATTENDANCE: Village Manager Tom Mick, Police Chief Paul Winfrey, Village Attorney Leslie Kennedy, Director of Finance/Deputy Village Manager Mark Pries, Director of Parks, Recreation, and Community Health Rob Gunther, Director of Economic Development and Planning Department Sandra Zoellner, Director of Recreation, Parks, and Community Health Department Rob Gunther, Director of Public Works Roderick Ysaguirre, Director of Community Development Larrie Kerestes, and Mark Geising, IT Coordinator

OTHERS IN ATTENDANCE: none

Roll Call

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

1. Fiscal Year 2022/2023 Budget Introduction

Manager Mick said this item is out of the Finance Department and Administration. The budget is a continuous process with May being tonight's introduction of the budget; the next two weeks included the budget review sessions which are open to the public. Director Pries gave a PowerPoint presentation of the Fiscal Year 2022/2023 Budget. He explained the year-long process which includes the financial updates to the Board, the public hearing on the proposed tax levy, the capital plan, the six month review, and the budget preparation by departments, the budget review by the Board, the public hearing, and then adoption of the budget. He outlined the goals and objectives. He listed the parts of the budget and detailed each section:

- Financial Issues and Challenges: (social, environmental, financial with the 3 p's (people, planet, profit)
- Controlling major expenditures categories and revenue enhancements
- Maintaining a leadership role in the region (take pride in being a leader; staff associations/relationships
- Village infrastructure and maintenance
- Continuation and resolution of new initiatives housing initiatives
- Measure financial and operational impacts from COVID-19 (some programs were impacted but general fund financial impacts were minimal)

The presentation included the 2022-2023 General fund revenues chart expected to increase. It also included the 2022-2023 general fund expenditures that are going down.

Director Pries concluded the presentation noting the following:

- The budget is balanced
- A large project is being done in Public works
- Major infrastructure improvement
- Continuing with economic development initiatives
- Continues housing initiatives
- Includes quality of life and communication initiatives
- Includes sustainability initiatives
- Addresses financial and operation impacts of the COVI-19 Pandemic

Mayor Vanderbilt thanked Director Pries, Assistant Director Floyd, and staff for their continued work on the Budget. He asked the Board if there were any questions or comments. Hearing none, this item will be on the agenda at a subsequent meeting.

2. Ordinance Regarding the Sale of 20 Main Street

Manager Mick said this item is out of the Economic Development and Planning Department. Director Zoellner explained the history of the property. Recently, it was listed with Loop.Net and was sold noting the details in the memo. While they are currently doing various inspections, the timeline will allow for Main Street Market to continue in its current location till the end of October. Staff recommend proceeding with this sale of 20 Main Street with the proposed documents. Mayor Vanderbilt asked the Board if there were any questions or comments. When Trustee Slone asked about the expected property tax to be received by the Village, Director Zoellner responded that it depends on quality of construction, size of the building, and planned use by the owner. Hearing no other questions, this item will be on the agenda for first reading at the next regular meeting.

3. Contract for Fiscal 2023 Asphalt Patching Program

Manager Mick said this item is out of the Public Works Department as a routine contract for annual asphalt patching. Director Ysaguirre explained the bidding process for this project noting that the lowest bidder was M/J Asphalt of Cicero who has previously worked in the Village. Due to the type of work, there could be utility restoration work doing due to water main breaks and sewer repairs etc. Staff recommends awarding contract to M/J Asphalt. Mayor Vanderbilt asked the Board if there were any questions or comments. When Trustee Woods asked when the work would begin, Director Ysaguirre explained that repairs are scheduled when there is enough patching work to be done by the company, approximately three times a year. Hearing no other questions, this item will be on the agenda for action at the next regular meeting.

4. Contract for Fiscal 2023 Curb and Sidewalk Restoration Program

Manager Mick said this item comes out of the Public Works Department. Director Ysaguirre explained the bidding process on this project with McGill Asphalt of Frankfort as the lowest bidder. Although they are new to Park Forest, they are an IDOT approved contractor. Their references have checked out favorably. Their work will be done three times a year as needed for when sewer and water main breaks are done. Staff recommends awarding the contract to McGill Asphalt of Frankfort. Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee Slone asked by these projects went to bid separately. Director Ysaguirre explained that some companies are large enough to have both concrete and asphalt crews, other companies are not. This gives the Village an opportunity for better bids and a variety of

contractors. When Trustee Slone asked what does IDOT approved mean, Director Ysaguirre explained that contractors that work for the State have to go through a qualification process so the Village knows they are hiring a quality contractor. Hearing no other questions, this item will be the agenda for action at the next regular meeting.

