



VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, April 27, 2020 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
Community Room

AGENDA

Physical attendance at this public meeting is limited to 10 individuals, with Village Board officials, staff and consultants having priority over members of the public. Public comments and any responses will be read into the public meeting record. You may submit your public comments via email in advance of the meeting to: Sara Phyfer at sphyfer@vrf.us. You may listen to the meeting by participating in a telephone conference call as follows, dial-in number: 312-626-6799 with meeting ID: 995-7211-9741. If you would like to participate over the phone, please email sphyfer@vrf.us by 5:00 PM on Monday, April 27, 2020. If you would like to watch the livestream, please go to the Village website: www.vrf.us/events/event/1634.

1. Call to Order/Roll Call
2. Approval of Remote Participation
3. Citizen Comments
4. Elected Official Comments & Announcements
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
6. Consent Items for Separate Consideration
7. Recommendations of Boards, Commissions and Committees
 - a. Economic Development Commission – Report from Friday's Meeting
8. Unfinished Business
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
 - b. Discussion and Direction: Statement of Economic Interest Filing Policy for Boards & Commissions
10. Executive Session
11. Adjournment

**VILLAGE OF RIVER FOREST
COMMITTEE OF THE WHOLE MEETING MINUTES
Monday, April 13, 2020**

A Committee of the Whole meeting was held on Monday, April 13, 2020 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 6:02 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, Police Commander James Greenwood, Fire Chief Kurt Bohlmann, Public Works Director John Anderson, Village Engineer Jeff Loster, Public Works Superintendent Mark Janopoulos, Finance Director Rosemary McAdams

2. APPROVAL OF REMOTE PARTICIPATION

Trustee Henek made a motion, seconded by Trustee O'Connell, 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. PUBLIC COMMENT

None.

4. DISCUSSION: FY2021 VILLAGE OPERATING BUDGETS

Village Administrator Palm presented the FY 2021 Village Operating Budget to the Board. He assured that the Village's finances are in a strong position, and that as the COVID-19 pandemic continues to evolve, the Village is prepared to deal with it.

Mr. Palm noted that the budget document is designed to comply with the requirements of the GFOA Distinguished Budget Award, includes a 5-Year Capital Improvement Plan as well as performance measures, goals and objectives. He noted the three key themes are to: ensure the safety of the community, protect and strengthen property values, and implement

strategies to stabilize property taxes. He stated the public hearing and budget approval are on the agenda for the 7pm meeting.

Mr. Palm reviewed the General Fund and noted that FY2021 is balanced. He highlighted several non-recurring expenditures, which include \$75,000 for the implementation of the comprehensive plan, \$30,000 for salt brine application equipment, \$15,000 for a grapple bucket for the Public Works payloader, and \$230,000 for Police pre-hires. He reviewed revenue sources, highlighting that 65% of General Fund revenues come from property, sales, and income taxes. He also noted that building permit revenues are down 48% compared to FY20 due largely to the one-time revenue from the Chicago and Harlem senior living facility permit. Administrator Palm reviewed General Fund expenditures, which he stated are anticipated to be down 2%. He also reviewed the three year projections.

Mr. Palm reviewed some of the accomplishments of each operating department in FY20 as well as the goals for each department in FY21. He noted that Staff will be assessing areas for growth in terms of operations once the COVID-19 pandemic ends.

Mr. Palm reviewed the Water and Sewer Fund, including Capital Improvement Projects slated for FY21. He stated the water rate will be increased by \$0.11, which is a pass-through for the cost of water purchased from the City of Chicago. He also reviewed the 3 year projections.

Mr. Palm went over the Police and Firefighters Pension Funds. He stated investments are always looked at on April 30, and he emphasized that the short-term implications of what the stock market looks like on that date given the current economic uncertainties should not dictate long-term financial policies.

In reviewing the Motor Fuel Tax Fund, Mr. Palm noted the projects scheduled for the Street Improvement Program. He highlighted that the Village enacted a \$0.03/gallon tax on gasoline, which will go into effect July 1, 2020.

Mr. Palm stated the Capital Equipment Replacement Fund is fully funded.

Mr. Palm explained that the Capital Improvement Fund, which is funded by automated traffic enforcement system revenue, grants, and a portion of parking fees, may see a decrease due to people driving less right now. He stated Staff will continue to monitor the fund, which accounts for various capital improvement projects.

Mr. Palm presented information regarding the property tax levy for the Village's contributions to the Police and Firefighter Pension Funds. He noted that there are few expenditure reductions that can be put in place without reducing services. He stated the property tax levy will include a CPI increase of 2.3% based on the December 2018-December 2019 increase in the CPI. He noted that there are some areas for revenue growth such as increases in ticket fines or charging for parking around the universities, but that those items are not being proposed with this budget.

Mr. Palm again emphasized that the Village is in a good financial position despite COVID-19. He stated that spending has been limited to essential items and travel has been suspended. He explained that having good fund reserves is also important because municipalities do not see the effects of downturns in the economy right away since fund distributions from the State are typically on about a three-month delay. He urged calmness and not making any knee-jerk budgets because the economic effects of COVID-19 are not known yet and that the Village has the reserves to make well-informed decisions. He noted that the Village could see increases in utility and use taxes, as well as sales tax receipts from grocery stores. If necessary, he stated that the Village could implement spending reductions of \$750,000 right away without seeing an impact to services by not doing the annual transfer of money from the General Fund to the CERF and by not filling vacant positions.

In response to a question from Trustee O'Connell, Assistant Administrator Scheiner stated the Chicago and Harlem building permit was approximately \$600,000.

President Adduci thanked everyone for their work and stated she is very impressed with the budget. She stated she is comfortable with where the Village needs to be and that she does not see a structural issue at all. She noted that the policies adopted in 2012 and 2013 helped to create where the Village stands financially today. President Adduci agreed with Administrator Palm's assessment regarding the impact of COVID-19 to the budget. She emphasized that the Village is in good shape and thanked Staff for their work.

Trustee Henek echoed President Adduci's compliments to Staff. She asked whether there was a sense yet as far as COVID-19 related expenses incurred.

Administrator Palm stated that administratively, costs include paying Helen Kwan and her assistant for their work on the Senior Citizen Response Program. He noted these expenses are eligible for 75/100 reimbursement from FEMA.

Chief O'Shea stated operational costs would be related to purchases of personal protective equipment supplies. He stated that the Village did receive supplies from the County and donations from residents and businesses. He estimated they have spent about \$4,000 in supplies, but he noted that what is not used can be repurposed for the evidence technician program.

