



# VILLAGE OF RIVER FOREST REGULAR VILLAGE BOARD MEETING

Monday, February 8, 2021 – 7:00 PM  
Village Hall – 400 Park Avenue – River Forest, IL 60305  
Community Room

## AGENDA

Physical attendance at this public meeting is limited to 20 individuals, with Village Board officials, staff and consultants having priority over members of the public. Public comments will be shared with the Village President and Board of Trustees. You may submit your written public comments via email in advance of the meeting to: [vbot@vrf.us](mailto:vbot@vrf.us). You may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 818 4628 4974 or by clicking here: <https://us02web.zoom.us/j/81846284974>. If you would like to speak during public comment, please email [sphyfer@vrf.us](mailto:sphyfer@vrf.us) by 4:00 PM on Monday, February 8, 2021. If you would like to watch the livestream, please go to the Village website: <https://www.vrf.us/events/event/1880>.

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Elected Official Comments & Announcements
  - a. Police Department Recognition of Shared Principles between NAACP and Illinois Chiefs Association
5. Consent Agenda
  - a. Committee of the Whole Meeting Minutes – January 25, 2021
  - b. Village Board of Trustees Meeting Minutes – January 25, 2021
  - c. Monthly Department Reports
  - d. Accounts Payable – January 2021 – \$2,293,729.16
  - e. Village Administrator’s Report
6. Consent Items for Separate Consideration
  - a. January Accounts Payable from the General Fund to McDonald’s-Karavites for \$84.43 (*Trustee O’Connell Common Law Conflict of Interest*)
7. Recommendations of Boards, Commissions and Committees
8. Unfinished Business
  - a. Discussion: Diversity, Equity and Inclusion Internal Goals and Objectives
9. New Business
10. Executive Session
11. Adjournment

**VILLAGE OF RIVER FOREST COMMITTEE OF THE WHOLE**  
**MEETING MINUTES**  
**January 25, 2021**

A Committee of the Whole Meeting of the Village of River Forest Board of Trustees was held on Monday, January 25, 2021 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 6:00 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Bachner, Brennan, Cargie, O'Connell, Henek, Vazquez (*joined the meeting at 6:25p.m.*)

Absent: None

Also Present: Assistant Village Administrator Lisa Scheiner, Assistant to the Village Administrator Jonathan Pape, Management Analyst Sara Phyfer, Finance Director Rosemary McAdams, Assistant Finance Director Keke Boyer, Public Works Director John Anderson, Public Works Superintendent Mark Janopoulos, Village Engineer Jeff Loster, Fire Chief Kurt Bohlmann, Police Chief James O'Shea, Police Commander James Greenwood

**2. PUBLIC COMMENT**

None.

**3. DISCUSSION: FY 2022 – 2026 Five Year Capital Improvement Program**

Assistant Village Administrator Scheiner presented the FY 2022-2026 Capital Improvement Program, highlighting the following projects recommended for FY 2022:

*Buildings and Improvements*

- Village Hall Improvements - \$86,200
  - Roof replacement over the WSCDC Area \$48,000
  - Front door & access control replacement - \$11,000
  - Energy efficient lighting improvements - \$9,200
  - Interior door ADA access improvement - \$18,000
- Public Works Garage Improvements - \$50,100
  - Replacement of two overhead garage doors - \$20,000
  - Rebuild salt storage shed - \$30,100
- Pumping Station - \$20,000
  - Stucco repairs - \$20,000

*Vehicles*

- Police

- Squad 1 - \$46,695
- Squad 4 - \$45,132
- Squad 6 - \$46,833
- Fire Department
  - Administrative Vehicle (C201) - \$33,500
  - Administrative Vehicle (C218) - \$50,000
- Public Works
  - Large Dump Truck #44 - \$175,000
  - Pick-up Truck #48 - \$40,000

### *Equipment*

- Police
  - Village Hall Camera System - \$22,450
  - Street Camera Optimization Plan Implementation - \$94,000
- Fire
  - SCBA Air Compressor - \$45,000
  - Fire Radios - \$161,800
- Public Works - \$336,800
  - Permeable Paver Maintenance System - \$188,894
  - Fuel System - \$180,000
  - Salt Brine Application Equipment - \$17,000
  - Grapple Bucket - \$15,000

### *Information Technology*

- Network Improvements - \$128,720
  - Hyperconverged Infrastructure System - \$115,000
  - Switch Replacement - \$11,000
  - Uninterruptible Power Supply Replacement - \$2,720
- Software Upgrades - \$139,100
  - ERP System Sustainability Contribution - \$75,000
  - Laserfiche Gap Analysis and Improvement Plan - \$13,100
  - Office 365 Upgrade (\$45,000) & Training (\$6,000)
- Computer Replacements - \$70,000
  - PC Replacement - \$47,000
  - Squad Car Cellular Speed Improvements - \$23,000
- Security Initiatives - \$25,000
  - Network Monitoring Artificial Intelligence Tool - \$25,000

### *Streets, Sidewalks & Alleys*

- Street Patching - \$100,000
- 50/50 Sidewalk, Curb & Gutter - \$65,000
- Alley Improvement Program - \$1,850,000
- Street Improvement Program - \$650,000
- Street Maintenance Program - \$100,000
- Bike Plan Implementation - \$46,000

*Water/Sewer Improvements*

- Sewer Lining - \$140,000
- Sewer Point Repairs - \$35,000
- Stormwater Master Plan - \$180,000
- Water Distribution System - \$110,000
- Underground Reservoir Improvements - \$18,000
- Water Meter Replacement - \$15,500
- Water Main Replacement - \$250,000
- Hydrant Replacement - \$10,000
- Automated Metering Infrastructure - \$1,320,000
- Keystone Avenue Improvements - \$200,000
- Lake Street Berm Extension - \$70,000

**4. ADJOURNMENT**

Trustee Vazquez made a motion seconded by Trustee Bachner, to adjourn the Committee of the Whole Meeting at 6:55p.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

**VILLAGE OF RIVER FOREST  
REGULAR VILLAGE BOARD OF TRUSTEES MINUTES  
Monday, January 25, 2021**

A regular meeting of the Village of River Forest Board of Trustees was held on Monday, January 25, 2021 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 7:01p.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 Attorney Greg Smith

**2. PLEDGE OF ALLEGIANCE**

President Adduci led the pledge of allegiance.

**3. CITIZEN COMMENTS**

John Grant, 923 Thatcher. Mr. Grant stated he wanted to address the lack of transparency and flawed guidelines for those who would like to volunteer for Village boards and commissions. He stated the current system places too much power in the president and compared the Village’s process to Oak Park. He also requested that his written comments be included in the minutes.

Katharine Christmas, 601 Bonnie Brae. Ms. Christmas stated she is a Deer Committee member and that she was speaking on behalf of several other members. She commented on Trustee Cargie’s role as the only chairperson and the failure to replace Trustee Henek upon her resignation. She stated that Trustee Cargie was openly pro-cull and requested that his vote be nullified and he be removed from the process. She stated this would allow alternative approaches to be fairly considered. She proposed the submission of a second official recommendation and that neither report be considered from the majority.

President Adduci thanked Ms. Christmas and stated she understood her comments and that at no point was it raised that they needed another co-chair. She stated the Board will discuss these comments and take them under advisement. She also stated that she did not think anyone on the Board was pre-disposed to any point on deer management and that the hope was that the committee would come up with alternatives and solutions.

#### **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. Trustee Bachner commented on the availability of COVID-19 vaccinations and encouraged those who are eligible to get them. She also reminded everyone that it is still important to continue to wear masks and social distance. She reported that she joined Representative Chuy Garcia at an event over the weekend regarding several items, including PPE loans.

Trustee Vazquez echoed Trustee Bachner's encouragement for people to take the vaccine and recommended everyone exercise patience due to shortages. He reported on the Age Friendly Committee's recent meeting and noted the members are working on developing a survey.

Trustee Cargie stated he wanted to address some of the points made about the Deer Committee. He stated he did not believe his opinion impacted any of the meetings. He noted he and Management Analyst Phyfer were writing the report and that he did say at the last Committee meeting that anyone could write a dissenting report. He expressed disappointment that the Committee ended as rancorously as it began but that he does not know how they could have done any better. He stated it is a heated issue in the community.

Trustee Brennan reported she participated in the National Day of Racial Healing event on January 19 and there seemed to be excellent attendance. She stated she is looking forward to progress and working with this group. She reminded everyone that the Village still collects batteries for recycling and both prescription and over-the-counter medications as well. She noted these items should be kept out of landfills and from potentially getting into the water system.

Trustee Henek reported she also attended the National Day of Racial Healing and stated she was impressed they have been doing this work for 5 years. She stated she is hopeful for the future in terms of student engagement and glad that the Village is joining this process. She also stated she looks forward to some action items. She shared a story of neighbors helping during an emergency and how impressed they were with the Fire Department's response. She also thanked Staff for their work during the meeting earlier regarding Capital Improvement spending.

Trustee O'Connell reported that he also attended the National Day of Racial Healing event and that the information was very impressive. He stated he is looking forward to seeing that move forward in the coming months and years. He reported that he had conversations with neighbors on Keystone and shared their excitement about the work happening there next year.

President Adduci reported she also participated in the Dominican event and that she had the

opportunity to say a few words about the Truth, Racial Healing, and Transformation framework initiative. She stated she's excited about being on this journey and that it is part of the bigger picture of addressing diversity, equity, and inclusion. She stated the combination of the Village's relationship with Dominican and the broader community involvement along with the working group will bring wonderful, good changes to the community. President Adduci thanked Staff for the foresight of buying the de-icing machine, and she also echoed the comments regarding the COVID-19 vaccine. She also encouraged residents to read the E-Newsletters, which contain a lot of information.

a. Police Department Presentation of PPE Video and Acceptance of Award from Aftermath

Chief O'Shea introduced Aftermath and recognized Corporal Dan Humphreys for his work helping to create this video.

Tony Cusinato from Aftermath reviewed the contest and stated the River Forest Police Department won a \$5,000 check to be used towards training or safety equipment and 50 individual PPE kits.

b. Recognition of Georgette Carlini – Retiring Utility Billing Clerk

Administrator Palm introduced Ms. Carlini. He noted she has been with the Village since 1999. He recognized her service and dedication to the Village and its residents. He stated she always has a positive, can-do attitude. He stated Staff appreciates everything she has done for the organization and community, and he presented her with an award. He congratulated Ms. Carlini on her retirement and thanked her.

Ms. Carlini thanked everyone for their wonderful support, and she stated she enjoyed her job and especially the Village of River Forest residents. She thanked everyone for her 21 years.

President Adduci stated she thinks Ms. Carlini knows everyone in the Village and that she may have saved everyone money over time. She stated residents are grateful for everything she has done for them and the Village. She thanked Ms. Carlini for being a dedicated employee.

Village Clerk Brand-White shared that years ago she called in after her husband had passed away and Ms. Carlini was so kind and patient and walked her through it all. She stated she figures she is not the only person who has had that experienced and acknowledged Ms. Carlini's help during that difficult time.

c. Recognition of Eric Palm – Outgoing Village Administrator

President Adduci presented an award to Mr. Palm. She stated it is hard to say goodbye. She noted Mr. Palm's steady influence on administration and noted his financial leadership. She recalled his guidance through the Village's largest infrastructure project and the creation of

two TIF districts. President Adduci remarked on his style and sense of humor and stated he is a knowledgeable and trusted advisor. She stated that Ms. Scheiner will do a phenomenal job and expressed confidence that she will fill Mr. Palm's shoes during the transition. She again thanked Mr. Palm for being an exceptional leader. She stated she is grateful for his leadership, commitment, and all that he has done for the Village and its residents.

Former Trustee Mike Gibbs commented on Mr. Palm's dedication and stated he wanted to shake his hand. He thanked Mr. Palm's family for giving him up for the past 10 years and commented on Mr. Palm's sense of humor.

Former Trustee Carmela Corsini stated she wanted to wish Mr. Palm and his family well. She commented on how the time has passed and stated that having him in the Village has been tremendous.

Former Trustee Susan Conti thanked Ms. Carlini and commented that she never ceased to be friendly or kind. Ms. Conti recalled the hiring process for Mr. Palm and stated she is not surprised he was chosen for Hoffman Estates. She commented on his steady hand, leadership, and common sense to guide the Village towards growth. She expressed how fortunate the Village was to have him, noting that he was kind, humble, and had a sense of humor. She thanked Mr. Palm for leaving River Forest in great shape.

Trustee Vazquez commented on Mr. Palm's sense of humor and noted that he is always helpful, efficient, and effective. He recalled Mr. Palm's 360 evaluation and stated it was clear Staff likes working with him. He commented on his good work and having fun doing it, and noted that a good leader surrounds himself with other good people who will replace him. He thanked Mr. Palm for having Village Staff at the point where they can fill his shoes. He thanked Mr. Palm.

Trustee O'Connell stated Mr. Palm has always been a great partner and brought a lot of thoughtful conversation to the Economic Development Commission. He stated that from the work he has done over the past years, his legacy will live beyond going to Hoffman Estates. He congratulated Mr. Palm and wished him and his family the best.

Trustee Cargie stated it has been a pleasure working with Mr. Palm. He stated that his sense of humor is one of his best attributes. He wished Mr. Palm luck and noted that the Village's loss is the new employer's gain. He thanked Mr. Palm and wished him good luck.

Trustee Henek echoed the previous comments. She stated in terms of dynamics with Staff, it is noticeable in the climate and atmosphere, which comes from the top down. She stated she has been impressed that Mr. Palm allows Staff to grow in their positions and take a lead on things. She commented how appreciative Staff is and that she has often been impressed with Mr. Palm's ability to handle intense situations. She wished Mr. Palm well.

Trustee Brennan commented on Mr. Palm's sense of humor and steady hand. She stated she feels fortunate to have been a trustee in his time in River Forest and she expressed



confidence he will provide the same leadership and steady hand in Hoffman Estates. She stated the Village was lucky to have him and that Hoffman is fortunate.

Trustee Bachner commented on how Mr. Palm is able to work with Staff and get the best out of them. She recalled his dedication to the community and seeing him at events on Saturdays or off hours. She expressed appreciation for his commitment and dedication and wished him well.

Former Village President John Rigas wished Mr. Palm well. He stated he was on the Board that hired him and that it was clearly not a mistake. He stated he knows Mr. Palm thought hard about leaving and that he did a phenomenal job for River Forest. He again wished him well.

Village Clerk Brand-White commented on how Mr. Palm does a good job and that the tone is set from the top. She recalled walking in a parade with his family and that you can tell the fun and commitment starts there. She stated that Mr. Palm has an amazing ability to make each person he deals with feel important and that what they say matters. She stated this is a powerful skill. She stated the Village was fortunate to have him and wish him the best of luck.

Mr. Palm thanked the residents, members of the business communities, and elected officials. He thanked President Rigas for recommending him for appointment and President Adduci for her support. He stated he learned a lot from President Adduci and that her guidance and leadership made him a better public servant. He thanked Staff for their commitment to the Village. He thanked Ms. Phyfer, Mr. Pape, and Ms. Scheiner for their professionalism and work ethic. He stated he admired Ms. Scheiner's tenacity for learning new issues and becoming a subject matter expert. He thanked his wife and children for their patience and love throughout the years and their continued support. He stated that relationships matter and that is what is important and what he will take with him. He thanked River Forest for everything and stated he looks forward to the continued progress of the community. He noted River Forest will always have a special place in his heart.

