

**VILLAGE OF RIVER FOREST
REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES
June 11, 2018**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, June 11, 2018 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 7:02 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Conti, Vazquez, Henek, Gibbs, and Corsini
Absent: Trustee Cargie
Also Present: Village Clerk Kathleen Brand-White, Village Administrator, Eric Palm, Assistant Village Administrator, Lisa Scheiner, Management Analyst, Jonathan Pape, Police Chief James O'Shea, Fire Chief Kurt Bohlmann, Finance Director Joan Rock, Assistant Finance Director Cheryl Scott, Public Works Director John Anderson, Village Attorney Greg Smith

2. PLEDGE OF ALLEGIANCE

President Adduci led the pledge of allegiance.

3. CITIZENS COMMENTS

None.

4. ELECTED OFFICIALS COMMENTS AND ANNOUNCEMENTS

It was noted that June 14th is Flag Day. Trustee Gibbs wished all the fathers a Happy Father's Day.

Trustee Conti congratulated the firefighters who received a commendation from Loyola, Chief Bohlmann on his son's graduation, and Police Sergeant James Greenwood for graduating from the School of Police Staff and Command (SPSC) at Northwestern University's Center for Public Safety and receiving the Franklin M. Kreml Leadership Award.

Clerk Brand-White also wished all the dads a Happy Father's Day and reminded everyone that school is out for the summer, so please keep your eyes open driving around the Village as there will be more children out and about.

Trustee Vazquez thanked the Village, and announced that he and Trustee Henek have graduated from the Leadership Lab.

Trustee Corsini reiterated Trustee Conti's congratulations of staff achievements, and congratulated all Board and staff members whose children recently graduated from high school and college. Trustee Corsini also reported that although she had to miss the TripCom exercises this year, she wanted to congratulate all Public Safety personnel and staff who participated in the

event in order to prepare for any emergency, which will help protect the residents. She also complimented the Village's cooperation and collaboration with neighboring communities.

President Adduci echoed previous congratulations regarding Father's Day, graduations, and the achievements of the Public Safety staff. President Adduci attended the graduation of Trustees Henek and Vazquez from the Leadership Lab, and commended their presentations noting that each graduate not only had to identify a problem within the community, but also recommend a solution. President Adduci announced "Flamingo Friday", a weekly community event that is open to everyone so that community members can have a chance to get to know one another better. The schedule can be found at www.flamingofridayriverforest.com.

5. CONSENT AGENDA

Clerk Brand-White read aloud the Consent Agenda items.

- a. Regular Village Board Meeting Minutes –May 29, 2018
- b. Executive Session Meeting Minutes –May 29, 2018
- c. Right-of-Way License Encroachment Waiver and License Agreement for an Irrigation System Located at 918 Franklin
- d. Right-of-Way License Encroachment Waiver and License Agreement for an Irrigation System Located at 937 Jackson
- e. Establish the prevailing rate of wages for laborers, mechanics and other workers employed in performing construction public works projects for the Village - Ordinance
- f. Monthly Department Reports
- g. Monthly Performance Measurement Report
- h. Village Administrator's Report

Trustee Gibbs made a motion, seconded by Trustee Corsini, to approve the Consent Agenda.

Roll call:

Ayes: Trustees Conti, Henek, Vazquez, Gibbs, and Corsini

Absent: Trustee Cargie

Nays: None

Motion Passes.

6. CONSENT AGENDA ITEMS REQUIRING SEPARATE CONSIDERATION

7. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS

- a. Historic Preservation Commission – Update on Historic Homes Brochure and Ongoing Educational Initiatives