In response to a question from Trustee Brennan about the building inspector position, Administrator Palm noted that the Staff will be contracting out that work to B&F Code Services, the Village's consultant. He stated that Staff will continue to evaluate the deputy police chief position as well, but that they are comfortable with going a year without filling that position.

5. ADJOURNMENT

Trustee Vazquez made a motion seconded by Trustee Henek, to adjourn the Committee of the Whole meeting at 6:51 p.m.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

Kathleen Brand-White, Village Clerk

**VILLAGE OF RIVER FOREST
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES
Monday, April 13, 2020**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, April 13, 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 Brennan made a motion, seconded by Trustee Vazquez 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

Helen Kwan provided an update on the Village's Senior Citizen Response Program. She stated that everything is going well, and they receive about 12-15 contacts per day. She noted that the majority of individuals are looking for grocery shopping and that people are very happy with this service. She assured that as call volume increases, they will be able to manage it.

President Adduci noted she has also heard positive things and that residents are pleased.

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 also thanked residents, businesses, and community

members for working to keep everyone safe and to make sure COVID-19 affects us as little as possible. She asked Assistant to the Village Administrator Pape to give a Census update.

Mr. Pape reported that as of yesterday, the Village had a self-response rate of 69.1% and that they saw a big jump on April 1. He stated the Village has one of the best rates in the region and in Cook County. He noted that the remaining 30% will be the hardest to count and hardest to reach. He thanked President Adduci for her robocall on Census Day.

In response to a question from President Adduci, Mr. Pape stated that students who would live in River Forest on April 1, 2020, but for COVID-19, would be included in the Census count. He stated they are re-approaching the way they will be reported, noting they would not be able to get the level of detail typically seen in the responses, but that the students would be counted.

Trustee O'Connell suggested asking the Senior Citizen Task Force to help market the Census. Trustee Bachner concurred and noted they could hand out marketing materials.

Trustee Cargie reiterated Trustee Bachner's remarks about first responders and Village staff. He thanked the Senior Citizen Response Program team for their work. He noted he will be trying to put together a virtual meeting for the Deer Management Committee so they can begin working on the community survey.

Trustee Vazquez echoed these remarks and also thanked businesses and residents for being patient and cooperating. He thanked the school districts and Helen Kwan as well.

Village Clerk Brand-White echoed the thanks as well.

Trustee Brennan also echoed these remarks. She stated Helen and the task force are doing a stellar job, as well as Staff and first responders. She stated her appreciation for the open communication from President Adduci and the spirit of camaraderie in the Village. Trustee Brennan remarked that the Village is staying relevant.

Trustee Henek agreed with the trustees' sentiments. She expressed concern about some of the stores in town, and particularly with safe distancing practices at Jewel. She stated she knows these matters come down to the stores but that she wanted to make sure the Village is doing what it can to keep people safe without being punitive.

Chief O'Shea stated the Police Department is looking for voluntary compliance, and that officers have handed out masks that the Department cannot use. He stated they have seen people adhering to social distancing and that employees are doing their best to keep people separated. He stated they will continue to monitor stores on the Village's street cameras. He noted they have seen improvements in the parks and other open areas.

In response to a question from Trustee Cargie, Chief O'Shea noted that they have not issued any citations for failure to comply with the Stay at Home Order.

Trustee O'Connell congratulated and thanked everyone for supporting this effort and thanked Helen Kwan as well. He noted there are a lot of bicyclists and runners out there and asked that drivers slow down. He expressed hope that the community will move beyond this sooner than later.

President Adduci stated they still do not know yet whether the Order will go beyond April 30. She reiterated what everyone has said, adding that she is proud to be the Village President and that the town is run so well. She expressed gratitude to Staff and everyone who makes us proud to be part of River Forest. She stated they will be working to get notices to commissions that need to meet. She noted that the Memorial Day parade was canceled, and that the Village supported that decision with the Park District and Civic Association. President Adduci reported Staff is working with D90 to get messages out to younger families and to widen the Village's reach. She thanked Staff for the communication efforts and working on cleaning up the streets where more garbage has been noticed.

In response to a suggestion from Trustee Henek, Administrator Palm stated Staff could communicate the message about keeping the Village clean and that Staff will discuss how to continue this effort.

Trustee Vazquez noted that there are a lot of River Forest visitors and that not everyone who is littering are residents.

5. PUBLIC HEARING – FY 2021 VILLAGE OPERATING BUDGET

President Adduci called the Public Hearing to order at 7:32pm.

Administrator Palm stated that pursuant to State law, the Village is required to hold a public hearing on its annual budget prior to adoption. He noted that the budget has been available to the public for inspection at the Village Hall and on the Village website. He invited the public to make comment. He stated that the Board will consider final approval of the budget at its 7:00pm meeting.

Hearing no public comment, Trustee Vazquez made a motion, seconded by Trustee O'Connell, to close the public hearing.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

6. CONSENT AGENDA

- a. Special Village Board Meeting Minutes – March 30, 2020
- b. Proclamation – Arbor Day

- c. Waiver of Formal Bid (Due to Sole Source Item) and Award of Purchase of Soundproofing Material from Acoustiblok in the amount of \$56,192.25 (This amount to be reimbursed to the Village by Metra)
- d. Award of Bid and Contract for the 2020 Street Patching Program to McGill Construction, LLC in the amount of \$91,425.00
- e. Award of Bid and Contract for the 2020 Curb and Sidewalk Replacement Program to Strada Construction Co. in the amount of \$59,512.50
- f. Award of Bid and Contract for the 2020 Pavement Preservation Project to Denler, Inc. in the amount of \$50,000.00
- g. Award of Bid and Contract for the 2020 Asphalt Pavement Crack Sealing Project to Denler, Inc. in the amount of \$43,400.00
- h. Waiver of Formal Bid (Due to Competitive RFP) and Award of Contract for Construction Engineering Services for 2020 Street Improvement Project, Alley Improvement Project and Water Main Projects with Thomas Engineering Group in a not-to-exceed amount of \$142,787.84
- i. Pipeline Crossing Agreement with Union Pacific Railroad for the 2019 Water Main Improvement Project
- j. Amend Section 9-3-20 of the Village Code for Removal of an ADA Parking Space on Edgewood Between Central and Lake – Ordinance
- k. Accounts Payable – March 2020 – \$1,408,075.74
- l. Financial Report – March 2020
- m. Monthly Department Reports
- n. Performance Measurement Report
- o. Village Administrator's Report

Trustee Brennan left the meeting at 7:36pm

Trustee Bachner made a motion, seconded by Trustee Vazquez, to approve the Consent Agenda items A – O.

Roll call:

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

Absent: Trustee Brennan

Nays: None

Motion Passes.

