

**VILLAGE OF RIVER FOREST
REGULAR MEETING OF THE BOARD OF TRUSTEES MINUTES
October 9, 2017**

A special meeting of the Village of River Forest Board of Trustees was held on Monday, October 9, 2017 at 7:00 p.m. in the Community Room at the River Forest Village Hall, 400 Park Avenue, River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:01 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Vazquez, Corsini, Henek, Conti and Gibbs
Absent: Trustee Cargie
Also Present: Village Clerk Kathleen Brand-White, Village Administrator Palm, Assistant Village Administrator Lisa Scheiner, Village Attorney Lance Malina, Police Chief Greg Weiss, Fire Chief Kurt Bohlmann, Public Works Director John Anderson, Finance Director Joan Rock, Management Analyst Jon Pape

Trustee Gibbs made a motion, seconded by Trustee Corsini, to allow Trustee Cargie to attend by telephone.

Roll call:

Ayes: Trustees Vazquez, Corsini, Henek, Conti and Gibbs
Absent: Trustee Cargie
Nays: None
Motion Passes.

Trustee Cargie official joined the meeting via telephone at 7:04 p.m.

2. PLEDGE OF ALLEGIANCE

President Adduci led the pledge of allegiance.

3. CITIZENS COMMENTS

Greg Kuenster, 516 Park Avenue, stated there was a fire in his home which has been in his family for several years. He said the hold up in regard to repairs has been the insurance company.

In response to Mr. Kuenster's statement, Village Administrator Palm said that a meeting is scheduled for Thursday, October 12, 2017. He said there are two components to this. He explained that the first is the zoning component: the previously non-conforming, grandfathered two-flat must be converted back into a single family home. Village Administrator Palm stated the Village has some concerns about the lack of building code compliance which will be discussed at the meeting.

4. ELECTED OFFICIALS COMMENTS AND ANNOUNCEMENTS

Trustee Corsini wished all a happy Columbus Day. She reported that a Finance Committee meeting was held on September 27th and the draft FY 2017 Comprehensive Annual Financial Report was reviewed with the auditors present. She noted that the Report was approved unanimously. She stated that the Joint Pension Finance Committee meeting has been scheduled for Thursday, November 2nd. Trustee Corsini stated that there will be a small group Lake and Park meeting on Thursday, October 19th to discuss the RFP/RFQ process.

Trustee Vazquez stated that he and Village Clerk Brand-White attended a meeting related to the River Forest Service Club that will be also known as the River Forest Civic Association. He reported that the speakers at the meeting were members of our Sustainability Commission.

Village Clerk Brand-White stated that the presentation by the Sustainability Commission members was very impressive and was directed more towards community members regarding what they can do contribute to sustainability. She recommended attending their next presentation. She added that the River Forest Civic Association's mission is important.

Trustee Henek said she was not able to attend the meeting. She stated that the River Forest Civic Association is trying to fill a need and to be more inclusive to attract more members of the community. She thanked Public Works Director Anderson and the Public Works staff for installing the "do not block intersection" sign at Bonnie Brae Place and Chicago Avenue and said she is hopeful drivers will comply. She inquired whether the Illinois Department of Transportation (IDOT) is looking into changing the timing of the light at that intersection and noted it is a very short light for traffic on Chicago. Public Works Director Anderson stated he was not aware of this.

Trustee Gibbs also wished all a happy Columbus Day and expressed his support and enthusiasm for the Chicago Cubs. He briefly listed other explorers who landed at various places in the Americas.

President Adduci stated that the explorers Trustee Gibbs listed were represented at the parade which was well attended. She reported that she attended the Illinois Municipal League Summit Conference September 21st through the 23rd. She stated that it was well attended and there were many great sessions regarding municipalities. President Adduci said she hosted a session on receivership and Village Attorney Greg Smith hosted a session on consolidation efforts. She encouraged the trustees to attend. She stated she attended the West Central Municipal Conference in Washington, D.C. on October 3rd and 4th. She said she had the opportunity to meet with Senator Duckworth to discuss the Harlem viaduct and also met with Congressman Lipinski. President Adduci indicated that the only grants that are available to municipalities are the Transportation Investment Generating Economic Recovery (TIGER) grants and stated she does not expect any additional federal infrastructure to become available in the near future. She noted that Senator Duckworth's office will assist River Forest with and help shepherd through a TIGER grant.

