

**VILLAGE OF RIVER FOREST  
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES  
Monday, October 12, 2020**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, October 12, 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 7:00p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Cargie, Henek, O’Connell, Vazquez, Village Clerk Kathleen Brand-White

Absent: None

Also Present: 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 Engineer Jeff Loster, Village Attorney Greg Smith

**2. PLEDGE OF ALLEGIANCE**

President Adduci led the pledge of allegiance.

**3. CITIZEN COMMENTS**

None.

**4. ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS**

- a. Swearing in of New Firefighter/Paramedic Jarrett Ercoli

Fire Chief Bohlmann introduced Jarrett Ercoli to the Village Board, and he was sworn in by Village Clerk Brand-White.

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 wished everyone a Happy Indigenous Peoples’ Day, Hispanic and Latinx Heritage Month, and she stated that the Census end date is October 31. She announced the meet and greet event on Saturday for the equity group regarding the Twin Village Covenant with Maywood.

In response to a question from Trustee Bachner, Administrator Palm provided an update about the Lake and Lathrop project. He explained the developers have been working on an electrical switchover with ComEd and continue the process of soil remediation.

There was some additional discussion about the project's timing and whether it is in compliance with the redevelopment agreement. President Adduci noted that they are working towards the steps to getting a building permit and that with winter coming soon, it is estimated that construction will begin in spring 2021. Trustee Vazquez asked that the discussion return to Elected Official Comments and Announcements.

Trustee Cargie reported the Deer Management Committee is working on getting a date that works for the most members to meet next, which will likely be in November.

Trustee Vazquez congratulated Firefighter/Paramedic Ercoli. He reported on the Age Friendly Communities Collaborative meeting he and President Adduci attended and stated Grace Mueller of the Metropolitan Mayors Caucus will possibly be doing some research for the Age Friendly Committee. He reported on the other topics of discussion, which included training regarding dementia. He stated the next meeting is December 3.

Trustee Brennan acknowledged Indigenous Peoples' Day and stated she is looking forward to the Twin Village event on Saturday. She also commented about the Village's beauty in the fall. She also reminded residents to lock their cars in their driveways due to an uptick in vehicle break ins.

Assistant Village Administrator Scheiner clarified the timelines in this RDA and building permits for approved planned developments, noting that once the permit is issued, the developer will have 18 months to complete construction. President Adduci stated that at this point, the Lake and Lathrop project is on target in terms of dates. Administrator Palm explained the challenges the developer has had with regard to remediation and ComEd.

In response to a question from Trustee Henek, Administrator Palm stated he believes the developer is at 8 pre-sales but does not have an up-to-date number.

Trustee Henek wished everyone a happy Indigenous Peoples' Day. She reported that she and her son were able to participate in the community bike ride through Proviso Township and suggested a joint neighboring community bike ride next year. She requested that the proclamations be pulled from the Consent Agenda.

Trustee O'Connell expressed hope that everyone is staying safe, wearing masks, and social distancing. He commended Finance Director McAdams and Staff regarding the Village's financial position and thanked Administrator Palm and President Adduci for keeping the Village on solid financial footings. He also stated now is the time to begin a plan for recovery to help existing businesses grow. He asked Staff to work with the Economic Development Commission to hire a professional development firm to create a plan for the Madison Street TIF District.

President Adduci reported that prior to tonight's meeting, she and Chief O'Shea presented the Twin Village Covenant and Affordable Housing Plan to the Peace and Justice Committee from the St. Luke's Parish, noting that they are interested in working with Dominican University as well. She reported that she and Trustee Vazquez led a seminar with over 50 other municipalities for the Age Friendly Communities Collaborative meeting and that she

also attended a seminar for Smarter Government and Local Government Transformation Strategies.