7. CONSENT ITEMS FOR SEPARATE CONSIDERATION

- a. Accounts Payable from the General Fund to McDonald's-Karavites for \$41.22 (Trustee O'Connell Common Law Conflict of Interest)

Trustee Vazquez made a motion, seconded by Trustee Bachner, to approve accounts payable from the General Fund to McDonald's-Karavites for \$41.22.

Roll call:

Ayes: Trustees Bachner, Cargie, Henek, Vazquez

Absent: Trustee Brennan
Abstain: Trustee O'Connell
Nays: None
Motion Passes.

8. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES

None.

9. UNFINISHED BUSINESS

None.

10. NEW BUSINESS

- a. Village Code Amendment Regarding Nuisances Due to Violations of the Illinois Governor's Public Health, Safety and Welfare Executive Orders (Adopting Executive Order 20-03 Issued by the Village President Under a Declaration of a State of Emergency (COVID-19 – March 30, 2020)) – Ordinance

Trustee Brennan returned to the meeting at 7:41pm.

Trustee Henek made a motion, seconded by Trustee Cargie, to approve an ordinance amending the Village Code regarding nuisances due to violations of the Illinois Governor's Public Health, Safety and Welfare Executive Orders and adopting Executive Order 20-03 issued by the Village President under a Declaration of a State of Emergency.

President Adduci stated this gives the Police Department another tool to enforce the Governor's Stay at Home Order but noted it would be a last resort. She also noted that executive orders are used sparingly and stated she will be signing Declaration 20-3 to extend the Village's State of Emergency until the next Village Board of Trustees meeting on April 27.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, O'Connell, Vazquez
Absent: None
Nays: None
Motion Passes.

- b. Fiscal Year 2021 Annual Operating and Capital Budget – Ordinance

Trustee Vazquez made a motion, seconded by Trustee O'Connell, to approve an Ordinance Adopting the Annual Budget for the Fiscal Year Commencing on the 1st day of May, 2020 and Ending on the 30th Day of April, 2021 for the Village of River Forest, Illinois.

Administrator Palm stated Staff will correct the items related to performance measures in the final document.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

- c. Temporary Relief from the Public Hearing Requirements Under the Village of River Forest Preservation Ordinance for Applications to Demolish Accessory Structures on Significant Properties – Ordinance

Trustee Bachner made a motion, seconded by Trustee Henek, to approve an ordinance providing temporary relief from the public hearing requirements under the Village of River Forest Historic Preservation Ordinance for applications to demolish accessory structures on significant properties.

Mr. Pape thanked Historic Preservation Commission Chairman Dave Franek for his support putting this together, as well as Village Attorney Smith for his assistance. He summarized that the Commission already has a process that works well given the current circumstances with the exception of demolition applications. He stated that the Village Code calls for a public hearing for the demolition of a structure but that this proposed ordinance would not apply to primary structures. He stated the goal is to help individuals through the process and to allow their projects to move forward without the requirement of a public hearing.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

- d. Adoption of Administrative Policy – Illness at the Workplace (COVID-19) Including Exemption from Families First Coronavirus Response Act (FFCRA)

Trustee O'Connell made a motion, seconded by Trustee Vazquez, to ratify the Village's Policies for Illness at the Workplace (COVID-19) for First Responder Employees and Non-First Responder Employees and to authorize the Village Administrator to modify the Illness at the Workplace policies as-needed and report material changes to the Village Board of Trustees.

Assistant Administrator Scheiner summarized that Staff put in place procedures and leave policies to give guidelines to departments for employees who were exposed to or contracted COVID-19. She explained that the Federal government's FFCRA was really intended to apply to private sector employees who may not have access to the same generous leave benefits as public sector employees. She stated that certain provisions allow municipalities to classify all employees as emergency responders in order to exempt all employees. Ms. Scheiner stated that the bottom line is all employees do provide essential services to community.

In response to a question from Trustee Cargie about how the Village benefits by exempting employees from the FFCRA, Ms. Scheiner explained that the Federal government is not providing money to municipalities, which were cut out for being eligible for payroll tax credits. She stated that the main reason to do this is to continue to provide essential services. She explained that under the FFCRA, there is a cap on what employees will be paid, and there would be challenges to figuring out how to pay employees. She also noted there is a childcare component, and that a concern of many public sector employees is that by not exempting, they could lose a significant portion of their workforce for childcare reasons. She emphasized that Village is sensitive to childcare needs and that the Village will continue to work with employees to accommodate them by enabling shift trades and schedule changes.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

e. Status on COVID-19 Programs for Reimbursement

Administrator Palm briefly noted that FEMA will reimburse 75 cents on the dollar and that pre-registration paperwork has been submitted. He stated Staff is tracking expenses and waiting for direction from the County on when they can start submitting paperwork.

11. EXECUTIVE SESSION

None.

12. ADJOURNMENT

Trustee Cargie made a motion, seconded by Trustee Vazquez, to adjourn the regular Village Board of Trustees Meeting at 7:59 p.m.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

Kathleen Brand-White, Village Clerk



MEMORANDUM

DATE: April 27, 2020

TO: Eric J. Palm, Village Administrator

FROM: Jeff Loster, Village Engineer

SUBJECT: Award of Contract – 2020 Sewer Lining Project

Issue: Staff is seeking the award of a contract for the 2020 Sewer Lining Project.

Analysis: The Village has been relining sewers since 1994 using a process known as cured in-place pipe (CIPP). It is a “no-dig” technology that allows pipes in poor condition to be rehabilitated without the need to dig up a street and replace the pipe. It involves inserting a heat-activated, epoxy-impregnated, felt liner inside the existing sewer. The liner is expanded using water or steam pressure and is then cured by circulating hot water or steam inside the liner. The cured liner hardens to a PVC pipe-like consistency which provides structural stability to the existing sewer. Service laterals are then reinstated from within the new liner through the use of a robotic cutting device and a camera. We consider this process to be a proactive and cost effective approach towards the maintenance of our aging sewer system. Lining the sewers helps resolve existing structural failures, reduces root and groundwater infiltration, and increases the flow capacity by creating a smoother pipe surface.

Though manhole lining has been added to the scope of work as a bid alternate in recent years, the 2020 project area did not indicate a need for this work. Instead, several manholes were identified for “bench repair” work. This includes the repair or replacement of the manhole bench which makes up the bottom of the manhole. Without a solid, sealed bench in the manhole, the flowing water will continue to scour the soil beneath the manhole and will eventually undermine its structural stability, likely causing the manhole to shift or collapse.

The proposed FY21 Water and Sewer Fund budget includes \$140,000 for sewer relining and an additional \$35,000 for point repairs. Point repairs include the replacement of severely deteriorated (short) sections of sewers utilizing open-trench excavation. Bench repairs are also included in this item.