President Adduci introduced Historic Preservation Commission Chairman, David Franek and Management Analyst Jon Pape for an update on the educational efforts of the Commission. Chairman Franek began by explaining that in June of 2013, the HPC adopted the results of a survey done by two architectural firms to determine homes and buildings in the Village of River Forest which meet the Secretary of the Interior's eight criteria (from 1965) for significance. The Commission has been focused on preserving these structures. Chairman Franek noted that there have been three significant structures that have been lost, and that the HPC was involved only

after a purchase contract was signed. The HPC would like to become more pro-active in their involvement in these situations. Chairman Franek thanked the Village and reported that he and Commissioner Popowits attended the traditional building conference in April which provided an opportunity to discuss the issue with a number of local and national preservation officials. Chairman Franek noted that after discussion on the topic, one response to the challenge was to increase visibility. After discussing the topic with the Village President, Chairman Franek proposed a list on the preservation page of the Village website, of significant properties, as well as homes which have been awarded for Preservation by the HPC, which are available for purchase. Chairman Franek noted that inclusion in the list would be purely voluntary and would include a letter to the property owner, as well as to the Oak Park Board of Realtors, with the hopes of expanding the base of purchasers. Chairman Franek stated that the HPC has the resources on the website, and feels that this would be a proactive way of increasing their educational efforts.

Trustee Corsini asked what the HPC would state in a letter to homeowners. Chairman Franek responded that it would be something along the lines of, "On behalf of the Historic Preservation Commission of the Village of River Forest, we're offering you the opportunity in the event you intend to sell your property, to have that listing noted on the Village's Historic Preservation website." Chairman Franek noted that is a purely voluntary act and that the HPC would ask for a contact number of the owner or real estate agent who has the listing on the property.

Trustee Corsini asked if there would be a separate section on the website for these listings, and Chairman Franek responded that there would. Trustee Corsini asked how many homes would qualify for this potential listing and Chairman Franek answered that there are currently 295 homes eligible, and that the HPC would notify all homeowners on the list (as well as realtors) to let them know that this option is available if and when they are ready to sell. Chairman Franek noted that he has spoken to a couple of realtors about this proposal and that none of them have shown any concern.

Chairman Franek shared that some Commissioners have heard rumors about a couple of the homes that were demolished that other River Forest residents communicated to realtors that they wished they would have known the property was available.

President Adduci confirmed that she discussed this idea with Chairman Franek and that she thinks it's a great idea to help the sellers of these beautiful homes, as well as celebrating the remodeling and refurbishment of homes in the River Forest community.

Chairman Franek added that the Commission hopes to share several more initiatives in the coming months to increase awareness, and that he believes it is important to be proactive rather than reactive.

Chairman Franek thanked Commissioner Popowits for several public presentations he has given recently, as well as creating videos for YouTube. President Adduci thanked Commissioner Popowits and Chairman Franek for all the work they do on behalf of the HPC.

Management Analyst Jon Pape spoke about the brochure the HPC has created which features 33 properties, as well as other properties categorized together by architect, and also recognizes past winners of the Historic Preservation Award. Management Analyst Pape explained that one of the goals of the brochure is to continue preservation through education about these properties,

noting that a 400-page preservation report not a document the average walker would want to carry with them to look at properties. The HPC hopes that the new brochure (which includes a walking map) will be a user friendly way for interested parties to learn more about the River Forest properties and historic preservation. Management Analyst Pape noted that the members of the HPC took the photos and wrote the descriptions of the homes, and that although no official board action is required, the HPC is looking for consensus from the Village Board to finalize the brochure, print it and begin distribution.

There was a brief discussion about promoting the brochure in the Village water bills, and the cost of printing. Trustee Gibbs commented on the importance of getting the brochures out to all the Village residents.

Trustee Gibbs asked how homes are nominated for the Historic Preservation Award. Chairman Franek answered that homeowners can nominate themselves and the members of the HPC review applications in the late spring or early summer. Trustee Corsini suggested that the Village Board of Trustees invite Historic Preservation award winners to be recognized at a Board meeting, and President Adduci agreed.

President Adduci stated that the Board was in consensus that the brochure looks good and encouraged the HPC to find ways to distribute it widely throughout the community.

Trustee Henek asked about a homeowner who requested that their property not be included on the map. Chairman Franek responded that the resident was concerned about privacy, and that the HPC will take the property off the map. Chairman Franek added that there is language in the brochure reminding users that the homes listed are private residences and to respect the privacy of the homeowners.