## **5. CONSENT AGENDA**

- a. Village Board of Trustees Meeting Minutes – January 11, 2021
- b. Village Board of Trustees Executive Session Meeting Minutes – January 11, 2021
- c. Revision to the FY2021 Compensation Plan – Ordinance
- d. Village Administrator's Report

Trustee O'Connell made a motion, seconded by Trustee Henek, to approve the Consent Agenda items A-D.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

**6. CONSENT ITEMS FOR SEPARATE CONSIDERATION**

None.

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

- a. Zoning Board of Appeals: Variation to Enclosed Parking Space Requirements for a Garage at 1134-1136 Harlem Avenue – Ordinance

Trustee Vazquez made a motion, seconded by Trustee Bachner to approve an Ordinance granting the requested variation to Section 10-10-8 of the Zoning Ordinance at 1134-1136 Harlem Avenue.

Assistant Administrator Scheiner reviewed this item. She stated the petitioner is asking to restore what was previously there, which was nonconforming. She noted the Zoning Board of Appeals made a unanimous recommendation.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

**8. UNFINISHED BUSINESS**

- a. Discussion: Diversity, Equity and Inclusion Internal Goals and Objectives

Mr. Palm reviewed the draft initial goals. He advised that the Village engage with a consultant who has professional expertise and skills to help assess where the organization is. He stated the consultant can assist with a work plan that will look at the organization and give a series of recommendations on things to do. He noted these areas can be discussed and prioritized, and that they are looking to assess the organization and build upon that as they move forward. He stated the second takeaway is the discussion about the advisory working group. He stated there is a place for that group to provide feedback to administration and the Village Board as they go out for an RFP for a consultant, and to ensure they are listening to the right voices and doing good community engagement and outreach.

Ms. Scheiner confirmed this is the place where she would ask that the Board start from, which would allow them to identify areas where they have work to do and allocate resources.

Trustee Bachner stated she would caution the thought of having a consultant be a first step to this. She stated it is important to have the advisory group in place so that they have them talk through their starting points, and she agreed about having a consulting group come in to help manage some of this. Trustee Bachner stated she is happy with the initial goals laid

out but that the document needs to be edited in some way to indicate that the advisory group's role is to help with each of these goals and with the entire process as a shared effort.

Trustee Brennan commented on the difficulty and tension of how to populate the advisory group if they do not know yet what they are doing. She stated she and Trustee Bachner worked on goals for this advisory group and asked to discuss the material they circulated, noting that she felt what Mr. Palm and Ms. Scheiner had put together is more the broader initiative for the Village and in particular with directions to Staff.

President Adduci stated she was under the impression that the document in the packet was a combination of the January 4 letter from Trustees Brennan and Bachner and what the Village thought the goals and purpose was supposed to be.

Mr. Palm stated the document was driven by his office but then they heard from Trustees Bachner and Brennan and tried to incorporate that a bit.

Trustee Brennan stated that as residents express interest in being involved in this work, it would be helpful to have more details and a better understanding of the goals and mission for the advisory group.

In response to a question from Trustee Henek, Mr. Palm clarified that the items laid out in the packet document were to be done more simultaneously and that the working group would assist with the RFP creation.

In response to a comment from President Adduci about the working group being integrated with what is done, Mr. Palm further clarified that the Village Administrator would provide a series of recommendations and will have this group to help work through some of these questions and answers. He stated the recommendations would come under her signature and be based on the feedback from the advisory group.

Trustee O'Connell stated he is still struggling a bit and recalled the comments about transparency on commissions and boards. He stated there is a purpose and mission which is a starting point, but asked whether they understand what the work is. He commented that this is not a sprint but a marathon, and it is going to take some time to get everything squared away. He stated he wants to give members of the community an opportunity to understand they can be part of this group, and he suggested thinking about an internal and external work plan. He commented on establishing a process and stated that he thinks the purpose and mission in the packet is good.

Trustee Cargie stated that what is in the packet is what he envisioned. He commented that they need something to move forward that provides structure, and that the structure in the memo makes sense.

Trustee Henek commented that the document Trustees Brennan and Bachner put together is more robust and contains more actions. She stated that personally that document reflects more what she envisioned the group to be doing, and having the group in place guides the

work. She commented on the importance of having people with lived experiences to help identify systemic racist policies and hearing their perspectives to help evaluate. She stated that in her mind, it is simple to get a group together to start these conversations, and that they need to be nimble and not lock themselves into something. She stated this topic begs what conversations will bring and to not be so set on what is the end game. Trustee Henek commented that this topic is different from most things they are confronted with and they have to be comfortable experiencing that. She stated she would like to use what Trustees Bachner and Brennan put together with what the group would be working towards.

Trustee Vazquez commented on the similarities between both documents and how the goals of Mr. Palm's document apply to Trustees Bachner and Brennan's document, and that the latter was more detailed in terms of activities. He commented that based on his experience, he believed a consultant would want feedback from the working group. He stated he felt they were pretty close and they are now talking about how the working group is going to address each of the similar goals. Trustee Vazquez stated that Trustee Bachner's document will be useful when the working group gets together and the consultant will ask if this is the best way to handle the goals, then they will come up with a plan. He stated the mission, purpose, and goals are good, but where do they go from there. He commented that the ideas will be modified as the group gets together.

Trustee Bachner stated the initial goals listed in the Staff memo can be found within the document she and Trustee Brennan worked on. She stated one thing she wants to see is the community stamp on the recommendations and that the advisory group is working in coordination with the Village Administrator. She stated this is important and makes for a stronger recommendation. She stated people will feel less inclined to want to back it if it feels like it is coming from the top down.

President Adduci stated there is a lot of commonality between the two documents. She reminded everyone there is a document that is not in the public domain that Trustees Bachner and Brennan have worked on and cautioned discussing it until it is public. She recommended using that document for the application process because it further explains the responsibilities and goals of that group.

Trustee Brennan stated that made sense and echoed Trustee Bachner's comments regarding the structure of recommendations from the advisory group. She stated her understanding was that the advisory group's work would be recommendations to the Village Board and led by a resident, most likely a trustee, rather than led by the Village Administrator.

Trustee O'Connell stated his understanding was that this was always led by the Village Administrator. He stated that whatever recommendations come out of this, it is going to be the Village Administrator to execute whatever the plan is. He stated it would be a big miss if it is not that person.

Trustee Cargie stated it should be the Village Administrator because of the knowledge base and understanding of the various ways the Village operates.

President Adduci recalled the comments earlier in the evening about having a Village trustee lead a committee and stated maybe that is not the right thing to do going forward. She stated they want this to work and suggested the combination of a trustee and Village Administrator leading it. She stated what she heard earlier makes her question how effective a trustee can be on a committee.

Trustee Brennan commented about the structure of other commissions and task force and noted there is always Staff assigned to it. She stated Staff has always been helpful giving the commission the information it needs.

Trustee Henek agreed and stated all the committees and commissions are advisory and would come to the Board to make a final decision. She stated she was not sure about the concern of who is leading what, and commented it is unfortunate to have the example cited earlier during public comments, but that having Trustee Vazquez on the Age Friendly Committee seems to be working well.

Trustee O'Connell commented that this is different and it is diving into the inner workings of the Village. He stated things would need to be held in strict confidentiality if there are employment or HIPPA issues involved. He stated that to not have the Village Administrator leading and directing this, they would possibly get themselves in a rabbit hole. He stated his comfort level went up when they said they would have the Village Administrator leading this.

Trustee Bachner stated she sees this as a trustee and the Village Administrator in the room helping facilitate discussions. She stated the Village Board is ultimately the people who make decisions on what they are recommending. She clarified that she thinks it is the advisory group plus the Village Administrator plus the trustees, then they float into the Village Board.

Trustee Vazquez stated that though he is chairing his committee, he acts as a facilitator and as one of the members. He noted the key is soliciting input from the members, not directing them on what they need to do, which is what he anticipates the Village Administrator would do in that role, as well as giving input. He stated it is not going to work if it is not a collaborative effort. He stated he is ok with the Village Administrator chairing and facilitating but not dictating.