On March 27th, Staff received and opened six bids for this year’s project. Benchmark Construction was the low bidder with a total bid of \$118,626.00. Staff will analyze the existing scope of work with the intent to maximize the amount of work to be completed within the allocated project budget.

The Village has not previously worked with Benchmark Construction, however, multiple references were checked and all provided positive feedback.

Recommendation: Staff recommends approval of this contract with the following motion: Motion to award the contract to Benchmark Construction in the amount of \$118,626.00 for the 2020 Sewer Lining Project and authorize the Village Administrator to execute the contract agreement.

Attachments: Bid Tabulation

Village of River Forest
2020 Sewer Lining
Bid Tabulation
3/27/2020

BASE BID			Benchmark Construction 2260 Southwind Blvd Bartlett, IL 60103		Visu-Sewer of Illinois 9014 S. Thomas Ave Bridgeview, IL 60455		Michels Pipe Services 817 Main St Brownsville, WI 53006		Hoerr Construction, Inc. 1416 County Road 200N Goodfield, IL 61742		Granite Inliner 5031 W. 66th Street Bedford Park, IL 60638		Insituform Technologies 17988 Edison Ave Chesterfield, MO 63005	
Item Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
CIPP - 12"	LF	2733	\$30.00	\$81,990.00	\$36.25	\$99,071.25	\$41.00	\$112,053.00	\$42.00	\$114,786.00	\$42.00	\$114,786.00	\$45.70	\$124,898.10
CIPP - 15"	LF	443	\$42.00	\$18,606.00	\$60.25	\$26,690.75	\$60.00	\$26,580.00	\$62.00	\$27,466.00	\$65.00	\$28,795.00	\$65.40	\$28,972.20
Heavy Cleaning	LF	150	\$9.00	\$1,350.00	\$3.00	\$450.00	\$8.00	\$1,200.00	\$7.00	\$1,050.00	\$3.00	\$450.00	\$1.00	\$150.00
Cut Protruding Lateral	EA	8	\$285.00	\$2,280.00	\$100.00	\$800.00	\$226.00	\$1,808.00	\$400.00	\$3,200.00	\$375.00	\$3,000.00	\$250.00	\$2,000.00
Bench Repair	EA	8	\$1,800.00	\$14,400.00	\$1,900.00	\$15,200.00	\$355.00	\$2,840.00	\$1,200.00	\$9,600.00	\$1,150.00	\$9,200.00	\$2,745.00	\$21,960.00

As Calculated		\$118,626.00		\$142,212.00		\$144,481.00		\$156,102.00		\$156,231.00		\$177,980.30
As Read		\$118,626.00		\$142,212.00		\$144,481.00		\$156,102.00		\$156,231.00		\$177,980.30



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 21, 2020

To: Eric Palm, Zoning Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Approval of Plat of Consolidation – 910 William Street

Issue: Carl Przyborowski, the owner of two vacant parcels at 910 William Street, proposes to consolidate them into one lot. According to Section 10-23-3 of the Village Code, the proposed plat of consolidation must be approved by the Village President and Board of Trustees.

Analysis: A demolition permit for the single family residence and garage at 910 William Street was issued in December, 2017. There is no permit for a new structure, however, in order to build on the lot is must be consolidated as any new structure would extend beyond existing lot lines.

Attached for Board approval is the plat the depicts and legally describes the consolidated lot, which is located in the R2 Single Family (Detached) Residential District. The two parcels are each portions of different original lots of record. Combined, the consolidated lot will have a lot frontage of 74.98 feet and an area of approximately 14,096 square feet. The proposed lot complies with the minimum Lot Width and Lot Area requirements of sections 10-9-4-A and 10-9-4-B of the Zoning Ordinance.

Recommended Action: If the Board wishes to approved the plat of consolidation the following motion would be appropriate: Motion to approve the proposed plat of consolidation for the parcels at 910 William Street.

Attachment: Plat of Consolidation



MEMORANDUM

Date: April 16, 2020

To: Eric Palm, Village Administrator

From: Rosey McAdams, Finance Director

Subject: Approval – Payment to Springbrook Software LLC for Annual Maintenance

The Village uses Springbrook software for financial accounting, utility billing, building permits, accounts receivable, contractors and business licensing, payroll and cash receipting functions. Springbrook software is owned Accl-KKR. As part of our agreement with Springbrook, we are required to pay an annual maintenance fee for the use of the software. The maintenance fee provides for software updates and employee support and assistance. An invoice in the amount of \$26,170.00 for the period from May 1, 2020 through April 30, 2021 is attached. This amount represents a 5.0% increase over the prior year.

Because the amount of the invoice is over \$20,000, staff is requesting Village Board approval to pay the invoice.

Requested Board Action: Approve a payment in the amount of \$26,170.00 to Springbrook Software LLC for annual maintenance for the period from May 1, 2020 – April 30, 2021.



SPRINGBROOK SOFTWARE LLC
1000 SW Broadway, Suite 1900
Portland, OR 97205

Invoice # INV-ACC51527
Invoice Date 4/7/2020
Invoice Due Date 5/7/2020
Invoice Currency USD
Term Start Date 5/1/2020
Term End Date 4/30/2021
Open Air #
Page 1 of 1

Bill To:
Rosemary McAdams - Finance Director
Village of River Forest, IL
400 Park Avenue
River Forest IL 60305

Ship To:
Village of River Forest
400 Park Avenue
River Forest IL 60305

Q-16790 OnPrem Auto-Renewal: 5/1/2020 - 4/30/2021			
Purchase Order No.	Customer ID	Sales Order	Payment Terms
	2621 River Forest, IL - Village of	SO-ACC16690	Net 30
Item Number	Description	Quantity	Ext. Price
SU00	Support: Finance Suite	1	\$7,935.00
SU00	Support: Cash Receipts	1	\$1,093.00
SU00	Support: Accounts Receivable	1	\$308.00
SU00	Support: Licenses and Permits	1	\$2,601.00
SU00	Support: Building Permits	1	\$2,601.00
SU00	Support: Code and Contact Management	1	\$2,601.00
SU00	Support: Payroll	1	\$3,567.00
SU00	Support: Utility Billing	1	\$5,464.00

Subtotal	\$26,170.00
Trade Discount	
Tax	\$0.00
Total Invoice Amount USD	\$26,170.00
Balance Due USD	\$26,170.00

Please direct inquiries to:
Accounts Receivable Dept. at (503) 820-2213
Send an email to: accountsreceivable@sprbrk.com

Springbrook TAX ID: 93-0933508

Lockbox Payments:
Springbrook Software LLC
PO BOX 8465
Pasadena, CA 91109-8465

ACH/Wiring Instructions:
Comerica Bank
For credit to: Springbrook Software LLC
Account: 1894-75675-6
ABA: 121137522



MEMORANDUM

Date: April 27, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Village Administrator's Report

Upcoming Meetings (all meetings are at Village Hall unless otherwise noted)

Wednesday, April 29	5:00 PM	Special Board of Fire and Police Commissioners Meeting
Thursday, May 7	7:30 PM	Development Review Board Meeting
Friday, May 8	7:30 AM	Economic Development Commission Meeting
Monday, May 11	7:00 PM	Village Board of Trustees Meeting

Recent Payments of >\$10,000

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
Certified Fleet Services Inc.	\$14,777	Ladder Repair on Fire Truck
Houseal Lavigne Associates	\$13,983	Bike Plan Implementation
MidCity Plumbing Inc.	\$16,750	Emergency Sewer Repair

New Business Licenses:

None

Thank you.