Trustee Corsini asked about signs throughout the Village noting "Historic District" commenting that that she is confused about how they came to be established as historic. Management Analyst Pape answered that there is often clarification needed to differentiate between historic district residences and historically and architecturally significant residences. Chairman Franek added that the HPC has been around for approximately 12 years and that the Historic District predates the establishment of the Commission. Chairman Franek further noted that the Historic District is listed in the Village Survey and several other Village maps. Trustee Gibbs asked if the Historic District could be somehow added to the map in the brochure. There was board discussion about how to add the Historic District to the map.

Chairman Franek suggested that the Historic District was probably established due to concerns about how to memorialize significant properties before there was an Historic Preservation Commission, and before there was an ordinance, and since then he believes the HPC has taken steps towards preservation and education that are ideally more user friendly than the original establishment of the Historic District.

Management Analyst Pape suggested that an option to add the Historic District to the map would be to create an overlay of the outline of the district to the map, and Chairman Franek endorsed the idea stating that it would achieve the purpose without making the map more complicated.

Village Administrator Eric Palm added that homes that receive Historic Preservation awards are being featured in short videos that are being produced to be shown on YouTube and on the

Village's Facebook page.

President Adduci and the Board thanked Chairman Franek for speaking and complimented the entire HPC on the brochure, videos and all their work.

- b. Board & Commission Appointment
 - i. Zoning Board of Appeals – Appoint Michael Smetana to a five-year term expiring 4/30/23

President Adduci stated that after 15 years of service, Commissioner Charles Lucchese has opted not to be reappointed to the Zoning Board of Appeals. She stated that she is recommending that Michael Smetana be appointed to the ZBA.

Trustee Conti made a motion, seconded by Trustee Corsini, to concur with the recommendation of the Village President for the appointment of Michael Smetana to the Zoning Board of Appeals for a five-year term expiring April 30, 2023.

Roll call:

Ayes: Trustees Conti, Henek, Vazquez, Gibbs, and Corsini

Absent: Trustee Cargie

Nays: None

Motion Passes.

8. UNFINISHED BUSINESS

- a. Parking Designations and Fees Regarding Village Owned Parking Spaces
 - i. Amend Title 9 of the Village Code – Parking Fees – Ordinance

Trustee Gibbs made a motion, seconded by Trustee Vazquez, to pass an ordinance amending Title 9 of the Village Code.

President Adduci stated that she had a conversation with Police Chief O'Shea regarding parking fees and that Chief O'Shea has done some analysis, as has the Village, and that they both agree that there is a need to make the parking fee structure more efficient.

Village Administrator Palm recapped the Village Board's previous discussion regarding parking, specifically the daily commuter parking spaces, the monthly Metra commuter permit parking for residents, overnight parking spaces and 24-hour parking spaces. Village Administrator Palm reported that the plan that was suggested was to create more 24 hour and overnight parking in the main lots by the Depot, convert the West Thatcher lot to monthly permits, and rely on the existing spaces on Central and Hawthorne for daily parking.

Village Administrator Palm directed the Board to the second page of the memorandum dated June 7, 2018 regarding parking fees which proposes a three-year phase in of fees for all three levels; daily fee, monthly commuter, overnight and 24-hour. Village Administrator Palm reported that the proposed ordinance reflects the change in fees and the dates they take effect so that by May 1, 2020 the daily fee for parking would increase from \$3.00 to \$5.00. Mr. Palm stated that the proposed schedule of fees would be as follows: Daily Parking: July 1, 2018 - \$3; May 1, 2019 -

\$4, May 1, 2020 - \$5 Monthly Commuter Parking: July 1, 2018 - \$45; May 1, 2019 - \$50, May 1, 2020 - \$55.00; Overnight Parking: July 1, 2018 - \$55, May 1, 2019 - \$60, May 1, 2020 - \$65; and 24 Hour Parking: July 1, 2018 - \$100, May 1, 2019 - \$110, May 1, 2020 - \$120.

Trustee Vazquez commented that in the past, the daily parking fee has gone up one increase at a time and is wondering why the increase is being proposed as a phase over three years this time? Village Administrator Eric Palm answered that the last time Village parking fees were reviewed it was 2014. After researching what other communities charge and determining that fees are increased on an annual basis, the incremental increase was proposed as opposed to a one-time increase.