President Adduci stated they need the Village Administrator to work with the group, and that if they chair it, it would be more streamlined. She stated that does not mean a trustee is not part of the group and that she would recommend that too. She stated that she recommends making a decision about the initial goals and at the next meeting, re-visiting the document prepared by Trustees Bachner and Brennan as a document for people joining the group to know their responsibilities and work load. She stated they would work with and not for administration to look at key elements in the document.

Trustee Bachner stated she wanted to make sure there is an understanding that it is a partnership and that the advisory group can make recommendations to the Board. She suggested that if they are moving forward with the Staff memo, "creating the advisory group" be the first bullet point so it is understood that is a priority, as well as incorporating language

that indicates that it is a partnership of the equity group and the Village to enact these initial goals.

President Adduci stated that is very reasonable.

Trustee Vazquez suggested adding language to clarify that the goals are not listed sequentially.

Trustee Henek asked what is envisioned as the next steps, including a possible resolution to create the working group.

President Adduci stated what has been agreed to that the initial goals with some modifications is something review again to ensure it is what they want, and then take the document prepared by Trustees Bachner and Brennan and put it in the public domain and talk about the membership or recruitment process and the group itself. She stated she saw the resolution coming later because they have to work out these point.

In response to a follow up question from Trustee Henek, President Adduci stated she sees the resolution coming when the Board is satisfied that they have gotten it right.

Trustee Bachner suggested they could have a resolution for the next meeting if they understand how they will be asking for membership.

In response to a question from Trustee O'Connell, the Board briefly discussed the process for resolutions creating committees. President Adduci stated that once the Board agrees on the goals, purpose, mission, and composition of the group, they create a resolution and vote on it.

Trustee O'Connell asked what is going in the resolution and stated they need to understand what is going in there.

President Adduci stated she recommends they discuss that document at the next meeting, then set out the process by which the group comes together. She stated they would need to talk about composition, how many members, and roles. She stated they need to have a conversation about the document first.

In response to a question from Trustee Henek, President Adduci stated she hoped the document would be made public in the packet for the next meeting.

President Adduci recommended taking the comments on the goals and bringing back a final draft, and then settling on the roles, responsibilities, and composition of the working group. She stated that could be discussed at the next Board meeting.

Trustee Bachner stated she is good with that.

President Adduci stated that will be the direction.

b. Dominican University TRHT Work Group Update

Ms. Scheiner announced that Dr. Sheila Radford-Hill has retired and that Ami Omi will work on this with the Village in the interim. She reviewed the 9 working groups Dominican has established under TRHT and noted Dominican meets with their core team on a monthly basis. She shared that anyone is welcome to attend the meetings, and that Dominican feels the first 7 groups are more internal for the university. Ms. Scheiner stated groups 8 (River Forest and Dominican University Partnership) and 9 (Racial Healing Circle Working Group) are where Dominican feels the partnership with the Village would fall. She stated Dominican has individuals trained to hold racial healing circles at any time and that those groups are tailored to the audience and purpose. She reviewed the community partnership working group and noted it would be facilitated by Village and Dominican Staff, but she emphasized that it is the community's group and they want to hear what the community's goals for the group are. Ms. Scheiner stated as a result of her discussion with Ms. Omi, they suggested having a small group comprised of members from the Villages of River Forest and Maywood, and each community having an elected official, member of staff, and resident represented in the group. She noted Dominican's representation in the group would include Ms. Omi, the Chief Diversity Officer, a student leader, an individual from the Center for Cultural Liberation, and a River Forest resident. Ms. Scheiner noted Dr. Radford-Hill is a River Forest resident and she has indicated she would like to stay involved. She also noted that one of the ways to ensure the TRHT working group and the Board's advisory group have shared goals and are coordinated is to include one of the members of one of the Board's advisory group as a member on the TRHT working group.

Trustee Brennan requested to see this in writing.

President Adduci directed Staff to put this in writing and include in the next Board packet.

Trustee Vazquez stated this process makes sense to him and that he is already foreseeing how the working group would be a part of this. He stated that so far it is the right direction to go.

Trustee Brennan and President Adduci concurred.

President Adduci asked that there be particular actions for the Board to consider at the next meeting.

**9. NEW BUSINESS**

None.

**10. EXECUTIVE SESSION**

None.

**11. ADJOURNMENT**

Trustee O'Connell made a motion, seconded by Trustee Vazquez, to adjourn the regular Village Board of Trustees Meeting at 9:35p.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



**Comments 1/25/21 by resident John Grant regarding management of volunteer advisory bodies in River Forest.**

It's election season here in River Forest, and I would like to address an important issue that has come up in my conversations with many elected officials and voters recently: the lack of effective and transparent guidelines for handling our volunteer commissions, boards, and committees which serve our elected officials and our village.

Let's be 100% clear that the issue is not the citizens and leaders who volunteer for these advisory bodies. It's hard to blame most elected officials as well. Further, my comments here are not aimed at any particular appointment or any particular body, and not at the past but the future. The flawed village guidelines here are a case of the process under-serving all of the people involved: the volunteers, the trustees, and the voters.

Let's start with how the lack of guidelines adversely affect the volunteers themselves to the advisory bodies. Those who would like to volunteer can find absolutely no description of how they will be considered by the village because the village has no published description of the process. Volunteers have no idea when their application will be reviewed, who will be looking at their applications, what considerations will be used for decisions, or how or when they will be contacted to learn what determination was made on their application.

Village trustees also receive no information on this process. Because the village has no formal process, and no requirement for transparency about the process, trustees have no idea who has applied and how decisions are made to select a nominee. Then they are asked at the last minute to make an uninformed yes/no vote on a nomination of their neighbor. The lack of transparency completely handicaps the trustees. This process shortchanges the current chairpersons of the advisory bodies as well. There is no prescribed process for candidates to attend a meeting of the advisory bodies for which they are applying and meet the chairpersons, no prescribed process for chairpersons to then give feedback and advice on the application.

Finally, the lack of transparency means the voter has absolutely no understanding of and no voice about this process. How can they hold trustees accountable for their vote if the trustees' votes are completely blind? And the government serving voters is less efficient and effective because of these flaws.

The current system places entirely too much power in one person, the president, who reviews the candidate submittals and has no obligation to disclose any information about who has applied and what process was used to come up with an appointee.

The process with the ad hoc committees suffers as well. Because of a lack of guidelines for the process, you have situations where dueling trustees get into heated battles about how the committees will be formed and who will be on them. Or you have other instances where some trustees are claiming other trustees are working in secret. The system breeds misunderstanding. With all due respect, it's a bit of a mess, and we can do much better for ourselves.

I was bewildered when I realized how our process is working, so I looked for comparison to Oak Park. Oak Park's process is 100% different, aimed completely at transparency and effectiveness. Oak Park has an actual Volunteer Application, the first page of which is a detailed description of the process. Their volunteer web page also includes "Enabling Language" for each advisory body, and a Procedure Manual

for advisory bodies. Applications are routed through the Clerk to the Citizen Involvement Commission for a transparent process of evaluation and matching of volunteer skills to advisory body needs.

I called last week and spoke with very experienced, educated leaders in Oak Park who have studied this process of staffing and guiding advisory bodies, and their work could be of help to us. There is no need to reinvent the wheel. Additionally our village is filled with experienced leaders and executives and attorneys, inside and outside government, who could lend a hand to creating a new and much better system. To get that ball rolling, I am volunteering right here to be a part of working on the solution.

In conclusion, the current system in River Forest lacks process and transparency, and under-serves all of us. River Forest must do a better job of tapping the talent of our citizens and treating everybody inside and outside of government with dignity and professionalism in the process. I call on the trustees and president take up this issue without delay.

Thanks Trustees and President Adduci for the chance to make a public comment under these circumstances. Before going further, I want to say thank you to all for your leadership and consideration, especially in navigating 2020. It's been a blessing to be a River Forester during these times and brighter days are ahead I'm sure.