Village of River Forest

Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 23, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Eric J. Palm, Village Administrator

Subj: Ratification & Adoption of Executive Order 20-04

After the conclusion of the April 13, 2020 Village Board Meeting, the Village President signed an order continuing the State of Emergency in River Forest due to the COVID-19 epidemic. During this time, one executive order was issued.

As the COVID-19 pandemic has evolved, so has the thinking and guidance on face masks. Recently, some municipalities have issued executive orders as it relates to the requirement of face coverings. Last week, the Village President signed an Executive Order to that effect. The Executive Order focuses in two main areas:

1. Starting on Friday, April 24, those individuals who work in an "Essential Business" or performs "Essential Business Operations," as both phrases are defined in the Governor's Stay At Home Order, when the person has contact with the public, shall wear a face covering.
2. Starting on Tuesday, April 28, those individuals who engage in any "Essential Activity," as defined in the Governor's Stay At Home Order, such as, but not limited to, shopping for necessary supplies and services, seeking medical supplies or medication or visiting a health care professional, shall wear a face covering.

This Executive Order was issued based on guidance from the World Health Organization, the United States Centers for Disease Control and Prevention and the United States Surgeon General. The Executive Order requires and encourages people in the Village to wear face coverings over their mouths and noses to slow the spread of COVID-19.

The intent of the Executive Order is to ensure the health and safety of our community and communities that surround us; it is to encourage and help our businesses to stay open without the fear of spreading the virus and our other businesses to reopen when the Governor says it is appropriate to do so. With testing not being wide spread, tracing limited, and a vaccine not available yet, we believe that if we do our part of social distancing and mandatory face covering this

will allow our businesses to open in a healthy way and our other businesses to reopen sooner than later.

Consistent with past practice, the attached ordinance has been brought to the Village Board of Trustees to extend the duration of the Executive Order. If the ordinance is adopted and approved by the Village Board of Trustees, the face covering requirements from the Executive Order will remain in place until the earliest of the end of the Governor's disaster proclamation regarding COVID-19, the repeal of the ordinance by the Village Board of Trustees or by executive order of the Village President, or the ordinance being superseded by State law or an executive order of the Governor of the State of Illinois. As you know, the Governor amended his stay at home on Thursday, April 23, 2020 which included the use of face coverings in public settings, consistent with our order.

As with other pandemic-related public health and safety issues confronted by the Police Department in the past month, the Village plans to focus first and foremost on voluntary compliance with the face coverings requirement. When possible, the Village will distribute face coverings to people who need them and work with community partners to help provide face coverings available to those in need.

Please let me know if you have any questions.

Thank you.

Attachment
Ordinance

**AN ORDINANCE ADOPTING AND APPROVING 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 – DECLARATION 20-3 – APRIL 13, 2020)**

WHEREAS, the Village of River Forest (“Village”) is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

WHEREAS, COVID-19, also known as the “coronavirus,” is a dangerous disease which has spread around the world, including in the United States, the State of Illinois, Cook County and the Village; and

WHEREAS, COVID-19 is a direct and serious threat to the public’s health, safety and welfare; and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois issued a disaster proclamation in the State of Illinois related to the COVID-19 pandemic; and

WHEREAS, on March 16, 2020, the Village President and Board of Trustees adopted Ordinance 3800, entitled “An Ordinance Amending the Village of River Forest Village Code Authorizing the Village President to Declare a State of Emergency if Needed,” which created Section 1-5-7 of the Village of River Forest Village Code, entitled “State of Emergency,” authorizing the Village President to declare a state of emergency in the Village pursuant to Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6; and

WHEREAS, on March 20, 2020, the Governor of the State of Illinois issued Executive Order 20-10, which as amended and extended, is a “Stay At Home” order (which as amended and extended is the “Governor’s Stay At Home Order”), allowing only “essential businesses” to operate and limiting the movement of persons in Illinois in order to slow the spread of COVID-19, which has a significant and material impact on Village residents and businesses; and

WHEREAS, on April 13, 2020, the Village President declared a continued state of emergency in the Village due to the threats to the public’s health, safety and welfare from the COVID-19 pandemic pursuant to the “Declaration of a Continued State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – April 13, 2020),” which is attached hereto as **EXHIBIT A** and made a part hereof (“Continued Declaration”); and

WHEREAS, on April 22, 2020, the Village President issued Executive Order 20-4 pursuant to the Continued Declaration, entitled “Executive Order Requiring the Use of Face Coverings Under a Declaration of a State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – April 13, 2020),” which is attached hereto as **EXHIBIT B** and made a part hereof (“Executive Order 20-4”); and

WHEREAS, pursuant to Section 1-5-7.C.8. of the Village of River Forest Village Code (“Village Code”), the expiration of the Continued Declaration and Executive Order 20-4 shall be no later than the adjournment of the first regular or special meeting of the Village President and Board of Trustees after the Declaration was issued; and

WHEREAS, pursuant to its police powers and Sections 11-1-1, 11-60-2, 11-20-5 and 11-42-10 of the Illinois Municipal Code, 65 ILCS 5/11-1-1, 65 ILCS 5/11-60-2, 65 ILCS 5/11-20-5 and 65 ILCS 5/11-42-10, the Village has the authority to take actions necessary to promote public health and suppress diseases, such as COVID-19; and

WHEREAS, the Village President and Board of Trustees desire to adopt and extend the term of Executive Order 20-4 in the Village as set forth below; and

WHEREAS, the Village President and Board of Trustees have determined that it would best serve the public’s health, safety and welfare to adopt and approve Executive Order 20-4 as set forth below;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of River Forest, Cook County, Illinois, as follows:

SECTION 1: Incorporation. That the recitals above shall be and are incorporated in this Section 1 as if restated herein.

