

**VILLAGE OF RIVER FOREST  
SPECIAL COMMITTEE OF THE WHOLE MEETING MINUTES  
Monday, February 13, 2023**

A special Committee of the Whole meeting was held on Monday, February 13, 2023, at 6:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:00p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Gillis, Johnson, Vazquez, O'Connell, Village Clerk Keller

Absent: None

Also, Present: Interim Village Administrator Matt Walsh, Fire Chief Thomas Gaertner, Fire Marshal Kevin Wiley, Police Chief James O'Shea, Deputy Police Chief James Greenwood, Finance Director Rosemary McAdams, Assistant Finance Director Keke Boyer, Director of Public Works and Development Services Jeff Loster, Superintendent of Public Works Brian Skoczek, Village Attorney Lance Malina, Deputy Clerk Luke Masella, HR Manager Trish Ivansek

**2. CITIZEN COMMENT**

None.

**3. DISCUSSION: FY 2024 – 2028 FIVE YEAR CAPITAL IMPROVEMENT PLAN**

Interim Village Administrator Matt Walsh presented the Fiscal Year 2024 - 2028 Capital Improvement Plan (C.I.P) to the Village Board of Trustees. Mr. Walsh started by giving thanks to the staff members who made the plan document possible. Additionally, he reminded everyone that this presentation is a proposal and that no formal action will be taken until the budget is approved.

He commented that there are six categories within the Capital Improvement Plan. Mr. Walsh stated the categories are Buildings & Improvements, Vehicles, Equipment, Information Technology, Streets, Sidewalks, & Alleys, and Water/Sewer Improvements.

**Five-Year Capital Improvement Plan: Buildings and Improvements**

Interim Village Administrator Walsh explained that the largest item in this category will be the repair of the Fire Department apparatus bay roof.

Mr. Walsh also pointed out an improvement to the ADA front door at Village Hall.

He explained the improvements to the permitter offices on the second-floor level of Village Hall. Mr. Walsh reported that the internal offices/cubicles had been updated in 2018 and that it was time

for the permitter offices to receive new items such as standing desks and cabinets.

Mr. Walsh highlighted that the Public Works salt shed roof is an additional project that needs to be completed. He noted that the Public Works parking lot in the rear of the facilities will also need an upgrade soon.

#### **Five-Year Capital Improvement Plan: Vehicles**

Mr. Walsh addressed the need for new Police vehicles in 2024. He explained that there are three squad cars that are up for replacement this coming year.

Mr. Walsh noted that there are no Fire Department vehicles slated for replacement in 2024. However, he invited Fire Chief Thomas Gaertner up to the microphone to explain a proposal for the potential purchase a new fire truck for delivery in 2026.

Chief Gaertner explained that the Village would be looking to replace the reserve pumping engine in 2026. He noted, that like many other vehicles currently, there is around a two-year turnaround for a new vehicle.

Chief Gaertner suggested the Village not only order a new vehicle this year but also consider ordering a different type of vehicle based off his observations.

He suggested the village consider purchasing a “Quint” fire truck instead of a traditional engine truck. Chief Gaertner explained that a Quint truck is essentially a combination of the traditional ladder and engine truck and it will allow the Fire Department to operate more efficiently.

Chief Gaertner explained that the Village could sell the current ladder truck and reserve engine truck and utilize those funds to help pay for the Quint for a price around \$1.5 million dollars. He reported a new ladder truck would be around \$2 million dollars.

Trustee Brennan asked when the Village would have to pay the vendor and asked for an explanation of when the other vehicles would be sold to fund the Quint.

Chief Gaertner stated that the Village would pay upon delivery and that the two other vehicles would be sold close to the delivery date of the Quint.

Additionally, Chief explained that the Village may receive a good price when selling the other vehicles because many towns are in need of them.

Trustee Gillis asked how the vehicle would make the Fire Department operate more efficiently?

Fire Chief Gaertner explained that the current operating practices of the Fire Department, specifically how vehicles are driven to and from calls, are inefficient. Chief explained that as of right now, the Fire Department only uses one driver and one paramedic to drive the ladder truck to and from scenes. He reported that is both inefficient and potentially dangerous.

Additionally, he explained that the single fireman assigned to the ladder truck is not enough manpower to operate the truck properly. Chief explained that because of this, the Fire Department relies on mutual aid from the Villages of Oak Park and Forest Park to help cover calls.

Trustee Bachner asked if the Forest Park Fire Department and other department utilize a Quint truck?

Chief Gaertner reported that outside of Oak Park, nearly every other department in the area utilizes a Quint.

Trustee Bachner asked if there are any potential issues with maneuverability for the Quint?

Chief Gaertner stated the Quint is more agile than the current truck the Village uses.

Interim Village Administrator Walsh returned to the podium and continued the presentation. He reported that the Public Works Department has many vehicles that are due for an update.

Mr. Walsh noted that any vehicle or piece of equipment with an asterisk next to its name means the replacement has been deferred in the past.

He pointed out that two of the vehicles in the C.I.P are up for approval at that evening's Village Board of Trustees Meeting, dump trucks #41 and #44. Mr. Walsh noted that these trucks would only be paid for upon receipt.

Trustee Bachner asked if vehicle purchases like the Quint are required to be paid in one large payment or can the cost be spread out?

Fire Chief Gaertner stated that there are options such as leasing but he would defer to finance staff for those decisions.

Finance Director Rosemary Mcadams reported that the Village has been planning for these purchases already, thus much of the required funds have already been set aside.

### **Five-Year Capital Improvement Plan: Equipment**

Mr. Walsh reported that the Police Department is scheduled to purchase an in-car license plate reader as it has been deferred in years past. He also reported that the Police Department would like to purchase additional radios and cameras, specifically light pole cameras for the North side of the Village.