I last made a public comment about one year ago, the same evening OPRF District 200 administrators were here reporting on planned changes to curriculum and instruction aimed at decreasing the racial predictability of achievement at OPRF. Then, I urged you to ask District 90 to come before this board and give a progress report on the associated K-8 changes already made in River Forest schools. Then, I heard President Adduci underscore the importance of schools to the vitality of River Forest. I'm aware District 90 has made no attempt to communicate changes in student achievement associated with changes in instructional philosophy prior to March and covid19, so I offer this brief update.

We're increasingly becoming one school district, Oak Park District 97, River Forest District 90 and OPRF District 200, and it's especially evident in the coordinated changes to curriculum and instruction. It was about three years ago when the River Forest District 90 Board President Martire described "a fundamental change in instructional philosophy". The initiative was multifaceted and spurred by a common goal among sister districts (90,97,200) of reducing the racial predictability of achievement. The goal included a strategy involving a change in curriculum and instruction for every subject taught in every grade. Implementation was quiet and expedient, and soon the board described being years ahead of our sister districts in Oak Park. Quietly, certain D90 administrators and teachers described it as lowering the academic ceiling and the same concern persists today with changes underway at OPRF. What follows is a performance update for River Forest District 90 since the new philosophy and before schools shuttered in March 2020 due to covid19.

1. River Forest adopted a less rigorous math curriculum. It is one the US Dept Education's What Works group affirms should reduce achievement among all students by 9-11%. It's already working; math achievement has fallen even before covid19.
2. The district eliminated differentiated instruction, for example stand-alone instruction for different reading or math levels, and now the growth of children on either end of the achievement curve is delayed.
3. The district adopted an unproven reading and literacy program from Lucy Calkins that defies what research says is best, like a foundation in phonemic awareness for early readers. Students choose their own books now and achievement in English Language Arts has fallen even before covid.
4. Immediately after implementation, the Illinois 5 Essentials Survey showed River Forest teachers blasting the administration, rating instructional leadership in the bottom eight percent of all Illinois schools. The trend in teacher voice persists today.
5. In this short time two Exemplary schools were downgraded to Commendable; there is no longer an Exemplary school in River Forest.

6. Since the new philosophy, River Forest school ratings on popular home-finding sites like Realtor.com, schooldigger.com and greatschools.org have declined creating a community issue, and not just a curriculum issue.

It is astonishing how quickly a lower academic ceiling translated to lower student achievement; again, this is before covid19. While safety and covid-19 related learning loss may be the important problems at hand, back to school means back to this philosophy that so quickly produced the poor results above. We have a problem beneath a problem, one that savvy residents are already responding to by moving to private schools or moving out of River Forest.

I understand and respect the line between municipal boards, in this case your board and District 90. I'm not suggesting you cross this line, but I'm urging you to call across, demand an update, facilitate discourse in the community and ensure those households without students, over 70% of River Forest, understand the school-related challenges facing River Forest.

Thanks again for the chance to make a public comment.



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**MEMORANDUM**

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Date: February 3, 2021

To: Eric Palm, Village Administrator

From: Lisa Scheiner, Assistant Village Administrator

Subj: Building & Zoning Report – November, 2020 – January, 2021

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The Village issued 287 permits between November, 2020 and January, 2021, compared to 217 last year. Permit revenue during this period totaled \$166,676, compared to \$79,251 during the same period the year prior. Fiscal year-to-date permit revenue is 76.7% of the \$608,005 budgeted (which includes building, plumbing, and electrical permit revenue).

Also during this period, the Village welcomed Bob Kryder, the Village's full time Building and Zoning Inspector. Bob took over for Tim Vaclav, who retired in January, 2020.

**Planned Development Project/Development Review Board Updates**

Below please find a summary of the status of approved planned development permits as well as certain pending applications.

*Approved:*

- Mixed Use Development (Lake and Lathrop) – This project was approved on September 17, 2018. The developer has re-submitted building plans in response to the last round of review comments and the plans are under review. Project updates are available on the Village's website ([www.vrf.us/lakeandlathrop](http://www.vrf.us/lakeandlathrop)).
- Senior Care Community (Chicago and Harlem) – This project was approved on October 15, 2018. Demolition has been completed and a groundbreaking ceremony was scheduled on October 2, 2019. The developer has 33 months from the date of approval to complete construction (July, 2021) for the planned development permit to remain valid. As of this writing, the Village is in the process of scheduling phased final inspections on this project. Regular updates regarding the project are available on the Village's website ([www.vrf.us/chicagoandharlem](http://www.vrf.us/chicagoandharlem)).

*Pending*

- Major Amendment to Existing Planned Development (400 Ashland) – The property owner will appear before the Development Review Board on February 18, 2021 regarding a pending application for a major amendment to an existing planned development to convert a portion of the building from commercial to residential space. The applicant will hold a resident meeting in person and via Zoom on February 24, 2021. A project website has been established ([www.vrf.us/400Ashland](http://www.vrf.us/400Ashland)) for more information about the project and application.

## **Zoning Board of Appeals Updates**

Below please find a summary of the activities of the Zoning Board of Appeals:

- 346 Park Avenue: The public hearing for the requested variation was opened on September 10, 2020 and continued to January 14, 2021 at the petitioner's request. The public hearing concluded on January 14, 2021, and the Zoning Board of Appeals will review its minutes and findings of fact in February before their recommendation is forwarded to the Village Board of Trustees for final review.

## **Land and License Management Software Implementation**

On October 12, 2020, the Village Board awarded a contract to Davenport for the purchase and implementation of its LAMA land and license management software. Staff held kick-off calls with the software vendor and the Village's IT consultant, ClientFirst in mid-October. The project is broken into the following eight phases:

1. Initiation
2. Requirements Gathering
3. Use Case Validation
4. Configuration
5. User Acceptance Testing
6. Final Configuration
7. Training
8. Go Live

The Village has completed Phases 1-3, which entailed documenting the Village's permitting, licensing, inspection, code enforcement processes and zoning entitlement processes at great length and detail to ensure that the software can be configured in a manner that will meet our needs. As of this writing, the Village has entered Phase 4 and will begin testing the software in the coming weeks. Implementation is anticipated at the end of Fiscal Year 2021 and the Village is on track to meet that target. Village Staff will continue to keep the Board apprised of progress on this project.

## **Permit and Real Estate Transfer Activity Measures**

### **Permits**

Month	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
May	178	128	205	144	109
June	179	153	135	154	144
July	140	194	131	147	178
August	145	123	170	106	148
September	130	152	116	95	137
October	140	119	118	130	134
November	98	79	90	91	125
December	55	71	51	63	80
January	107	69	80	63	82
February	87	58	67	53	
March	120	93	101	91	
April	148	136	139	85	
<b>Fiscal Year Total</b>	<b>1,527</b>	<b>1,375</b>	<b>1,403</b>	<b>1,222</b>	<b>1,137</b>

**Real Estate Transfers**

	November 2020- January 2021	November 2019- January 2001	FY 2021 YTD Total	FY 2020 Total
<b>Transfers</b>	41	40	180	229

**Residential Property Demolition**

	November 2020- January 2021	FY 2021 YTD Total	FY 2020 Total	FY 2019 Total	FY 2018 Total
<b>Residential Demolitions</b>	1	4	5	2	4

Address                                      Architectural Significance  
 847 Thatcher Avenue                      n/a



## MEMORANDUM

**DATE:** February 3, 2021  
**TO:** Eric J. Palm, Village Administrator  
**FROM:** John Anderson, Director of Public Works  
**SUBJECT:** Monthly Report – January 2021

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### Executive Summary

In the month of January, the Department of Public Works continued with winter operations with an emphasis on snow & ice response, and tree trimming. There were 8 snow & ice events that required a response. These events resulted in distributing 276.1 tons of salt on Village streets through a combination of rock salt and the use of salt brine prior to the anticipated snowfall. Two large scale snowfalls occurred in the last week of January which resulted in over 16 inches of snow accumulation. Public Works responded by plowing and salting streets, alleys, and parking lots during several overnight periods and ensured all Village facilities were cleared of snow for the safe travel of emergency response vehicles. Davis Tree Care continued the annual contractual tree trimming program. The section of the Village where contractual trimming is taking place is mostly between Hawthorne and Madison from Thatcher to Lathrop. The information collected during our tree inventory process which is uploaded to the GIS system is shared with the trimming contractor for more efficient trimming. Public Works staff continued to plan for future needs by updating and finalizing our Capital Improvement Plan to determine which infrastructure projects are most needed in the near future. The draft capital improvement budget was prepared by Public Work department staff members. The budget planning process also continued with the preparation and planning for operational needs in the upcoming fiscal year. The budget planning process will continue and include planning for operational needs in the upcoming fiscal year.