**5. CONSENT AGENDA**

- a. Committee of the Whole Meeting Minutes September 21, 2020
- b. Village Board of Trustees Meeting Minutes September 29, 2020
- c. Village Board of Trustee Executive Session Meeting Minutes September 29, 2020
- d. Special Village Board of Trustees Meeting Minutes October 5, 2020
- e. Proclamation Designating October 12, 2020 as Indigenous Peoples' Day
- f. Proclamation Designating October 2020 as Domestic Violence Awareness Month
- g. Proclamation Designating October 2020 as Italian American Heritage Month
- h. Proclamation Designating October 2020 as Hispanic Heritage Month
- i. Right-of-Way Encroachment Agreement at 628 William for a Sprinkler System
- j. Waive Competitive Bidding and Approve Emergency Repair of Fire Engine 222 due to Water Pump Repair from Certified Fleet Services, Inc. for \$34,018.00
- k. Performance Measurement Report
- l. Monthly Department Reports
- m. Accounts Payable – September 2020 – \$1,494,134.68
- n. Financial Report – September 2020
- o. Village Administrator's Report

Trustee Henek made a motion, seconded by Trustee Cargie, to approve the Consent Agenda items A-D and I-O.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

Trustee Cargie made a motion, seconded by Trustee Bachner, to approve the Consent Agenda items E-H.

Trustee Henek stated she asked to have the proclamations pulled because agenda placement seemed inconsistent. She also asked whether the intention was for them to be President Adduci's voice or the voice of the Board.

President Adduci stated it is the voice of the Board and that these items are on the Consent Agenda for efficiency.

In response to a further question from Trustee Henek, Village Attorney Smith clarified that a proclamation is an official statement by the elected Village President and that they can be read aloud or placed on the consent agenda for efficiency. He stated the vote is the ratification of the proclamations.

Trustee Henek stated she would vote in the affirmative because she thinks the proclamations are important and suggested writing the proclamations differently if the intent is to be the Village Board's voice. She also stated it would have been helpful if Indigenous Peoples' Day proclamation was on the previous meeting's agenda.

Trustee Bachner commented about each of the proclamations and thanked President Adduci for them. She stated these are important to her.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

## **6. CONSENT ITEMS FOR SEPARATE CONSIDERATION**

- a. Accounts Payable from the General Fund to McDonald's-Karavites for \$163.51  
*(Trustee O'Connell Common Law Conflict of Interest)*

Trustee Brennan made a motion, seconded by Trustee Henek, to approve payment from the General Fund to McDonald's-Karavites for \$163.51.

Roll call:

Ayes: Trustees Bachner, Brennan, Cargie, Henek, Vazquez

Abstain: Trustee O'Connell

Absent: None

Nays: None

Motion Passes.

## **7. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES**

- a. Traffic and Safety Commission – Appoint Kimberly Hoyt (Cleary Vacancy) – Member, Remaining Term Expiring 4/30/21

Trustee Vazquez made a motion, seconded by Trustee O'Connell, to concur with the recommendation of the Village President to appoint Kimberly Hoyt to the Traffic and Safety Commission for the remainder of the term expiring April 30, 2021.

Trustee Vazquez stated he personally work with Ms. Hoyt on the D200 Reimagine Workshop.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

## 8. UNFINISHED BUSINESS

- a. Discussion on the Culture of Equity and Inclusion with Dominican University (Truth, Racial Healing and Transformation)

President Adduci introduced Dr. Sheila Radford-Hill.

Dr. Radford-Hill discussed the anti-racist work on the Dominican campus and working with the community more broadly. She reviewed the history of TRHT and discussed the model's framework. She discussed the benefits and expanded impact of working together in a partnership. She explained that the next step toward the partnership would be for Dominican and the Village to each pass a resolution, and to designate liaisons with each working group to support and collaborate on efforts, including with the Twin Village Covenant group. Dr. Radford-Hill also reviewed the TRHT working groups within Dominican.

Trustee Bachner thanked Dr. Radford-Hill for taking the time to walk through these things and having good conversations generally. She stated she is looking forward to the beginning of this relationship and finding ways to use and learn from each other as a community.

Trustee Henek thanked Dr. Radford-Hill as well for her clear and thoughtful presentation and echoed Trustee Bachner's comments. She stated all will be learning along the way and evolving in their thinking.

