

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

**Village Hall**

**Board Room 6:00 p.m.**

**June 20, 2023**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Maya Hardy, Trustee Erin Slone, Trustee John Moore, and Mayor Joseph Woods

**ABSENT:** Trustee Randall White

**STAFF IN ATTENDANCE:** Village Manager Tom Mick, Police Chief Paul Winfrey, Deputy Fire Chief Mark Cotrano, Village Attorney Felicia Frazier, Village Attorney Priscilla Centeno (6:35), Human Resource Director Jason Miller, Director of Economic Development Sandra Zoellner, Director of Finance Mark Pries, Director of Parks, Recreation, and Community Health Kevin Adams, Director of Community Relations Larrie Kerestes, Director of Public Works Roderick Ysaguirre, IT Coordinator Mark Geising, and Village Planner Andrew Brown

**OTHERS IN ATTENDANCE:** none

1. Workshop - Managerial Form of Municipal Government

Manager Mick explained the purpose of this workshop is a refresher for the veteran trustees and an opportunity for the newer trustees to understand and ask questions regarding the managerial form of municipal government. Ms. Frazier and Ms. Centeno will lead the workshop and PowerPoint presentation. Mayor Woods thanked Ms. Frazier and Ms. Centeno for putting the presentation together and their service to Park Forest as Village Attorneys.

Board Governance Workshop

Ms. Frazier noted that the memo and presentation include quite a bit of information regarding the managerial form of government. She went through the highlights and gave the Board an opportunity for questions. The PowerPoint outlined with detail the duties, responsibilities, legal authorities, and powers of various members of this form of government, i.e. Village Manager, Mayor/Village President, Local Liquor Control Commissioner, Emergency Powers, Board of Trustees, and Village Clerk. She explained that while each municipality many have their own specific requirements and duties, certain items are covered under state statute. If there were any questions regarding these matters, the Village Attorney would be able to answer them.

Ms. Frazier included procedures and criteria for making motions, rules for debate, and open and closed sessions. She encouraged the Board to review the Rules of Conduct and to have the Rules of Procedure outlined. Some items have been determined by previous Boards, i.e. limiting the time of debate. Manager Mick stated that *Robert's Rules of Order* is comprehensive manual that is followed during Park Forest's Board Meetings.

Ms. Frazier reviewed the permitted reasons for closed sessions as noted in the Open Meetings Act. While there are 39 instances noted, there are five that are the most common reasons for a closed session. The closed meeting must be audio recorded, a roll call taken, notes taken, and voted upon in the open meeting before discussion into closed session. Only the matters listed are to be discussed in the closed session.

Ms. Frazier continued the review of the Open Meeting Act (OMA) which included definitions and specifically an OMA violations. She also reviewed the different types of meetings, agenda requirements, and reconvened meetings.

Also covered in the workshop was attendance, reasons for attending remotely, and public comments and the Board's responses, and minutes of the meetings. Park Forest has a five minute limit for public comments adding that the Board should not engage with the public but talk to the person after the meeting and/or get their telephone number. She explained that OMA was expanded in 2020 due to Covid pandemic and with disaster proclamations relating to public health.

Mayor Woods and the Trustees thanked Ms. Frazier and Ms. Centeno for the workshop and procedures to follow.

### **Adjournment**

This concluded the Special Rules Meeting/Workshop of the Board of Trustees.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Graham, seconded by Trustee Slone and passed unanimously by voice vote. The meeting was adjourned unanimously with a voice vote with the following results:

Ayes: 6

Nays: 0

Absent: 1

Mayor Woods adjourned the Rules Meeting at 7:11 p.m.

Respectfully submitted,

Sheila McGann

Village Clerk

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

**Village Hall**

**Board Room 7:00 p.m.**

**June 20, 2023**

**IN ATTENDANCE:** Trustee Theresa Settles, Trustee Tiffani Graham, Trustee Maya Hardy, Trustee Erin Slone, Trustee John Moore, and Mayor Joseph Woods

**ABSENT:** Trustee Randall White

**STAFF IN ATTENDANCE:** Village Manager Tom Mick, Police Chief Paul Winfrey, Deputy Fire Chief Mark Cotrano, Village Attorney Felicia Frazier, Village Attorney Priscilla Centeno, Human Resource Director Jason Miller, Director of Economic Development Sandra Zoellner, Director of Finance Mark Pries, Director of Parks, Recreation, and Community Health Kevin Adams, Director of Community Relations Larrie Kerestes, Director of Public Works Roderick Ysaguirre, IT Coordinator Mark Geising, and Village Planner Andrew Brown

**OTHERS IN ATTENDANCE:** Barbara Jackson, Veterans Commission Chairperson; Kimberley Spivey, Veterans Commission; Anita Williams, Veterans Commission; Winners of the Veterans Commission essay contest and their families

**Roll Call**

Mayor Woods called the meeting to order at 7:11 PM. and asked Clerk McGann to call the roll.

**Pledge of Allegiance**

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

**Reports of Village Officers**

**Mayor**

Mayor Woods noted the many events locally celebrating the significance of Juneteeth. He reflected on the message of Juneteeth of surviving after slavery, moving forward, creating something new, and achieving it. Mayor Woods wished all fathers a Happy Father's Day including all who are heads of their families.