Public Works items approved/discussed by the Village Board of Trustees in January:

- Award of Bid and Contract to Superior Road Striping Inc. in the amount of \$131,410.74 for the Bicycle Sign and Pavement Marking Project
- Agreement with the Metropolitan Water Reclamation District for Access to Geographic Information Systems Data (through the Municipal GIS Partners Consortium)
- Update: Stormwater Master Plan Request for Proposal (RFP)

### Engineering Division Summary

- Reviewed 6 grading plan and 3 utility permit submittals
- Conducted monthly Combined Sewer Overflow (CSO) inspection



- Continued to coordinate development project at Chicago @ Harlem and Lake @ Lathrop
- Continued to coordinate Geographic Information System (GIS) improvements through the Village’s consultant (MGP)
- Participated in GIS Departmental Alignment Meeting
- Continued to coordinate the design of the 2020 Green Alley Improvement Project
- Participated in preliminary permit software integration meetings
- Continued review of all 2020 sewer lining televising videos
- Began design of the 2021 Street Improvement Project
- Began creation of 2021 Lead Service Replacement Program Informational Packet
- Solicited estimates for Phase II Engineering of the Keystone Avenue (1100-block) Sewer Improvement Project and selected an Engineering Consultant to proceed.
- Advertised a Request for Qualifications associated with the Stormwater Master Plan to applicable Engineering Consultants
- Continued to work with Staff on FY22 CIP and Annual Budget
- Held a Traffic and Safety Commission Meeting
- Participated in a MWRD-hosted webinar on their Voluntary Flood-Prone Property Acquisition Program and Local Stormwater Partnership Program
- Participated in quarterly Joint Council Transportation Committee Meeting, North Central Council of Mayors Transportation Committee Meeting and Watershed Planning Council of the Lower Des Plaines Tributaries Regular Meeting

Public Works – Operations

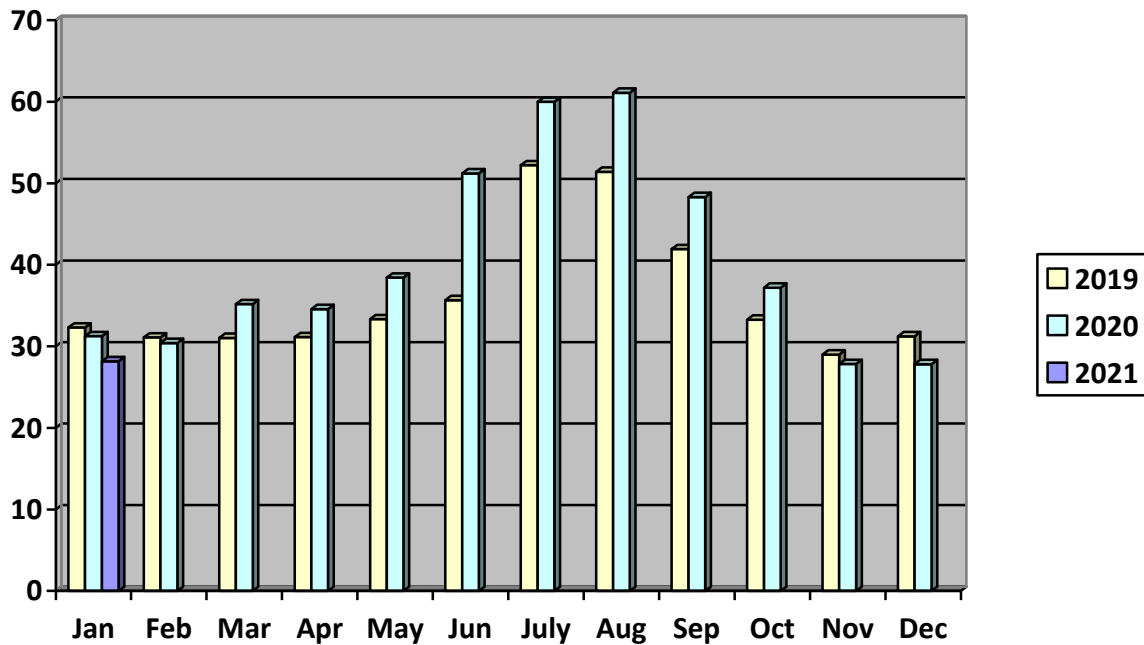
The following is a summary of utility locate requests received from JULIE (Joint Utility Locating Information for Excavators) and work orders (streets, forestry, water, sewer, etc.) that were received and processed during the past 12 months:

	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan
Utility Locates	28	56	165	232	160	180	199	201	356	130	73	16
Work Orders	5	6	19	35	93	64	86	34	35	18	15	7

Water and Sewer

Monthly Pumpage: January’s average daily pumpage of 0.91 million gallons (MG) is lower than January’s average of 1.01 MG in 2020.

Volume of Water Pumped into the Distribution System (Million Gallons)



Monthly maintenance was performed at the Pumping Station building in the month of January.

Water Operator's Dan Raddatz and Michael Thomasino worked in full capacity for all snow and ice removal operations.

Generator silver maintenance was completed at the pumping station on 1/20  
The installation of the Chicago feed Sensus mag meter was completed on 1/21

A water main break occurred on 1/29 at 7625 Lake Street on the northwest corner of Petco on the 8" water main. Repairs were completed by Suburban General construction and overseen by Water Division staff.

The Water Division personnel performed these additional tasks in January:

- Responded to 148 service calls
- Installed 2 meters
- Exercised 6 valves

### Streets and Forestry

Staff in the Streets and Forestry division focused heavily on leaf removal, street sweeping, and tree planting. These are the details of the tasks performed frequently in the month of January:

<b>Description of Work Performed</b>	<b>Quantity</b>
Sign Repairs/Fabrication	5
Street Sweeping (curb miles)	27
Trees Trimmed	340
Trees Removed	2
Stumps Removed	1
Number of Snow & Ice Responses	8
Street Salting (tons)	276.1



## MEMORANDUM

TO: Lisa Scheiner  
Acting Village Administrator

*Kurt Bohlmann*

FROM: Kurt Bohlmann  
Fire Chief

DATE: February 6, 2021

SUBJECT: Monthly Report – January – 2021

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The Fire Department responded to 119 calls during the month of January. This is below our average number of calls in comparison to 2020. We experienced 6 fire related calls for the month. Emergency Medical Service calls represented 61% of our response activity for the month of January.

<b>Incident Group</b>	<b>Count</b>
100 – Fire	6
200 – Rupture/Explosion	0
300 – Rescue/EMS	73
400 – Hazardous Condition	4
500 – Service Calls	9
600 – Good Intent	17
700 – False Alarm	10
800 – Severe Weather	0
900 – Special Incidents	0

Cases of COVID spiked early in the month and then saw a significant decrease in River Forest by the end of the past month. There were 103 new cases of COVID in River Forest in January. There have been 625 positive cases of the virus in River Forest since the pandemic began. The 7-day positivity rate for River Forest on January 31<sup>st</sup> was 3.76%, down from 6.89% on December 31<sup>st</sup>. The Fire Department will continue to provide safe treatment to all residents and visitors to the

community. Our paramedics have gotten both of their doses of the vaccine. Cook County will move to Phase 1b on February 1<sup>st</sup>.