Trustee Vazquez echoed these sentiments and stated he likes that it is much more expansive and inclusive and not just the Village but other respective stakeholders, and maybe eventually neighboring villages. He stated this is a great start and expressed that he is looking forward to it as well.

Trustee Vazquez thanked Dr. Radford-Hill and asked about timelines for the working groups to make recommendations to the Village. Dr. Radford-Hill stated they want to promote collaboration and that this work may require changes in policies, practices, and procedures. She stated that how they work to develop depends on what is being looked at and how fast they want to move, noting that some could be done soon but others would take longer. She confirmed that it is not a matter of a final report but final recommendations supported by stakeholders.

In response to a question from Trustee Vazquez, Dr. Radford-Hill stated they will be looking at data as well as lived experiences in order to alleviate suffering where it exists.

Trustee Brennan thanked Dr. Radford-Hill as well and stated she and Dominican are a wonderful partner to have in the community, and she emphasized how much work there is to do.

President Adduci stated that she and Dr. Radford-Hill have talked many times about this idea and that there is so much to do, and she commented that the community at large can be a

better community. She noted there will be interactions among all the working groups and expressed her excitement for this endeavor.

Trustee O'Connell thanked Dr. Radford-Hill and asked whether Concordia would be built into this network. Dr. Radford-Hill stated they now have a liaison from Concordia who will be working with them and that the next step is putting timelines together. She reiterated that they have every intention to spread the TRHT message.

President Adduci thanked everyone involved and stated her intent is to put the partnership resolution together for the next Village Board meeting.

Dr. Radford-Hill recognized and thanked her colleagues.

President Adduci emphasized that the Village looks forward to the long-term relationship this partnership will bring.

Trustee Bachner suggested codifying the internal advisory group around equity at the next meeting with Dominican.

President Adduci stated it may make sense to approve the partnership at the next meeting and the advisory group at the following meeting in order to allow enough time to discuss the partnership.

Trustee O'Connell stated he would like to have more information on the advisory group and that he is not ready to vote on it.

President Adduci stated they will get to it but it may not be the next Board meeting.

## **9. NEW BUSINESS**

- a. Review and Acceptance of the FY 2020 Comprehensive Annual Financial Report (CAFR)

Trustee Vazquez made a motion, seconded by Trustee Henek, to accept the Village's Comprehensive Annual Financial Report for the Fiscal Year Ended April 30, 2020.

Finance Director McAdams introduced the Comprehensive Annual Financial Report and introduced Kimberly Marshall from BKD.

Ms. Marshall reviewed highlights of the report.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

b. Mid-year Budget & Financial Report

Administrator Palm [presented](#) the report. He highlighted the impact of COVID-19 on revenues, stating the Village has applied for \$160,942 in grant funding through FEMA and the CARES Act. He stated Staff anticipates an overall reduction in original budget estimates of \$418,357, and he reviewed expenditures, including a significant increase in fire and police pension obligations. He concluded that the Village's finances continue to be in a strong position and that Staff will continue to monitor revenues and expenditures through the fiscal year and report back to the Village Board with further adjustments.

In response to a question from Trustee O'Connell, Finance Director McAdams stated they estimate receiving approximately \$7,000 in revenues from the cannabis sales tax. She noted those revenues must be used for police training purposes or programs.

In response to a question from Trustee Brennan, Administrator Palm clarified the different types of motor fuel tax funds and allowed expenditures. Director McAdams stated the Village received its first payment for July sales after enacting the \$.03/gallon tax for just under \$1,700. President Adduci explained the State's allowable expenses for certain MFT dollars is restricted to large, bondable projects and noted the Illinois Municipal League is advocating for policy changes to make the money usable for smaller communities such as River Forest.

President Adduci thanked Staff for their work and noted most municipalities are facing significant budget shortfalls. She said the Village is in a good financial position because the Board has put together sound financial policies for Staff to implement. She stated she is happy to report the good news and discussed how pension obligations affect all municipalities. She noted the pension consolidation effort occurring in Springfield could bring relief. President Adduci thanked everyone for keeping the community financially strong and providing the services residents expect.