**Village Attorney**

No report

**Village Manager**

Manager Mick began his report by introducing members of the Veterans Commission, Chairperson Jackson, and Commissioners Spivey and Williams for a presentation regarding the Veterans Commission Essay Contest. Chairperson Jackson introduced the first place winner, Aniya Banks, who read her essay before the Board. The Trustees each commented on the essay noting how it honored our veterans and Memorial Day itself. They thanked all the participants and the Veterans Commission for reaching out to engage our youth. They said they were very proud of them and wished them success. Chairperson Jackson said the Veterans Commission

was proud to work with the middle school students. The essay contest and informational tea events both began this year and will continue next year as well. Manager Mick noted that the essay reflected the true meaning of Memorial Day, as a somber event, not a party.

Manager Mick said Main Street Nights began last Wednesday and will continue each Wednesday until August. During June, July, and August, the Board will meet on the second and third Mondays during those months, with the exception of June 20 meeting. The Village was closed Monday, June 19, in honor of Juneteenth. The Fourth of July celebration will begin with a parade at 6pm, a concert at 7pm, and fireworks at dusk. The Saturday Rules Meeting of July 1 is open to the public. Manager Mick encouraged residents to attend the open house Tuesday, June 27, at 76 Winslow Street. It is a showcase of Park Forest's collaboration with South Suburban College, South Suburban Trades Initiative, Prairie State College, and the youth of our community.

### **Village Clerk**

No report

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

The Trustees enjoyed the collaboration with Governors State University and Prairie State College on the 2023 celebration of Juneteenth.

Trustee Settles thanked all staff who pitched in for the Residents' Appreciation event.

Trustee Graham said the Youth Commission is planning Youth Day on August 12. She noted the kick-off of Residents Appreciation Month with the BBQ with Manager Mick as chef. She stated that Main Street Nights will continue thru August 2 on Wednesday nights.

Trustee Hardy noted the many outstanding events throughout the summer in Park Forest. She also wished Evelyn Randle a happy birthday.

Trustee Slone reported that EDAG will be meeting Tuesday, June 21. She offered prayers for the residents who recently lost their home due to a house fire; she added that the Park Forest Family is helping them with donations to help to replace their belongings.

Trustee Moore noted that the Planning and Zoning Commission had a discussion last week regarding short-term rentals and a presentation about the Southland Reactivation Act which will affect the region and six surrounding townships. The Library Board also met last week. He added that by State Law, the Board cannot give the mayor a raise immediately. When it is voted upon, it would not go into effect until after the next election. Trustee Moore noted that the recent budget review was intense. The process is transparent. He added that public servants' salaries are public knowledge. While the salaries are often scrutinized, the information also can be unfairly misguided.

### **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 Trustees approve the minutes of the Rules meeting of June 12, 2023, and the Special Rules meeting of June 12, 2023.**
- 2. MOVED, that the Mayor and Board of Trustees approve a Resolution renewing the Class  
8 Property Tax Incentive application for 70 North Street.**
- 3. MOVED, that the Mayor and Board of Trustees award the Well Maintenance Contract for Well No. 6 in the amount of \$163,164 to Great Lakes Water Resources with a 10% contingency for any additional work as determined by the Village Engineer for a total not to exceed \$179,480.40**
- 4. MOVED, that the Village Manager is authorized to enter into a contract for Fiscal 2024 Supply of Water Main Repair Sleeves to Underground Pipe and Valve, in Shorewood, IL, in the amount of \$38,989 with a 15% contingency for a total cost not to exceed \$44,837.35**
- 5. MOVED, that the Village Manager is authorized to enter into a contract for the Engineering Services Agreement with Baxter and Woodman Engineering, in Mokena, IL, in the amount of \$26,000 with a 20% contingency for any additional work as determined by the Village Engineer for a total not to exceed \$31,200.**

Approval of the consent agenda was moved by Trustee Settles and seconded by Trustee Hardy. Mayor Woods 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 Woods 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:**

**6. Ordinance: An Ordinance Adopting the Budget for all Corporate Purposes of the Village of Park Forest, Cook and Will Counties, Illinois, in lieu of the Appropriation Ordinance for the Fiscal Year Commencing on the First Day of July, 2023 and ending on the Thirtieth Day of June, 2024 (Final Reading)**

Move for adoption of the ordinance was motioned by Trustee Slone and seconded by Trustee Graham. The ordinance was moved and seconded to adopt this ordinance at final reading. Mayor Woods asked if there were any questions or comments, noting this item has been discussed in

workshops and rules meetings. Hearing none no discussion, the Mayor Woods called for a roll call vote by Clerk McGann. The ordinance was approved following a roll call vote with the following results:

Ayes: 6  
Nays: 0  
Absent: 1

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

**7. Ordinance: An Ordinance Amending Chapter 2 of the Municipal Code of the Village of Park Forest (First Reading)**

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

**8. Ordinance: An Ordinance Amending Chapter 14 of the Municipal Code of the Village of Park Forest (First Reading)**

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

**9. Ordinance: An Ordinance Amending Chapters 22 and 34 of the Municipal Code of the Village of Park Forest (First Reading)**

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

**10. Ordinance: An Ordinance Amending Chapters 58 and 66 of the Municipal Code of the Village of Park Forest (First Reading)**

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

**11. Ordinance: An Ordinance Amending Chapter 102 of the Municipal Code of the Village of Park Forest (First Reading)**

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

**Adjournment**

This concluded the Regular Meeting of the Board of Trustees.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Graham, seconded by Trustee Slone and passed unanimously by voice vote. The meeting was adjourned unanimously with a voice vote with the following results:

Ayes: 6  
Nays: 0  
Absent: 1

Mayor Woods adjourned the Rules Meeting at 8:08 p.m.

Respectfully submitted,

Sheila McGann  
Village Clerk