Trustee Vazquez responded that other municipalities such as Forest Park are already charging \$5 a day for parking and the Village is somewhat behind. He said consideration should be given to increasing the fee all at once. Trustee Vazquez continued by stating that he felt the same principal applies to the monthly commuter parking fee, and that perhaps it too should be increased at one time. President Adduci agreed with Trustee Vazquez.

Trustee Gibbs asked if other villages are selling parking on streets or in lots. Village Administrator Palm responded that he wasn't sure but thought Forest Park only had lots. Trustee Gibbs commented that a street is the property of River Forest residents and when it isn't being used to park, it is being used as a street for vehicular traffic, whereas a lot is used only for the purpose of parking. Trustee Gibbs continued that he is concerned that if the majority of the people using the daily parking are River Forest residents, who already pay property taxes, then an increase from \$3 to \$5 might be something he would have to give careful consideration.

President Adduci responded that Trustee Gibbs had brought up a good point, and that she has had discussions with Chief O'Shea about this issue, and she has learned that the majority of daily parkers are not River Forest residents, but are residents of surrounding communities. Trustee Gibbs responded that if that is the case, he would agree with Trustee Vazquez.

President Adduci asked, and received clarification from Village Administrator Palm that the monthly and 24 hour parkers are all River Forest residents. Trustee Gibbs commented that by freeing up spaces in the two lots, there will be more parking available for residents who want to purchase monthly or 24- hour parking passes.

Village Administrator Palm reported that the Hawthorne lot improvements which included paver bricks, were paid for out of the parking fund, as was the resurfacing of the daily parking spaces by Keystone Park.

President Adduci stated that she feels that monthly and 24-hour lot parking fee increases should be gradually eased in. Trustee Gibbs discussed the importance of providing parking for apartment buildings, as it is much better to have apartments that have access to parking and therefore are more attractive to potential residents, than to potentially have empty parking spaces.

Trustee Corsini commented that she would not be opposed to the daily fee going up once and the other parking fee increases being phased in gradually. Clerk Brand-White asked if there is a waiting list for daily parking, and Village Administrator Palm replied that there is not, however, that there is a waiting list for monthly parking passes.

Trustee Corsini noted that the Passport (online parking payment app) sign is facing west on Central, and requests that an additional sign be installed facing east, so that the two signs are back to back and thus visible to commuters walking to the train without having to go around the corner and out of the way to read the directions.

The Board briefly discussed payment methods including the coin boxes and payment stations. President Adduci summed up by stating that it seemed to be the consensus of the Board to move directly to a \$5 daily parking fee, and gradually increasing the monthly and 24-hour parking fees. The Board members agreed.

Trustees Gibbs and Vazquez agreed to amend their motion, specifically page two, Daily Parking Zones, Section 9-2-25; the daily fee will be increased from \$2.50 to \$5.00 per day effective July 1, 2018, and the last sentence outlining the increase from \$4.00 to \$5.00 will be stricken.

Roll call:

Ayes: Trustees Conti, Henek, Vazquez, Gibbs, and Corsini

Absent: Trustee Cargie

Nays: None

Motion Passes.

9. NEW BUSINESS

None.

10. EXECUTIVE SESSION

Trustee Henek made a motion, seconded by Trustee Corsini, to adjourn into Executive Session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Village, and collective negotiating matters between the Village and its employees or its representatives, and deliberations concerning salary schedules for one or more classes of employees, and for setting of a price for sale or lease of property owned by the public body.

Roll call:

Ayes: Trustees Henek, Conti, Gibbs, Vazquez, and Corsini

Absent: Trustee Cargie

Nays: None

Motion Passes.

11. ADJOURNMENT

Trustee Gibbs made a motion seconded by Trustee Vazquez, to adjourn the regular Village Board of Trustees Meeting at 8:35 p.m.

Roll call:

Ayes: Trustees Conti, Henek, Gibbs, Vazquez, and Corsini

Absent: Trustee Cargie

Nays: None

Motion Passes.



Kathleen Brand-White, Village Clerk