Administrator Palm noted Staff will be bringing a budget amendment to the Board at a future meeting to approve the changes discussed.

c. Infrastructure/Review of Keystone Flooding Options, Acceleration of Alley Reconstruction & Funding Options

Public Works Director Anderson reviewed the Advanced Metering Infrastructure project, which would allow for automatic water meter reading and leak detection. He noted it would improve customer service and employee efficiency. He noted the project would cost approximately \$1.1 million.

In response to a question from Trustee Henek, Administrator Palm noted 1/3 of water meters have already been replaced with this technology. Director Anderson reviewed the equipment lifespan. Mr. Palm stated he did not have a cost-savings because it requires a third-party to complete the analysis but that there would be savings involved.

In response to a question from Trustee Bachner, Mr. Palm stated a consultant would help determine how many antennas would be needed.

In response to a question from Trustee Cargie, Mr. Palm explained the responsibilities of members of the water department and stated a system upgrade would not result in the loss of an employee.

In response to a question from Trustee Henek about where antennas would be located, Mr. Palm stated there would be more information available once a consultant was engaged. In response to a follow up question, Director Anderson stated the consultant fee is included in the project cost.

In response to a question from Trustee Vazquez, Mr. Palm stated the bond would be paid out of the water fund and explained it is flexible to cover the debt service.

In response to a question from Trustee Brennan about how long it would take for all the meters to be replaced on the regular schedule, Director Anderson estimated it would take about 10 years, and there was a brief discussion about the financial impact of replacement in bulk versus on the regular replacement schedule.

Mr. Palm noted the next step is to finalize and implement the RFP.

Village Engineer Loster summarized the Keystone flooding project and discussed Staff's recommendation to connect Keystone and Division catch basins to MWRD lines on Division to mitigate flooding in this area. Mr. Palm noted this would provide relief to the south of this area as well.

In response to a question from Trustee O'Connell, Mr. Loster explained the tributary area is around Division Street and clarified that by separating the two catch basins, it would take water out of the existing system and provide more capacity to handle water in the other areas. He noted the hope is to solve a street flooding issue prior to a capacity issue occurring.

In response to a question from Trustee Bachner about the potential for creating other problems, Mr. Loster explained the MWRD system and how to prevent backflow events. He stated he did not anticipate this works would cause additional problems other than sewer backflows, which Staff will work to prevent from occurring.

In response to a question from Trustee Cargie, Mr. Loster stated MWRD has agreed in concept to allow the change to the existing connection.

In response to a question from Trustee Brennan about the impact of the work already done, Mr. Loster stated the line obstructions were significant but that the sizing of the lines is inadequate and this would be the next step to ensure a reduction in flooding.



In response to a question from Trustee Henek, Mr. Loster stated homeowners would be responsible for clearing roots at connections. Trustee Henek also suggested looking for a way to stay ahead of potential obstructions in order to notify residents.

In response to a question from Trustee Bachner about 9" pipes, Mr. Loster stated it is the smallest pipe but not uncommon.

President Adduci noted the stormwater master plan would give a global look of the age and size of pipes and a replacement plan.

Mr. Palm reviewed the alley reconstruction project, noting that 14 of 33 alleys in the Village are "green" to help channel water away from private property. He explained that reconstructing the remaining alleys would cost approximately \$4 million and discussed how the debt would be issued.

In response to a question from President Adduci, Mr. Loster stated the alleys are throughout the Village but the bulk are in the south end.

In response to a question from Trustee Henek regarding pavement ratings, Mr. Loster explained some of the older alleys have new driving surfaces but still have drainage problems, that the ratings are just based on drivability, and that coupled with resident reports of drainage issues determine which alleys get completed.

In response to a question from Trustee Henek regarding potential costs per alley, Mr. Loster explained the unit pricing calculation utilized and discussed the economies of scale aspect.