SECTION 2: Adoption and Approval of Executive Order 20-4. That the Village President and Board of Trustees adopt and approve Executive Order 20-4, and in order to help Village residents, businesses and the community at large deal with the significant negative health repercussions of the COVID-19 pandemic:

1. Face coverings required and encouraged by this Ordinance shall cover a person’s nose and mouth and be made of cloth or material reasonably designed and made to inhibit, filter, slow or restrict the breath, sneeze, cough or exhaling from the mouth and nose of the person wearing the face covering. Face coverings shall be worn, except as set forth in Section 2.2 below, when a person:

A. Works in an “Essential Business” or performs “Essential Business Operations,” as both phrases are defined in the Governor’s Stay At Home Order, when the person has contact with the public. The person’s employer shall provide a face covering. Persons covered by this requirement include, but are not limited to, employees of grocery stores, restaurants, hardware and supply stores, financial institutions, laundry services, essential governmental functions, construction sites, automotive repair shops, gas stations, landscaping activities and any home or curbside delivery carriers.

B. Engages in any “Essential Activity,” as defined in the Governor’s Stay At Home Order, such as, but not limited to, shopping for necessary supplies and services, seeking medical supplies or medication or visiting a health care

professional. This requirement takes effect on Tuesday April 28, 2020 at 12:01 AM.

C. Rides in public transportation, taxis or ride share vehicles. This requirement takes effect on Tuesday April 28, 2020 at 12:01 AM.

A business owner or operator may refuse admission or service to any person, in their discretion, who fails to wear a face covering when required by this Ordinance. Business owners and operators shall use their reasonable best judgment under this Ordinance and there may be times where refusing admission or service is inappropriate. Business owners and operators are encouraged to provide a sanitary or disposable face covering to any person without one, if available and appropriate.

2. The face covering requirements in Section 2.1 of this Ordinance do not apply:

A. To a person under the age of two (2).

B. When a person is engaged in an outdoor activity permitted by the Governor's Stay At Home Order, such as walking, hiking, running, exercising or biking, while obeying with social and physical distancing of at least six feet (6') from persons who are not members of the same household.

C. When a person is riding in a personal vehicle.

D. When a person is alone or with members of the same household in a private space that is not open to the general public.

E. When doing so poses a greater health, safety or security risk to the person or to the public.

3. The phrase "members of the same household" in this Ordinance shall mean "a group of people, related or unrelated, who occupy the same dwelling unit on a fulltime basis and use common cooking, eating and sanitation facilities."

4. Appropriate face coverings include non-medical grade masks, homemade face coverings, scarves, bandanas or handkerchiefs. Medical-grade masks and N95 respirators are not recommended for general public use under this Ordinance and should be reserved for use by health care providers, medical providers and first-responders.

5. The intent of this Ordinance is to quickly, temporarily and further increase the usage of face coverings by persons in public to reduce the spread of COVID-19, to protect essential workers in the Village, to assist the Governor in deciding to allow for the gradual reopening of businesses in the Village under the Governor's Stay At Home Order and to protect the health, safety and welfare of Village residents. This Ordinance

does not diminish the need for all residents, employees and persons in the Village to comply with social and physical distancing requirements.

6. This Ordinance does not waive or suspend compliance with any federal or State law, regulation, directive, order or requirement.

7. The face covering requirements in this Ordinance shall expire upon the earlier of (a) the end of the Governor of the State of Illinois' disaster proclamation regarding COVID-19, (b) repeal of this Ordinance by the Village President and Board of Trustees or by executive order of the Village President or (c) this Ordinance being superseded by State law or an executive order of the Governor of the State of Illinois.

SECTION 3: Conflicts. That if any Section, paragraph or provision of this Ordinance shall conflict with any part of Executive Order 20-4 or the Village of River Forest Village Code, this Ordinance shall prevail.

SECTION 4: Severability. That if any Section, paragraph or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such Section, paragraph or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 5: Repeal. That all ordinances, resolutions, motions or parts thereof in conflict with this Ordinance shall be and the same are hereby repealed.

SECTION 6: Effectiveness. That this Ordinance shall be in full force and effect upon its passage and approval according to law.

PASSED this 27th day of April, 2020 by the Village President and Board of Trustees pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED by me this 27th day of April, 2020.

Catherine Adduci, Village President

ATTEST:

Kathleen Brand-White, Village Clerk

EXHIBIT A
CONTINUED DECLARATION

(attached)

DECLARATION NO. 20-3

DECLARATION OF A CONTINUED STATE OF EMERGENCY IN THE VILLAGE OF RIVER FOREST, COOK COUNTY, ILLINOIS (COVID-19 – APRIL 13, 2020)

WHEREAS, the Village of River Forest (“Village”) is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

WHEREAS, COVID-19, also known as the “coronavirus,” is a dangerous disease which has spread around the world, including in the United States, in the State of Illinois, in Cook County and in the Village; and

WHEREAS, COVID-19 is a contagious disease that has caused, and will continue to cause, loss of life, loss of productivity, hardship and suffering to persons residing in or doing business in and around the Village; and

WHEREAS, COVID-19 is a direct and serious threat to the public’s health, safety and welfare; and

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 virus a pandemic; and

WHEREAS, on March 10, 2020, the President of the Cook County Board of Commissioners issued a disaster proclamation in Cook County, Illinois related to the COVID-19 pandemic; and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois issued a disaster proclamation in the State of Illinois related to the COVID-19 pandemic, and the Governor has since issued, and extended, a “Stay At Home” Executive Order to help stop the spread of COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States declared a nationwide emergency under Section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 52 U.S.C. 5121, *et seq.*, related to the COVID-19 pandemic; and

WHEREAS, Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6, provides that the corporate authorities of the Village of River Forest may grant the Village President the extraordinary power and authority to exercise, by executive order during a state of emergency, such of the powers of the Village’s corporate authorities as may be reasonably necessary to respond to the emergency; and

WHEREAS, on March 16, 2020, the Village President and Board of Trustees adopted Ordinance 3800 entitled “An Ordinance Amending the Village of River Forest Village Code Authorizing the Village President to Declare a State of Emergency if

Needed,” which created Section 1-5-7 of the Village of River Forest Village Code (“Village Code”), entitled “State of Emergency,” authorizing the Village President to declare a state of emergency in the Village pursuant to Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6; and

WHEREAS, on March 16, 2020, the Village President issued the “Declaration of a State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – March 16, 2020)” (“Declaration 20-1”) under Section 1-5-7 of the Village Code; and

