

**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.**

**September 5, 2023**

**IN ATTENDANCE:** T 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 Brian Rzycki, Deputy Fire Chief Mark Cotrano, Village Attorney Leslie Kennedy, Director of Finance Mark Pries, Assistant Director of Finance Sharon Floyd, Director of Economic Development and Planning Sandra Zoellner, Director of Parks, Recreation, and Community Health Kevin Adams, Downtown Manager Heather Jones, Director of Community Relations Larrie Kerestes, Director of Public Works Roderick Ysaguirre, Downtown Property Manager Heather Jones, and Mark Geising, IT Coordinator

**OTHERS IN ATTENDANCE:** John Harrington, President of the Illinois Government Finance Officers Association

**Roll Call**

Mayor Woods called the meeting to order at 7:00 pm. Manager Mick called the roll.

Mayor Woods read a proclamation noting Hispanic Heritage Month in Park Forest to be celebrated September 15 to October 15. He noted the many talents and achievements of Hispanic/Latino/Latinx community. Our country has been enriched by these contributions. Park Forest celebrates and thanks those who have served in various roles within the Village. There will be numerous activities celebrating Hispanic Heritage Month.

Manager Mick introduced Mr. Harrington from the Government Finance Officers Association to award Director Pries the Certificate of Achievement of Excellence in Financial Reporting. Mr. Harrington explained the criteria and process for review of the annual budget. The award was presented to Director Pries. The Mayor and Trustees congratulated Director Pries and staff on the 22<sup>nd</sup> year receiving the financial award and their stewardship.

**1. Purchase of a new 2023 Vactor 2100i Combination Sewer Cleaner**

Manager Mick said this item is out of the Public Works Department. Director Ysaguirre explained to need to trade-in/replace the current older equipment. Purchase would be made through Sourcewell Purchasing Cooperative. Staff recommends this purchase through the cooperative as it offers savings to the Village. Mayor Woods asked the Board if there were any questions or comments. Trustee Slone asked about how often is the unit used. Director Ysaguirre explained how the use is determined based on just driving from jobs and the actual use

of the equipment for sewer work. When Trustee Moore asked about the number of people trained to use the equipment, Director Ysaguirre said five people are trained. When the new unit arrives, they will be trained on that. Any additional training classes would be at Village's expense. The mechanics are also trained so as to do in-house repairs. When Trustee Settles asked about new features, Director Ysaguirre said he would double check. Any new features in the past would be standard features now. Hearing no other questions, this item will be on the agenda for action at the next regular meeting.

## **2. Building 1 – A/C repairs/replacements**

Manager Mick said this item comes out of the Department of Economic Development and Planning and the DownTown office. Ms. Jones explained the need for HVAC replacement for the second floor of Building 1. Due to the urgency of the replacements, they are requesting reimbursement for the repairs. Mayor Woods asked if there were any questions or comments from the Board. Hearing none, this item will be on the agenda for action at the next regular meeting.

## **3. Holiday Lighting – DownTown Park Forest & Village Green**

Manager Mick said this item comes out of the Department Parks, Recreation, and Community Health, Department of Economic Development and Planning, and the DownTown office. Manager Mick explained that a few years ago, the Village took a new approach to decorating the DownTown area with new lighting. The following year it was expanded through DownTown. This year there are two contracts for lighting. Labor and supply have increased the contract above the Manager's spending authority. Staff also is considering purchases for lawn decorations. Mayor Woods asked the Board if there were any questions or comments. Trustee Moore asked if the lighting stayed the same each year, would there be a savings. Manager Mick explained that there may be slight changes yearly but the costs include the use of the lights and the labor intensive set up and repairs, if needed. It is not done by staff. Trustee Hardy asked if fund are already allocated in the budget. Manager Mick said the DownTown office has a line item in the budget. If Recreation and Parks has a savings in their budget, the lighting costs could be absorbed. Although the DownTown lighting was a hit, Mayor Woods noted that the Village looks to save money where it can. He added that the costs of fireworks was approximately \$25,000 with a fifteen minute show, so the holiday lights provide much longer enjoyment through the season. With no other questions, Mayor Woods noted that this item would be on for action at the next regular meeting.

## **4. Contract for construction of Replacement Sign at US30/Orchard Drive**

Manager Mick said this item is out of the Economic Development and Planning Department and the DownTown office. Ms. Jones explained the differences in the proposed signs with preference toward the 16m sign. She noted the bid process, with 8 bids received. Staff recommends Vernon and Max Inc. in Monee. Mayor Woods asked if the Board had any questions or comments. Since the last sign lasted 13 years, Trustee Slone asked how long this would last. Ms. Jones said the 16m sign should last 13-15 years. Trustee Slone also asked if such a large expense should be the in the capital budget. Trustee Moore asked about the length

of time for installation and the prevailing wage requirement. Ms. Jones said installation should take 3-5 days and the contractor has agreed to prevailing wage which is a requirement for the contract. Mayor Woods asked if the sign would be safe from vandals. Ms. Jones said yes, and the recommendation is for the 10 m sign due to the cost factors. Ms. Jones noted that the sign would be double sided and consistent with other signage. Hearing no other questions, this item will be on the agenda for action at the next regular meeting.

### **Mayor's Comments**

Mayor Woods thanked all those involved in the numerous events that took place during the summer months in Park Forest. He added public safety was maintained throughout. He also thanked the Board for attending most of the events and sponsoring new businesses in the community. He attended the recent Area J community outing. He thanked him and his family for their commitment serving as Park Forest Trustee and Mayor. Mayor Woods talked about his family, growing up with his siblings and cousins. He lost two of his cousins in recent months. Both were veterans and wished be buried in Illinois. The Mayor was appreciative of the military burials they received. He also noted Park Forest's initial intention was to serve Veterans.

### **Manager's Comments**

Manager Mick offered his condolences to Mayor Woods on the recent losses in his family. He shared upcoming events. Manager Mick noted that there has been an uptick of West Nile Virus in the South Suburbs as reported by Illinois Department of Public Health. He encouraged residents to follow the three R's: Reduce, Repel, and Report.

### **Trustee's Comments**

Trustee Settles offered condolences to Mayor Woods. She also shared details of the upcoming Veterans Commission Meeting.

Trustee Graham shared information on upcoming meetings of the Youth Commission and the Commission on Human Relations. Trustee Graham offered condolences to Mayor Woods.

Trustee Hardy offered condolences to Mayor Woods on the recent losses in his family.

Trustee Slone reported that Environment Commission will meet Thursday, September 7. EDAG will meet Wednesday, September 13.

Trustee Moore said EDAG will meet Wednesday, September 13. On August 25, he attended a press conference that was airport related. He also noted the twenty-second anniversary of 9/11 and thanked the Police and Fire Departments for their dedication and commitment.

### **Attorney's Comments**

No report

### **Clerk Comments**

No report

**Audience to Visitors**

None

**Adjournment**

This concluded the Rules Meeting of the Board of Trustees Meeting.

There being no further business. Mayor Woods called for a motion to adjourn. Motion was made by Trustee Hardy, seconded by Trustee Graham 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 8:05 p.m.

Respectfully submitted,  
Sheila McGann  
Village Clerk