I attended an online meeting for the Cook County Health Department. We discussed the current vaccine distribution system. The county is opening up vaccines for persons in group 1B in February. When enough vaccines are received, local pharmacies will be able to administer the vaccine for registrants.

I attended an online meeting with IDPH. The meeting discussed the current plan for distribution of the vaccines. They are not currently planning on activating the PODs such as TripCom.

I attended an online meeting to discuss upgrading our RMS system from ESO's Firehouse Software to ESO's Fire Records Management System. Firehouse Software is being phased out at the end of 2021.

Firefighter Ercoli has been assigned to Gold Shift and will continue his probationary period through October.

We have continued the suspension of public education projects, including station tours, through December. We are offering CPR classes. We will be resuming in-person fire inspections in February.

### **Incidents of Interest**

RFFD responded to a kitchen fire in River Forest. A dry chemical extinguisher was requested. The flames behind the control panel of a microwave began to grow. Ambulance 215 used the dry chemical extinguisher on the microwave appliance. The fire was successfully extinguished using 3-4 bursts of the extinguisher. River Forest units returned in-service. The incident resulted in content loss of \$1,000.

See details below.

### **Suppression Activities**

For the month of January, we responded to 119 emergency calls, which is below our average amount of calls. Of this total, 6 were fire related incidents. Two of these fire incidents occurred in River Forest. The other four fire incidents occurred outside of River Forest.

The first incident was an electrical fire in River Forest. RFFD responded to 539 Clinton Place for an electrical fire. Dispatch stated the fire was out and the homeowner wanted it to be checked out. Upon arrival, Engine 213 reported nothing showing on exterior A, B, and D sides of the structure. The homeowner stated he was cooking gravy on the stove when he caught the over-the-range microwave/convection oven on fire. Lt. Smith opened the microwave door and noticed flames behind the control panel on the right front of the microwave. The door was closed and a dry chemical extinguisher was requested. Black smoke began to exit the top of the microwave door. The flames behind the control panel began to grow. Ambulance 215 used the dry chemical extinguisher on the microwave appliance. The control panel was removed and more fire was found. The interior of the oven compartment had no fire damage. The cabinets surrounding the appliance were checked for fire extension. No fire found inside the cabinets. A thermal imaging camera was used to further check fire extension in the cabinets and no extension was noted. The microwave appliance was unscrewed from its bracket and removed to the backyard. There was no charring to the wall studs observed through the vent hole. The vent opening had vertical wall studs that were visible. Some of the insulation was removed. No charring, no heat damage, and no smoke stains noted to the insulation. The insulation was cool to the touch. There was no charring, no smoke stains, no heat damage, and no fire damage to the drywall. The outlet for the appliance was checked using a non-contact voltage tester. The homeowner asked that we remove the microwave to the curb. The incident resulted in content loss of \$1,000.

The second incident was a structure fire in River Grove. Upon arrival, RFFD located the Elmwood Park Fire Department pickup truck and we connected to a hydrant on the southeast corner. Engine 213 drove through a school parking lot dropping 700 feet of 4-inch hose. Leyden Fire Department Truck 133 supplied another 300 feet of 4-inch to connect to Engine 213. Engine 213 supplied Truck 133 with water. Truck 133 was pumping handlines only. Truck 133 was told to shut down by Command. Engine 213 shut down pump operations and picked up all 4 inch hoses. Engine 213 returned in-service.

The third incident was a structure fire in Forest Park. Upon arrival, our crew came to the front and pulled an attack line and put water on the fire in the kitchen. The fire in the first floor room was extinguished. We then helped ventilate the 2nd and 3rd floors. No injuries noted. All units returned.

The fourth incident was a fire in Oak Park. RFFD responded mutual aid and was staged in the front of the house. We were returned when the fire was suppressed.

The other two fires were cooking fires that caused no damage. One occurred in River Forest and the other one in Forest Park.

## **Training**

This month the department participated in various training activities such as:

- Probationary FF/PM Ercoli graduated from Romeoville Fire Academy, finished 3 weeks of days and started on gold shift December 28<sup>th</sup>
- Loyola CE for the month of January was done individually online. Subject was Infectious Disease, Sepsis and Allergic Reaction
- No inspections were done due to Covid
- All Div 11 training was canceled due to Covid
- FF/PM's Seablom, Buchholz, Basa and McKenna continuing truck training
- All shifts did Right to Know/GHS training
- Il shifts did Lock-Out Tag-Out training

## **Paramedic Activity**

We responded to 73 EMS calls making contact with 76 patients for the month of January, which is well below our monthly average number of EMS calls. Of this total, 40 patients were classified as ALS and 35 were BLS and there was 1 invalid assist. 22 of the 35 BLS patients refused treatment and/or transport.

A detailed monthly EMS report is available for review.

## **Fire Prevention**

During the month of January, the Fire Prevention Bureau conducted no regular inspections or company inspections due to COVID restrictions. There were no violations noted and no violations corrected. Fire Prevention performed 4 plan reviews.

A detailed monthly Fire prevention report is available for review.



**MEMORANDUM**

Date: February 1, 2021  
 To: Lisa Scheiner, Acting Village Administrator  
 From: Rosey McAdams, Director of Finance  
 Subject: Expenditures – January 2021

Attached for your review and approval is a list of payments made to vendors by account number for the period from January 1-31, 2021. The total payments made for the period, including payrolls, are as follows:

**VILLAGE OF RIVER FOREST  
 EXPENDITURES  
 MONTH ENDED JANUARY 31, 2021**

FUND	FUND #	VENDORS	PAYROLLS	TOTAL
General Fund	01	\$ 839,242.58	\$ 406,275.49	\$ 1,245,518.07
Water & Sewer Fund	02	830,179.52	49,944.17	880,123.69
Motor Fuel Tax	03	116,472.55	-	116,472.55
Debt Service	05	-	-	-
Capital Equip Replacement	13	18,300.00	-	18,300.00
Capital Improvement Fund	14	33,197.19	-	33,197.19
Economic Development Fund	16	-	-	-
TIF-Madison	31	202.09	-	202.09
TIF-North	32	-	-	-
Infrastructure Imp Fund	35	-	-	-
<b>Total Village Expenditures</b>		<b>\$ 1,837,593.93</b>	<b>\$ 456,219.66</b>	<b>\$ 2,293,813.59</b>

**Requested Board Actions:**

1. Motion to Approve the January 2021 Accounts Payable and Payroll transactions totaling \$2,293,729.16.
2. Motion to Approve the January 2021 payment to McDonald's-Karavites totaling \$84.43.





**MEMORANDUM**

Date: February 8, 2021

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Lisa Scheiner, Acting Village Administrator

Subj: Village Administrator's Report

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

Wednesday, February 9	7:00 PM	Sustainability Commission Meeting
Wednesday, February 10	7:00 PM	Age Friendly Committee Meeting
Thursday, February 11	7:30 PM	Zoning Board of Appeals Meeting
Friday, February 12	7:30 AM	Economic Development Commission Meeting
Monday, February 15	ALL DAY	Village Hall Closed – Presidents' Day Holiday
Tuesday, February 16	7:00 PM	Committee of the Whole Meeting - <i>Cancelled</i>
Tuesday, February 15	7:00 PM	Plan Commission Meeting - <i>Cancelled</i>
Thursday, February 18	7:30 PM	Development Review Board Meeting
Monday, February 22	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:

<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
ClientFirst Consulting	\$10,608	IT consulting services
Benistar/Hartford	\$11,331	Retiree insurance premiums
Gewalt Hamilton	\$13,890	2020 Green Alley project
MOE Funds	\$15,392	Public Works insurance

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

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**MEMORANDUM**

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Date: February 4, 2021

To: Catherine Adduci, Village President  
Village Board of Trustees

From: Lisa Scheiner, Acting Village Administrator

Subj: Discussion: Diversity, Equity and Inclusion Advisory Group

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At its January 25, 2021 meeting, the Village Board of Trustees discussed the draft purpose, mission and initial goals of the Village's internal diversity, equity and inclusion initiative. The purpose of the discussion at the February 8, 2021 Village Board meeting will be to obtain direction from the Board on the purpose, mission, initial goals and composition of the Advisory Group. Attached please find the purpose, mission and initial goals document that Staff presented and proposed at the January 25, 2021 Village Board Meeting. Also attached is the document outlining the purpose, mission and initial goals that were drafted by Trustees Bachner and Brennan.

Also attached is a list of proposed advisory group goals that incorporates what was proposed on January 25 by staff into the list of goals prepared by Trustees Bachner and Brennan.

Once the Board has reached consensus on these items, discussion and Board direction will also be required on:

- Group composition: Staff recommends that the Advisory Group consist of not more than seven (7) members who will be appointed by the Village President with the advice and consent of the Village Board of Trustees. In addition to the appointed members, the Village President will select two Co-Leads of the Advisory Group, which will be the Village Administrator and a Village Trustee.
- Selection of Advisory Group Members: Staff further recommends that the application for the Advisory Group be posted online for a period of 6 weeks and that River Forest residents be invited to apply. A copy of the Advisory Group's mission, purpose and initial goals will be posted with the application.

**Requested Action:** Direct Staff to prepare a Resolution Establishing a Diversity, Equity and Inclusion Advisory Group.

**Attachment(s):**

- Statement of purpose, mission and initial goals (from January 25 Board packet)
- The statement of purpose, mission, and initial goals that was distributed by Trustees Bachner and Brennan prior to the January 25, 2021 Village Board Meeting.
- Proposed Advisory Group goals
- Draft Statement of Responsibilities (to be attached to volunteer application)

Village of River Forest  
Diversity, Equity and Inclusion Initiative

January 2021

Purpose: To develop a diversity, equity and inclusion initiative for the Village of River Forest.

Mission: To remove barriers that prevent the participation, engagement and welcoming environment for all our residents, business members, visitors, employees in municipal services community and civic engagement; and, in doing so, build trust amongst all parties.

Initial Goals:

- Engage a third party consultant with experience in diversity, equity and inclusion, matters.
- The consultant will design a comprehensive work plan to inform how the Village can best approach diversity, equity and inclusion (including implicit bias) in the Village's internal policies and practices.
- The review will **assess** the Village, its departments, and their practices, policies, systems, and structures to provide an equity analysis and to identify potential unintended consequences.
- Create a plan that **builds** DEI knowledge, awareness and skills among the Village employees and stakeholders.
- Partner with the Village of Maywood (Twin Villages Covenant) and Dominican University TRHT Campus Center.
- Create a working group to advise the Village Administrator and the Village Board. The working group will provide feedback for the creation of a RFP as well as review of responses. The responsibility for ultimate oversight of the program would remain with the Village Administrator.
- Develop relationships with community members, working group members, and other stakeholders to foster mutual respect and trust.

The deliverable from the consultant will be a work plan for the Village with short and long term action items.

## **Purpose/Mission**

The Purpose/Mission of the River Forest Equity Advisory Group is:

- To support the Village in its efforts to be responsive to the needs of all residents.
- To assess, review and make recommendations on equity in River Forest policies and procedures, specifically taking into consideration those individuals with marginalized statuses such as race, ethnicity, ancestry, religion, color, national origin, citizenship status, sex, sexual orientation, gender identity and expression, age, order of protection status, marital status, familial status, disability, arrest record, military status, unfavorable military discharge, financial circumstances and housing status.
- To promote understanding and awareness of the relationships of institutionalized racism, structural discriminatory practices and unaddressed inequities to Village business, policy, practices, procedures, and community members.
- To partner with community and municipal bodies to develop and maintain mutually beneficial relationships and engagements.
- To nurture Village transparency and accountability to all residents, and in doing so, build trust in the community.

## **Initial Goals**

The Goals of the River Forest Equity Advisory Group are:

- Assess the Village, its departments, and their practices, policies, systems, and structures to provide an equity analysis and to identify potential unintended consequences, which includes the following:
  - Develop a process for reviewing and making recommendations for reform to current Village practices, policies, systems, and structures.
  - Review current and future ordinances and resolutions to assess equity implications and find opportunities to minimize systemic disadvantages.
  - Review vendor relationships, hiring and firing policies, and budgets to assess equity implications and impact.
  - Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and working groups can use to assist their efforts to ensure equitable administration of functions within their purview.
- Act as an advisory group to carry out Village partnerships and priorities related to equity, including but not limited to:
  - Partnering with the Village of Maywood on the Twin Village Covenant.
  - Partnering with Dominican University's Truth, Racial Healing and Transformation (TRHT) Campus Center.
  - Other partnerships as identified by the group, Village, and community.
- Act as a community resource with respect to issues of equity, including but not limited to:
  - Be a source for residents and community members to communicate comments and concerns at advisory group meetings, or in other ways, regarding equity issues in our Village.
  - Support the Village in the compilation, documentation, and identification of information and data relating to equity within the Village.
  - Promote and celebrate equitable relationships and opportunities and foster mutual respect and trust in the community.
- Commitments common to all River Forest working groups, boards, and commissions:
  - Operate with clarity and transparency.
  - Make recommendations to the Village President and Village Board of Trustees for adoption of policies, programs, and/or goals which would improve or sustain equity.
  - To perform such other duties and functions as may be requested of it by the Village board of trustees as aligned with the mission.

## Initial Goals

The Goals of the River Forest Equity Advisory Group are:

- Draft an RFP, select and engage a consultant to Assess the Village, its departments, as a municipal organization to provide an equity analysis of its -and their practices, policies, systems, and structures ~~to provide an equity analysis and~~ to identify potential unintended consequences, which includes the following:
  - ~~The scope of services for this assessment may include, but is not limited to, Develop a process for reviewing and making recommendations for reform to current Village practices, policies, systems, and structures.~~
    - Review of current and future ordinances and resolutions to assess equity implications and find opportunities to minimize systemic disadvantages.
    - Review of vendor relationships, hiring and firing policies, and budgets to assess equity implications and impact.
  - Based on the assessment, the Advisory Group will work with the consultant to:
    - Review the items that have been identified through this assessment and develop a short and long term plan and process for reviewing and making recommendations to reform to current Village practices, policies, systems, and structures.
    - Review and develop tools, including racial equity impact assessment tools, that Village staff, departments, boards, commissions, and working groups can use to assist their efforts to ensure equitable administration of functions within their purview.
- Act as an advisory group to carry out Village partnerships and priorities related to equity, including but not limited to:
  - Partnering with the Village of Maywood on the Twin Village Covenant.
  - Partnering with Dominican University's Truth, Racial Healing and Transformation (TRHT) Campus Center.
  - Other partnerships as identified by the group, Village, and community.
- Act as a community resource with respect to issues of equity, including but not limited to:
  - Be a source for residents and community members to communicate comments and concerns at advisory group meetings, or in other ways, regarding equity issues in our Village and assist in the Village's efforts to educate the public about how their comments and concerns can be addressed.
  - Support the Village in the compilation, documentation, and identification of information and data relating to equity within the Village.
  - Promote and celebrate equitable relationships and opportunities and foster mutual respect and trust in the community.
- Commitments common to all River Forest working groups, boards, and commissions:
  - Operate with clarity and transparency.
  - Make recommendations to the Village President and Village Board of Trustees for adoption of policies, programs, and/or goals which would improve or sustain equity.
  - To perform such other duties and functions as may be requested of it by the Village board of trustees as aligned with the mission.