WHEREAS, on March 17, 2020 and March 24, 2020, the Village President issued Executive Orders 20-1 and 20-2, respectively, under Declaration 20-1 to assist Village residents, businesses and the community at large with the significant negative repercussions of the COVID-19 pandemic; and

WHEREAS, under Section 1-5-7 of the Village Code, Declaration 20-1 was only in effect until adjournment of the first regular or special meeting of the Village President and Board of Trustees after Declaration 20-1 was issued; and

WHEREAS, the Village President and Board of Trustees held and adjourned a special meeting on March 30, 2020, and Declaration 20-1 expired at the adjournment of that meeting; and

WHEREAS, on March 30, 2020, the Village President issued the “Declaration of a Continued State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – March 30, 2020)” (“Declaration 20-2”) under Section 1-5-7 of the Village Code; and

WHEREAS, on April 3, 2020 the Village President issued Executive Order 20-3 under Declaration 20-2 to assist with obtaining compliance with the Governor of the State of Illinois’ executive orders protecting the public’s health, safety and welfare related to the COVID-19 pandemic; and

WHEREAS, under Section 1-5-7 of the Village Code, Declaration 20-2 was only in effect until adjournment of the first regular or special meeting of the Village President and Board of Trustees after Declaration 20-2 was issued; and

WHEREAS, the Village President and Board of Trustees held and adjourned a regular meeting on April 13, 2020, and Declaration 20-2 expired at the adjournment of that meeting; and

WHEREAS, the COVID-19 pandemic has not ended and continues to expand and worsen in the State of Illinois, in Cook County and in the Village; and

WHEREAS, continuing the declaration of a state of emergency in the Village is necessary to allow the Village to continue to rapidly respond to the COVID-19 pandemic

and to assist in preventing the loss of life and injuries, alleviating damages, loss, hardship and suffering related to the pandemic;

NOW, THEREFORE, BE IT DECLARED, under oath by the Village President of the Village of River Forest, Cook County, Illinois:

SECTION 1: Incorporation. That the recitals above shall be and are incorporated in this Section 1 as if restated herein.

SECTION 2: Declaration of a State of Emergency. That a state of emergency is declared in the Village of River Forest, Cook County, Illinois.

SECTION 3: Executive Orders. That the Village President is authorized to exercise, by executive order, such powers of the Village President and Board of Trustees as the Village President deems reasonably necessary to allow the Village to respond to the emergency.


SECTION 4: Procedures, Protocols and Regulations Subject to Suspension. That the Village Administrator shall present requests to the Village President for approval of executive orders described in Section 3 above. Executive orders may address any Village regulations reasonably necessary to allow the Village to respond to the emergency.

SECTION 5: Duration. That the state of emergency declared herein shall expire upon the earlier of (a) the adjournment of the next regular or special meeting of the Village President and Board of Trustees, which is scheduled for April 27, 2020, or (b) withdrawal of this declaration by the Village President.

SECTION 6: Filing. That this declaration shall be filed with the Village Clerk upon its execution by the Village President.


Catherine Adduci, Village President

Subscribed and sworn to before me
this 13th day of April, 2020.


Notary Public

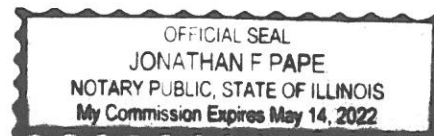


EXHIBIT B
EXECUTIVE ORDER 20-4
(attached)

EXECUTIVE ORDER NO. 20-04

EXECUTIVE ORDER REQUIRING THE USE OF FACE COVERINGS UNDER A DECLARATION OF A STATE OF EMERGENCY IN THE VILLAGE OF RIVER FOREST, COOK COUNTY, ILLINOIS (COVID-19 – APRIL 13, 2020)

WHEREAS, the Village of River Forest (“Village”) is a non-home rule unit of local government as provided by Article VII, Section 7 of the Illinois Constitution of 1970; and

WHEREAS, COVID-19, also known as the “coronavirus,” is a dangerous disease which has spread around the world, including in the United States, the State of Illinois, Cook County and the Village; and

WHEREAS, COVID-19 is a direct and serious threat to the public’s health, safety and welfare; and

WHEREAS, on March 9, 2020, the Governor of the State of Illinois issued a disaster proclamation in the State of Illinois related to the COVID-19 pandemic; and

WHEREAS, on March 16, 2020, the Village President declared a state of emergency in the Village in Declaration 20-1, entitled “Declaration of a State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – March 16, 2020)” (“Declaration”); and

WHEREAS, on March 20, 2020, the Governor of the State of Illinois issued Executive Order 20-10, which as amended and extended, is a “Stay At Home” order (which as amended and extended is the “Governor’s Stay At Home Order”), allowing only “essential businesses” to operate and limiting the movement of persons in Illinois in order to slow the spread of COVID-19, which has a significant and material impact on Village residents and businesses; and

WHEREAS, on March 30, 2020, the Village President declared a continued state of emergency in the Village in Declaration 20-2, entitled “Declaration of a Continued State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – March 30, 2020)” (“First Continued Declaration”) and

WHEREAS, on April 13, 2020, the Village President declared a continued state of emergency in the Village in Declaration 20-3, entitled “Declaration of a Continued State of Emergency in the Village of River Forest, Cook County, Illinois (COVID-19 – April 13, 2020)” (“Second Continued Declaration”); and

WHEREAS, the Declaration, the First Continued Declaration and the Second Continued Declaration were made pursuant to authority granted to the Village President in Section 1-5-7 of the Village of River Forest Village Code, entitled “State of

Emergency,” and pursuant to Section 11-1-6 of the Illinois Municipal Code, 65 ILCS 5/11-1-6; and

WHEREAS, as of the date of this Executive Order there is neither a tested and effective vaccine, nor a proven therapeutic treatment available, for COVID19; and

WHEREAS, the World Health Organization indicates that COVID-19 may spread by respiratory droplets produced when a person infected with COVID-19 exhales or coughs; and

WHEREAS, the United States Centers for Disease Control and Prevention (“CDC”) stated that a person infected with COVID-19 who shows no symptoms may spread COVID-19 more widely than previously believed and that people infected with COVID-19 are the most contagious before experiencing symptoms; and

WHEREAS, on April 3, 2020, the CDC recommended that all people wear cloth face coverings in public settings where other social and physical distancing measures are difficult to maintain; and

WHEREAS, on April 10, 2020, the United States Surgeon General recommended that people wear face coverings because there is a significant number of asymptomatic people with COVID-19; and

WHEREAS, the Village, by implementing a face covering requirement during these unprecedented times, is creating a safer public health environment that should assist the Governor in deciding to allow the gradual reopening of additional business in the Village that have been closed under the Governor’s Stay At Home Order for over a month, such as but not limited to hair salons, pet grooming, clothing stores and novelty stores; and

WHEREAS, the Village President has determined that it is necessary to make this Executive Order to best protect the public’s health, safety and welfare regarding the COVID-19 pandemic and to assist the Governor in determining to allow the gradual reopening of additional businesses in the Village under Governor’s Stay At Home Order;

NOW, THEREFORE, BE IT ORDERED, by the Village President of the Village of River Forest, Cook County, Illinois:

SECTION 1: Incorporation. That the recitals above shall be and are incorporated in this Section 1 as if restated herein.