5. Construction Contract for reconstructing portions of Shabbona Dr. and South Orchard Drive.

Manager Mick said items 5, 6, and 7 are out of the Public Works Department and will be taken together covering the recommendation for the contractor, the engineering agreement, and the MFT Resolution that is sent to the State of Illinois. Director Ysaguirre explained areas to be reconstructed, the timeline required, and the bidding process with Iroquois Paving of Watseka, Illinois, as the lowest bidder. He continued with the engineering services/oversight done by Baxter and Woodman of Mokena. The last item is approval of the MFT resolution for the IDOT/State of Illinois detailing how Rebuild Illinois Funds would be spent. Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee Woods asked why Shabbona Drive qualifies for federal funding. Director Ysaguirre said there are certain criteria and classifications to meet the approval process. This section of Shabbona Drive meets those criteria. When Trustee Hardy asked about the number of minority contractors involved in these contracts, Director Ysaguirre said he would put together a list which would include the bidding subcontractors which often are minority-owned businesses. When the IDOT reviews the bid, they require a list of the subcontractors noting if they were a Disadvantaged Business Enterprise (DBE) or a Women Business Enterprise (WBE). Hearing no other questions, this item will be the agenda for action at the next regular meeting.

6. Engineering Services Agreement for Construction Engineering Services associate with improvements to Shabbona Dr. and South Orchard Dr.

(see above)

7. Approval of an MFT Resolution to appropriate fund in Motor Fuel Tax – Rebuild Illinois Funds for Construction and Construction Engineering costs associated with improvements to NON-FAU portions of Shabbona Dr. and South Orchard Dr.

(See above)

Mayor's Comments

Mayor Vanderbilt commented on a number of events he attended representing Park Forest including University Park's Coretta Scott King Day, the Chicago Heights-Park Forest Rotarian Centennial Gala, and the 5K Breast Cancer walk. He thanked all the volunteers involved with the document shredding even and the Youth Violence Prevention event. He also attended the Phyllis Hyman Story at Theater 47 and an Eagle Scout Court of Honor where two scouts received the Eagle Scout Award.

Manager's Comments

Manager Mick noted that residents should notice that hydrant flushing has begun. The Saturday Rules Meeting will begin at 10:00 AM on Saturday, May 7 and is open to the Public. A Housing Fair and House Tour will take place Saturday, May 7. CEDA will be available for information

on assistance for heating bills. Main Street Market begins Saturday, May 7 and continues each Saturday to the end of October. The Park Forest Business Breakfast is scheduled for Wednesday, May 12.

Trustee's Comments

Trustee Settles commented and enjoyed a number of local events in Park Forest that included the shredding event, seed giveaway by the Garden Club, The Chicago Heights-Park Forest Rotary 100 year celebration, and the latest tall Grass reception

Trustee Graham said the Commission on Human Relations will meet Tuesday, May 10. The Youth commission will meet Wednesday, May 11. Both Commissions will discuss their joint Job Fair planned for May 21. Board Committee A will meet Wednesday, May 4 via Zoom on the fence variation charge given to them by the Mayor. Trustee Graham also enjoyed the busy weekend with Park Forest events. She congratulated the Rotary Club on their 100 years of service.

Trustee Woods attended the Cedarwood and Birch Street Townhomes Annual Meetings. He thanked Margaret Lewis and the Recreation, Parks, and Community Health Department for organizing the Red Cross Blood Drive in which he participated. Trustee Woods participated and completed the 5K Cancer Awareness Walk. He, too, congratulated the Rotary Club on their 100th Anniversary Gala. He attended *Living All Alone, the Phyllis Hyman Musical Stage Play* at Theater 47 and wished continued success to Theater 47.

Trustee Herron had no committee reports.

Trustee Hardy thanked the Board for their support celebrating the Chicago Heights-Park Forest Rotary 100 year celebration. It was a nice night for all in the Southland.

Trustee Slone reported that the Beautification Committee will meet Wednesday, May 4 noting there are four openings on the committee. The Environment Commission will meet Thursday, May 5. In lieu of the Senior Commission meeting in May, they will attend the Aging in a Changing Region Summit. Trustee Slone also congratulated the Rotary Club for their service and Theater 47 for their success of the Phyllis Hyman story dealing with mental health issues. Happy Teachers' Appreciation Week! Your work is appreciated.

Attorney's Comments

No comments

Clerk Comments

No report

Audience to Visitors

None

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 Graham and passed unanimously by voice 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 Rules Meeting at 7:56 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk