

**VILLAGE OF RIVER FOREST
VILLAGE BOARD OF TRUSTEES MINUTES
Monday, April 27, 2020**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, April 27, 2020 at 7:00 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 7:00 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Cargie, Henek, O’Connell, Vazquez

Absent: None

Also Present: Village Clerk Kathleen Brand-White, Village Administrator Eric Palm, Assistant Village Administrator Lisa Scheiner, Assistant to the Village Administrator Jonathan Pape, Management Analyst Sara Phyfer, Police Chief James O’Shea, Finance Director Rosemary McAdams, Fire Chief Kurt Bohlmann, Public Works Director John Anderson, Village Attorney Greg Smith

2. APPROVAL OF REMOTE PARTICIPATION

Trustee Bachner made a motion, seconded by Trustee Brennan, to allow the meeting to occur by remote audio and video conference.

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O’Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

3. CITIZEN COMMENTS

None.

4. ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS

Trustee Bachner read a statement to acknowledge that this land was once inhabited by indigenous people and stated that River Forest continues to be a place that people from diverse backgrounds live and gather. She provided a Census update, noting that the Complete Count Committee met recently. She stated that deadlines are being extended, but people still need to count themselves based on where they lived on April 1, 2020. As they get further away from that date, she emphasized the difficulty of counting people and stated the Committee is looking at ways to communicate the message. She noted that some of their ideas include sending postcards to residences and creating challenges to get people excited about the Census, as well as reaching out to faith-based partners.

Assistant to the Village Administrator Pape added that the self-response rate was currently at 74.4%.

In response to a question from Trustee Henek about being able to tell where responses are lacking, Trustee Bachner stated that would be easier in Chicago, for example, due to their population density, whereas River Forest only has two Census tracts.

Trustee Cargie noted that the next Deer Management Ad Hoc Committee meeting is on Thursday. He stated that the agenda includes discussion of the survey and potential subcommittees.

Trustee Vazquez thanked first responders, the Village President, and Village staff for all their work in this time, and he recognized Helen Kwan and the Senior Response Program for helping seniors and residents who are disabled. He also thanked residents for their cooperation and encouraged them to continue following the executive order. He also noted the legal challenges of the Governor's order but stated that following medical officials' advice is the right thing to do.

Village Clerk Brand-White echoed Trustee Vazquez's comments. She stated this is especially important as the weather gets nicer. As the mother of a frontline worker, she asked that everyone take the pandemic as seriously as possible. She thanked everyone for their work.

Trustee Brennan noted that facial coverings are becoming more important as they are required in River Forest starting tomorrow, and the whole state starting Friday. She emphasized that any type of facial covering is sufficient. She stated the mask-making groups have made over 1,000 facial coverings for seniors and those who are the most vulnerable. Those with donations of materials or volunteers to sew should contact rfseniorhelp@gmail.com, she stated. Trustee Brennan also noted she has been working with Lee Neubecker, Chair of the Economic Development Commission, on strategies of how to let businesses operate safely. Lastly, she noted a beautification initiative, which includes continuing public murals.

Trustee Henek echoed the comments about the good things people are doing. She asked about the location to drop off face covering materials and who is coordinating the painting project.

Trustee Brennan stated those interested can send an email to the Senior Response group, which can also make deliveries of the materials to sewers. She also explained that she and Mr. Neubecker will be coordinating with the Village and Little Bits Workshop on the murals.

Trustee O'Connell echoed the other comments and thanked everyone. He wished continued success to the Village staff.

President Adduci said thank you to Village staff, first responders, and the Village attorney, noting that there are many people to thank in this community. She highlighted the success of the Village communications including E-News and robocalls, noting she and Staff are trying

to gather and synthesize the information as quickly as possible, and she invited suggestions for the communications as well. She briefly discussed Executive Order 20-4 and Mr. Neubecker's work of bringing together the Economic Development Commission to promote local businesses during the pandemic.

5. CONSENT AGENDA

- a. Committee of the Whole Meeting Minutes – April 13, 2020
- b. Village Board Meeting Minutes – April 13, 2020
- c. Award of Bid and Contract for the 2020 Sewer Lining Project to Benchmark Construction in the amount of \$118,626.00
- d. Plat of Consolidation – 910 William
- e. Authorization to Springbrook Software LLC for Springbrook Annual Maintenance Fee in the Amount of \$26,170.00
- f. Village Administrator's Report

Trustee Henek made a motion, seconded by Trustee Brennan, to approve the Consent Agenda items A - F.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

6. CONSENT ITEMS FOR SEPARATE CONSIDERATION

None.

7. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES

- a. Economic Development Commission – Report from Friday's Meeting

Administrator Palm briefly summarized the Commission's campaign, which is to promote businesses and let people know there are safe environments to shop in using the tagline "we've got you covered." He stated former resident and video producer John Griffin, who has completed videos for the Village previously, will be creating a series of videos that the Village will push out in those marketing efforts.

President Adduci stated she thinks it will be well received and may be copied by other communities. She noted that Mr. Griffin anticipates having something by the end of the week or early next week.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. Adopting Executive Order 20-4 Regarding the Use of Face Coverings Issued by the Village President Under a Declaration of a State of Emergency (COVID-19 – April 13, 2020) – Ordinance

Trustee Brennan made a motion, seconded by Trustee Vazquez, to approve an ordinance adopting Executive Order 20-4 Regarding the Use of Face Coverings Issued by the Village President Under a Declaration of a State of Emergency (COVID-19 - April 13, 2020).

President Adduci explained that this order was to require businesses to wear face coverings by Friday, April 24. She stated Officer Ransom went to each business to talk to them and give them mask starter kits. She stated that face coverings for customers going into those businesses will be required starting April 28. President Adduci stated that since this order was signed on Wednesday, the Governor extended his Stay at Home order until May 30 and that the order includes a requirement for face covering. She explained the purpose of the Order is to ensure the health and safety of the community and that there is a need to find ways to get businesses going under the State's guidance.

In response to a question from Trustee O'Connell, President Adduci stated that the Village could communicate this requirement on the messaging boards around town.

In response to a question from Trustee Cargie about denying service, President Adduci stated the Order includes language about businesses using their discretion and best judgment in case there is a medical or health reason to not use one, noting that businesses can also provide coverings to their customers. She also stated that Assistant Village Administrator Scheiner will be putting together a protocol so there is clear direction on this matter.

Administrator Palm stated that as the business liaison, Officer Ransom has meets with the businesses when there are issues and that when the executive orders come though, the Village hand delivers them. He emphasized that the businesses each have starter kits and the Village will provide them extra resources as available. He also stated Staff is working on an online form to report concerns about businesses not following the requirements. He explained this is to divert these types of calls from dispatch and to give residents and businesses a place to take these concerns.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

President Adduci state that because the Governor has extended the Stay at Home Order, she will be signing Declaration 20-4 to extend the Village's State of Emergency until the next Village Board of Trustees meeting on May 11.

b. Discussion and Direction: Statement of Economic Interest Filing Policy for Boards & Commissions

Administrator Palm explained that as past practice, the Village has required all elected officials, requisite Staff, and commissioners to complete the Statement of Economic Interest filing. He noted that this issue was raised by a commissioner who had asked what the legal requirement of this filing was. Mr. Palm summarized the Village Attorney's findings, noting that there is no legal requirement for certain commissions. He stated the Board is being asked to adopt a policy on who should be required to submit the Statement of Economic Interests form.

Trustee Cargie stated he did not think the form was hard to fill out, but stated he felt the Economic Development Commission should be required.

Trustee Henek agreed and asked if the commissioner voiced his concerns.

Mr. Palm stated that the commissioner felt it was not something necessary for him to complete because he is a volunteer and trying to give back time to the community.

Trustee Bachner stated she was inclined to have all the commissioners complete the form for transparency because the commissions provide recommendations.

Trustee Brennan concurred with Trustee Bachner. She added that she had never heard a commissioner express concerns about it before.

President Adduci stated she had not heard that before either, noting that it is being brought forward because there is no policy.

Trustee Vazquez stated he agreed with Trustees Bachner and Brennan, stating that he is inclined to have it apply to all commissioners for transparency purposes.

In response to a question from Trustee O'Connell, Village Attorney Smith stated that the filings are available for review on the County's website.

President Adduci expressed her concern that they would be changing an informal policy for one complaint.

The Village Board reached a consensus to require all commissioners to complete the Statement of Economic Interests filing.

In response to a question from Trustee Henek about a timeline for reappointing commissioners, President Adduci stated that those whose terms expire on April 30 can continue to serve and that she will need to have a conversation with all of them.

In response to a follow up question from Trustee Henek, President Adduci stated there is a process for filling vacancies and that there is a waiting list of people who have applied to serve.

Trustee O'Connell requested that the Pledge of Allegiance be added back to the agenda.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

Trustee Cargie made a motion, seconded by Trustee Vazquez, to adjourn the regular Village Board of Trustees Meeting at 7:49 p.m.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez

Absent: None

Nays: None

Motion Passes.

Kathleen Brand-White, Village Clerk