SECTION 2: Executive Order. That in order to help Village residents, businesses and the community at large deal with the significant negative health repercussions of the COVID-19 pandemic it is ordered:

1. Face coverings required and encouraged by this Executive Order shall cover a person's nose and mouth and be made of cloth or material reasonably designed and made to inhibit, filter, slow or restrict the breath, sneeze, cough or exhaling from the mouth and nose of the person wearing the face covering. Face coverings shall be worn, except as set forth in Section 2 below, when a person:

A. Works in an "Essential Business" or performs "Essential Business Operations," as both phrases are defined in the Governor's Stay At Home Order, when the person has contact with the public. The person's employer shall provide a face covering. Persons covered by this requirement include, but are not limited to, employees of grocery stores, restaurants, hardware and supply stores, financial institutions, laundry services, essential governmental functions, construction sites, automotive repair shops, gas stations, landscaping activities and any home or curbside delivery carriers. This requirement takes effect on Friday, April 24, 2020 at 12:01 AM.

B. Engages in any "Essential Activity," as defined in the Governor's Stay At Home Order, such as, but not limited to, shopping for necessary supplies and services, seeking medical supplies or medication or visiting a health care professional. This requirement takes effect on Tuesday April 28, 2020 at 12:01 AM.

C. Rides in public transportation, taxis or ride share vehicles. This requirement takes effect on Tuesday April 28, 2020 at 12:01 AM.

A business owner or operator may refuse admission or service to any person, in their discretion, who fails to wear a face covering when required by this Executive Order. Business owners and operators shall use their reasonable best judgment under this Executive Order and there may be times where refusing admission or service is inappropriate. Business owners and operators are encouraged to provide a sanitary or disposable face covering to any person without one, if available and appropriate.

2. The face covering requirement of Section 1 of this Executive Order does not apply:

A. To a person under the age of two (2).

B. When a person is engaged in an outdoor activity permitted by the Governor's Stay At Home Order, such as walking, hiking, running, exercising or biking, while obeying with social and physical distancing of at least six feet (6') from persons who are not members of the same household.

C. When a person is riding in a personal vehicle.

D. When a person is alone or with members of the same household in a private space that is not open to the general public.

E. When doing so poses a greater health, safety or security risk to the person or to the public.

3. The phrase “members of the same household” in this Executive Order shall mean “a group of people, related or unrelated, who occupy the same dwelling unit on a fulltime basis and use common cooking, eating and sanitation facilities.”

4. Appropriate face coverings include non-medical grade masks, homemade face coverings, scarves, bandanas or handkerchiefs. Medical-grade masks and N95 respirators are not recommended for general public use under this Executive Order and should be reserved for use by health care providers, medical providers and first-responders.

5. The intent of this Executive Order is to quickly, temporarily and further increase the usage of face coverings by persons in public to reduce the spread of COVID-19, to protect essential workers in the Village, to assist the Governor in deciding to allow for the gradual reopening of businesses in the Village under the Governor’s Stay At Home Order and to protect the health, safety and welfare of Village residents. This Executive Order does not diminish the need for all residents, employees and persons in the Village to comply with social and physical distancing requirements.

6. This Executive Order does not waive or suspend compliance with any federal or State law, regulation, directive, order or requirement.

SECTION 3: Duration. That this Executive Order expires upon the earlier of (a) the Continued Declaration ending, (b) withdrawal of this Executive Order by the Village President or (c) this Executive Order being superseded by State law or an executive order of the Governor of the State of Illinois.



Catherine Adduci, Village President

Date: April 22, 2020



Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: April 20, 2020

To: Catherine Adduci, Village President
Village Board of Trustees

From: Sara Phyfer, Management Analyst/Deputy Clerk

Subj: Village Policy Regarding Statement of Economic Interest Filings for Commission Members

Issue: Each year the Village provides the Cook County Clerk's office with a list public officials and employees who are to complete the Statement of Economic Interest filing in accordance with the Illinois Governmental Ethics Act. The Village does not have a formal policy on this issue for Village commission members, and past practice has been to submit a broad list that includes members of every Village commission, though they are not all statutorily required to file. Staff has heard from a commissioner who expressed concern on why he is required to file. As such, Staff is looking for direction on creating a formal policy on this process.

Analysis: Per Section 4A-101.5 of the Illinois Governmental Ethics Act, the following individuals are required to file a State of Economic Interest each year: elected officials and appointees to elected offices; members of the Zoning Board of Appeals, Plan Commission, and Development Review Board; members of boards, committees and commissions which have the authority to expend public funds and take final action; and certain Village employees. In reviewing the roles of the remaining Village Commissions, the only ones that both make final decisions and have the authority to expend public funds are: the Board of Fire and Police Commissioners, the Police Pension Board, and the Fire Pension Board. The Ethics Commission and the Historic Preservation Commission make final decisions but do not have the authority to expend public funds. The Sustainability, Traffic and Safety, and Economic Development Commissions are advisory in capacity and do not have the authority to expend public funds. Individuals no longer serving in their roles have not been asked to complete the filing, which is consistent with the statutory requirements. The Village may require annual filings from commission members who are not required to file under the Illinois Governmental Ethics Act.

In a survey of other communities, the majority responded that they submit their lists based on the statutory requirements.

Requested Action: Staff is looking for direction on a formal policy regarding Statement of Economic Interest filings.

Option A: Formalize past practice and require all commissioners, in addition to those required to file under the Illinois Governmental Ethics Act, to file a Statement of Economic Interest, which goes above and beyond the statutory requirements and heightens transparency.

-OR-

Option B: Create a policy that mirrors the statutory requirements since it is unnecessary for commissioners whose roles do not involve expending public funds and taking final action to disclose their personal financial information. If selected, this policy will mean members of the following Village Commissions will no longer be asked to file Statements of Economic Interest: Historic Preservation, Sustainability, Traffic and Safety, Economic Development, Ethics.

Statement of Economic Interest Filings for Commission Members Policy

It is the policy of the Village of River Forest that the annual Statement of Economic Interest Filing for Boards and Commission only apply to those groups that are statutorily required to file.