

**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

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 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: none

Roll Call

The meeting was called to order at 6:00 pm by Mayor Vanderbilt. Roll was called by Clerk McGann. Mayor Vanderbilt asked for a moment of silence to remember those we have lost to the Covid 19 Virus. Mayor Vanderbilt read a proclamation designating the week of May 10-16 National Police Week. In appreciation of the members of the Park Forest Police Department do, he thanked those who serve and continually put their lives on the line for the residents of Park Forest.

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

Manager Mick said this item comes from the Manager's Office and Legal Counsel. As the official declaration was made on April 6, 2020 and runs thirty days, this item must be approved to continue to be in effect for another thirty days. Attorney Secler added that this is an update to what had been previously passed. The proclamation and resolution authorizes the Mayor and Board to function and allows the Village to receive assistance due from the State and Federal governments when it would become available. Mayor Vanderbilt asked the Board if there were any questions. Hearing none, this item will be on the agenda for vote at tonight's special regular meeting.

2. Fiscal Year 2020/2021 Budget Introduction

Manager Mick said this item comes out of the finance Department and Administration. Manager Mick gave an overview of the budget, the review, and public discussion and comments in June. He explained the key steps of the budget process schedule which include the fall financial

update, February's six month update, department proposals/reviewed, and a draft of the budget to the Board. The review dates for the Board by departments take place in May. The public hearing, presentation, first reading, and proposed adoption in June. As the budget review meetings are usually open to the public, this year all department reviews will be televised on the cable access channel and on the Village's website. The budget process is a continuous process and a communication process to the public.

Director Pries explained the purpose of the budget is: to outline the Goals and Objectives of the Community, provides Revenues for Programs, and provides for Controlling Expenditures. He explained what was actually spent in 2019-2020 budget. He added that Issues and Challenges have not changed too much as in the past except measuring the impact of Covid-19 Pandemic. Property and income tax revenues cannot be determined until the Village reaches a level of normalcy. The Illinois Municipal League will have some revised estimates next which he will share with the Board. Proposed Capital Outlays, filling vacant positions, and the Board's goals for strategic planning are on hold. He explained the organization chart which shows citizens at the top of the chart. He added that this is a balanced budget.

Manager Mick added that the Village has a 3.5 month fund balance reserve. A 3-4 month reserve allows the Village to pay employees, vendors, etc. even when there is a lag receiving funds from the State. Funds received from grants has been very successful. Next fiscal year will depends on how things go the next few months and the Village will adapt.

Mayor Vanderbilt asked the Board if there were any questions or comments. Trustee asked for clarification of sales tax as listed in the budget. Director Pries explained that this is amount the Village expects to get from the State. The IML does an excellent in revenue forecasting, within 2-3%. In dollars for income tax, that would be \$30,000-\$40,000. They could over/under estimate. There would still be a 3-4 month reserve for the Village. Mayor Vanderbilt added that the budget is balanced; expenditures do not out way revenues.

Trustee Woods asked how the delayed strategic planning will affect the budget. Director Pries said he could only speculate, not being a board members. He said it is important to be consistent. Residents want services to be the same from one year to another, this year too. That has been valuable over the years to the Village. Mayor Vanderbilt asked if there were any other questions or comments. Hearing none, this item will be on the agenda on tonight's special regular 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 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 Woods and passed unanimously by roll call vote: seven yeses, no noes.

Mayor Vanderbilt adjourned the rules meeting at 6:48 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 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

VILLAGE OF PARK FOREST

**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

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 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: none

Roll Call

The audio meeting was called to order at 6:46 p.m. by Mayor Vanderbilt. Roll was called by Clerk McGann.

Reports of Village Officers

Mayor

Mayor Vanderbilt thanked the staff and trustees who participated in the Village's make giveaway to the public. On May 1, Thorn Creek Nature Center will be open. Please maintain social distances while on the trails. Mayor Vanderbilt also thanked all who participated in the meal giveaways last week and the Maskateers for their contributions.

Village Attorney

Attorney Secler had no report but was available to answer any questions from the Board.

Village Manager

Manager Mick wished to recognize the first responders in blue, Park Forest's Police Department during National Police Week. He also recognized all the nurses during National Nurses' Week, May 6-12 especially those nurses on our board, on our staff, in our families, and throughout the community. The Village will continue to operate in a reduced capacity adhering to the Governor's guidelines. Village Hall can be contacted by email, voice mail the drop box, or regular mail with more information available on the Village's website. When the State begins to

open, there will be a phasing in approach. There is some indication that summer programs may be altered or canceled. He will keep the Board and the public informed. He encouraged all residents to complete their 2020 Census form if they have not done so as yet. Currently, 61.7% of the Village has responded. Manager Mick offered condolences to family and friends of Patsy Graves. As a 65 year resident of Park Forest, she was extremely active in her church and volunteer boards and commissions and will be missed.

Village Clerk

No report

Reports of Commission Liaisons and Committee Chairpersons

Trustee Settles thanked all the first responder and encouraged all staff and residents to be compliant and safe.

Trustee Woods said EDAG will be looking for nominations for the Business Person of the Year soon. He noted that the recent Sexual Harassment Ordinance is required by the State and serves as guideline and a tool for employers. The also thanked the Mayor for the free masks for residents. He asked all residents to remind others to complete the 2020 Census @www.2020census.gov.

Trustee Graham said the Environment Commission will meet via Zoom Thursday, May 7. She, too, thanked the staff for the masks. She is looking forward to the budget review. She commended the first responders and offered her condolences to Patsy Graves' family.

Trustee Hennessy noted Patsy Graves' dedicated to the community and to her church. Condolences to her family and friends. She also thanked the nurses, police officers, and firefighters on International Firefighters' Day, May 4, 2020.

Trustee Hardy thanked all those working fields in service to others on the front lines. She encouraged people to check on friends and family to make sure they are safe. She thanked staff for organizing and providing the masks giveaway including instructions on making a mask.

Trustee Herron had no report but echoed the other Board members on commending all first responders including educators. She also reminded residents to check in on family members.

Citizens Comments, Observations, Petitions*

As per the agenda posting, public comment was 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 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

Approval of the consent agenda was moved by Trustee Graham and seconded by Trustee Herron. Mayor Vanderbilt asked if anyone wished any items to 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: None

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 Woods, seconded by Trustee Hardy and passed unanimously by voice vote: all ayes, no noes.

Mayor Vanderbilt adjourned the special regular meeting at 7:13 p.m.

Respectfully submitted,
Sheila McGann
Village Clerk

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