He also reported that the Village Police Department is required to obtain body worn cameras for officers by July 1<sup>st</sup>, 2025. Mr. Walsh reported that because of this mandate the department is looking to get ahead of the coming demand and purchase the cameras in 2024.

Trustee O'Connell asked if there are any federal funding sources available for these purchases?

Police Chief James O'Shea reported that the department has applied for federal funding, while the State does not appear to be offering any funding at this time.

Interim Village Administrator Walsh reported that the Fire Department is hoping to purchase new breathing apparatuses in 2024.

He also pointed out the Village has budgeted \$50,000 to help pay for an electric vehicle charging station study.

Trustee Johnson asked for clarification on how the electric vehicle charging station funds are being spent.

Director of Public Works and Development Services Jeff Loster reported that money has been set aside to implement the recommendations of the ongoing study.

Trustee O'Connell asked if there are any federal funding sources available for this project?

Director Loster reported that once the Village establishes what exactly it would like to do and the scope of work, there are grants available. He also reported that the Village is interested in working with surrounding municipalities and businesses such as the Town Center for these projects.

President Adduci asked if discussions surrounding potential collaborations have already begun?

Director Loster confirmed that discussions have started.

Mr. Walsh emphasized that staff have not been fully able to predict the cost for some of the upcoming items on the C.I.P. However, staff included costs to act as placeholders so there are no surprises in the future and at the very least some money has been set aside.

#### **Five-Year Capital Improvement Plan: Information Technology**

Mr. Walsh reported that a couple of the I.T. projects have been deferred over the years such as the Switch Replacement project.

He noted that the item called "Planning Contribution" is the Village setting aside money for when it decides to invest in new enterprise software. He reported there has been no such plans yet.

Mr. Walsh explained the Laserfiche item and additional PC replacements that include police squad car computers.

Mr. Walsh explained that the last I.T. item is for board room improvements.

Trustee Brennan asked how long are the computer warranties and if the Village replaces them according to the warranties?

Mr. Walsh could not confirm the warranty terms, but he stated that he recalls many of the more

recent laptops have a 3-year warranty. He confirmed staff replace the computers according to the warranties.

### **Five-Year Capital Improvement Plan: Streets**

Mr. Walsh reported that many of the following items are the continuation of previous year projects with set amounts of funding such as street patching or resurfacing.

He also noted all the recent green alley work around the Village should be completed in fiscal year 2023 and that the funds listed in the C.I.P have been set aside to maintain those new alleys.

Mr. Walsh noted that the parking lot improvement funds will be for the Public Works parking lot as mentioned earlier in the presentation.

He reported that there will be five streets that are scheduled to be resurfaced under the Street Improvement Program. Estimated cost of \$65,000.00.

Mr. Walsh reported that the REBUILD Illinois Project funding the Village received has not been allocated yet, but the Village must spend it by 2025.

Trustee Vazquez asked if there are any projects related to street lighting? Including bulb replacement?

Director Loster reported that recently the Village had all the streets replaced with L.E.D.s thus there has not been much attention paid to lighting. He mentioned that the lighting poles are replaced on an as needed basis.

Director Loster stated that staff have been having issues around the conduit that supplies the electricity to lights. He reported that due to the recent popularity of small cell boring, there have been multiple issues where the electrical supply for lights have been damaged. He commented that the Village has trouble determining who is to blame for the outage, and thus ends up repairing most of the outages themselves with our own funds. Due to this, Director Loster reports that staff are investigating the possibility of replacing the conduit circuit by circuit throughout the entire Village.

Trustee Bachner asked if that would be for every single pole?

Director Loster confirmed that it would be for every single pole.

Trustee Bachner reported that the board has received comments from residents on various aspects of the Village lighting, mostly in the area of wanting more lighting on the street and less throughout the Village. Thus, Trustee Bachner suggests that if the Village would already be working on each pole for the conduit, the residents lighting comments could be worked on additionally.

Trustee O'Connell asked Director Loster if there is anyway the Village can recover the costs that are associated with the conduits being damaged by boring? Possibly have the homeowner and/or

contractor pay for the damage?

Director Loster reported that because directional boring is entirely underground, it is difficult to prove they in fact caused the damage.

Mr. Walsh highlighted the traffic control installations in the Northeast corner of town that are in response to the recently approved traffic barriers. Mr. Walsh noted that these costs may go up depending on the results from the Village Traffic Study.

#### **Five-Year Capital Improvement Plan: Water/Sewer**

Mr. Walsh reported that many of the items in this section are related to continued yearly maintenance.

Mr. Walsh reported that the Storm Water Master Plan is a placeholder item for potential upcoming storm water improvements.

#### **Five-Year Capital Improvement Plan: Conclusions**

Mr. Walsh stressed that there will be changes as time goes on due to the current volatile state of pricing and that the Village Board will see the final pricing before any purchases occur. Mr. Walsh noted that the budget won't be up for approval until April and that the Village staff are ready to address any issues before then.

President Adduci congratulated Matt on his first C.I.P. presentation as the Interim Village Manager. She also gave thanks to staff that helped out with and during the presentation. President Adduci reported that she did not see any glaring issues and that Village appears to be on track.

## **12. ADJOURNMENT**

Motion to adjourn by Trustee Vazquez, seconded by Trustee Bachner. The Village Board of Trustees Special Committee of the Whole Meeting concluded at 6:35 p.m.

Roll call:

Ayes: Trustees Bachner, Brennan, Gillis, Johnson, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

  
Jonathan Keller, Village Clerk