In response to a follow up question from Trustee Henek, Mr. Loster stated drainage impacts are brought to Staff's attention by residents and vary greatly, so it would be difficult to say which alleys are priorities.

In response to a question from President Adduci, Mr. Loster explained how drainage on a property can contribute to water being conveyed to alleys, and that the new alley designs help address and mitigate yard flooding.

In response to a follow up question from President Adduci regarding mitigating yard flooding through permeable paver alleys, Mr. Palm stated the new alleys have provided a substantial improvement.

In response to a question from Trustee Cargie about red light camera revenue, Mr. Palm explained the alternative funding options such as IDOT, MFT, and DSEB funds.

In response to a follow up question from Trustee Cargie about bulge spending, Mr. Palm explained that the alleys would get a long lifespan.

In response to a question from Trustee Brennan, Mr. Palm stated grants would not cover the entire cost of the projects and that money is not guaranteed every cycle.

In response to a follow up question from Trustee Brennan, Mr. Loster stated the Village has continued to tweak the design of the pavers and explained that there could be an increased cost to an increase in permeable materials.

Mr. Palm noted the benefit of the aggregate for capacity for the water to drain.

Trustee Henek commented about having a better sense of where there are water issues in order to focus efforts because of concerns of the financial impact of COVID.

President Adduci noted the dual benefit of re-constructing alleys to alleviate flooding and taking water out of the sewer system.

Trustee O'Connell stated the budget presentation reflects the Village's good financial standing and that flooding will continue to happen over time based on deterioration.

In response to a question from Trustee Cargie, Mr. Palm confirmed the debt service would be approximately the same as what the Village already spends annually.

President Adduci emphasized the benefit to residents versus the funds and also congratulated the Sustainability Commission for their award from the MWRD for Best Sustainable Landscaping.

The Village Board reached a consensus to move forward with these projects.

d. Approval of Contract for Building Permit Software with Davenport, Inc. for \$103,508

Trustee Bachner made a motion, seconded by Trustee Vazquez, to award a contract in the amount of \$103,508 to Davenport Group USA, Ltd. for the acquisition of the right to use Davenport's LAMA Software and professional implementation services for the configuration of and training on the LAMA software.

Assistant Village Administrator Scheiner [presented](#) and reviewed the reasons for purchasing this software and explained the customer service enhancements and operational efficiencies new software would bring. She reviewed the history of vendor selection and provided an overview of the software's features. Ms. Scheiner also explained the financial impact of the upgrade.

In response to a question from Trustee O'Connell, Ms. Scheiner stated the software will be cloud based and that Staff still anticipates a lot of foot traffic at the front counter.

In response to a question from Trustee Bachner about residents who may not be technologically savvy, Ms. Scheiner stated there will be a public education and communication piece as part of the software's implementation and roll out. She acknowledged there will be a learning curve among contractors and residents, but noted the process is as simple as completing an online form and uploading documents. She stated most

of the customer service Staff provides is to the contractors, who will probably become accustomed to this fairly quickly as other municipalities move towards online systems.

In response to a comment from President Adduci, Ms. Scheiner stated the Village will not be cutting off levels of service such as people calling or coming into the office. She emphasized the goal is to increase customer service, not reduce it, and to make the process more efficient.

Trustee Vazquez commended Staff for bringing this project in under budget.

In response to a concern from Trustee Brennan about software breaches, Ms. Scheiner explained that the vendor is required to include cyber-coverage as part of its insurance and that the Village also carries it. Ms. Scheiner explained there would be a third-party payment portal vendor that the Village already uses that is separate from the vendor.

Trustee Henek stated this is great and commended Staff.

President Adduci stated she is glad that the Village got here and that it rounds out their automation strategy.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

## **10. EXECUTIVE SESSION**

None.

## **11. ADJOURNMENT**

Trustee Vazquez made a motion, seconded by Trustee Henek, to adjourn the regular Village Board of Trustees Meeting at 10:48p.m.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

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Kathleen Brand-White, Village Clerk