5. CONSENT AGENDA

- a. Regular Village Board Meeting Minutes – September 11, 2017
- b. Executive Session Minutes – September 11, 2017
- c. Special Village Board Meeting Minutes - September 18, 2017
- d. Finance and Administration Committee Meeting Minutes - September 27, 2017
- e. Waiver of Formal Bid (Due to Competitive RFP Process) and Award Bid for Computer

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- Equipment Replacement to SHI for an amount not to exceed \$25,738.10
 - f. Authorize the Village Administrator to Execute a Right-of-Way Encroachment Waiver and Agreement with the Property Owner at 559 Franklin Avenue for a Sprinkler System in the Public Right-of-Way
 - g. Authorize the Village Administrator to Execute a Right-of-Way Encroachment Waiver and Agreement with the Property Owner at 7970 Oak Avenue for a Sprinkler System in the Public Right-of-Way
 - h. Authorize the Village Administrator to Execute a Right-of-Way Encroachment Waiver and Agreement with the Property Owner at 538 Bonnie Brae for a Sprinkler System in the Public Right-of-Way
 - i. Resolution in Support of an Application for a United States Department of Transportation TIGER Discretionary Grant - TIGER Grant
 - j. Proclamation Designating October, 2017 as Domestic Violence Awareness Month
 - k. Monthly Department Reports
 - l. Monthly Performance Measurement Report
 - m. Accounts Payable – August 2017 - \$1,873,394.46
 - n. Village Administrator's Report

President Adduci asked that Item j. be removed from the Consent Agenda.

Village Administrator Palm noted that the September 11, 2017 minutes have been revised. He also noted that the Accounts Payable amount had been reduced by \$400 with those funds being approved separately under Item 6.a. He stated that the revised Accounts Payable amount to be approved is \$1,872,994.46.

Trustee Corsini made a motion, seconded by Trustee Conti, to approve the Consent Agenda Items a. through i. and k. through n. as revised.

Trustee Cargie inquired if the items regarding the sprinkler systems are something new or something that the Village is now enforcing. Village Administrator Palm stated that he has seen a few of these in relation to fences. He stated the Village discovered during the sewer project that there were sprinkler systems installed in the right-of-way that it was not aware of and as a result many of those lines were damaged. He said it is best practice for the Village to know what is in its right-of-way and to record it in the Geographic Information System (GIS) and record it on the property as well.

In response to a question from Trustee Conti regarding the TIGER grant, Village Administrator Palm stated and Public Works Director concurred that preliminary designs are completed but phase one engineering has not been done. He said that the grant would cover phase one engineering and construction. He noted the process would take approximately two years.

Village Clerk Brand-White read the Consent Agenda. Village Administrator Palm noted the revised accounts payable amount of \$1,872,994.46.

Roll call:

Ayes: Trustees Vazquez, Cargie, Corsini, Henek, Conti and Gibbs
 Absent: None
 Nays: None
 Motion Passes.

Trustee Corsini made a motion, seconded by Trustee Henek, to approve Consent Agenda Item j.

President Adduci read the Proclamation designating October, 2017 as Domestic Violence Awareness Month and presented a copy of the Proclamation to Linda Conway and Carol Gall of Sarah's Inn. Ms. Gall thanked the Village for its support and the Proclamation.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

6. CONSENT ITEMS FOR SEPARATE CONSIDERATION

Trustee Corsini made a motion, seconded by Trustee Gibbs, to approve North Avenue TIF Vendor Payments in the amount of \$2,750.00.

Trustee Vazquez asked that the Clerk not call him for a vote on this matter due to a common law conflict of interest.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

7. RECOMMENDATIONS OF BOARDS, COMMISSIONS AND COMMITTEES

a. Traffic and Safety Commission

- i. Approve Recommendation to Convert Four Existing Parking Spaces on the South Side of North Avenue between Lathrop Avenue and Ashland Avenue to Two-Hour Time-Limit Spaces - Ordinance

Trustee Vazquez made a motion, seconded by Trustee Henek, to approve an Ordinance approving the recommendation to convert four existing parking spaces on the south side of North Avenue between Lathrop Avenue and Ashland Avenue to two-hour time-limit spaces.

Public Works Director Anderson stated a request to consider converting one of the four spaces in front of the business to an ADA space and to convert the remaining three spaces to two-hour time-limit spaces came from the business located at 7605 North Avenue. He reported that the Traffic and Safety Commission recommended converting all four spaces to two-hour time-limit spaces and that the requestor was fine with that. He said the Commission suggested that the spaces be monitored to assess the need for an ADA parking space.

In response to a request from Trustee Corsini, Trustee Cargie said he believes the parking spaces behind the building are owned by another property owner and not available for use by the doctors

in that building. Village Administrator Palm and Public Works Director Anderson were not able to confirm ownership of the spaces to the south of the building. Public Works Director Anderson stated that the issue is that cars were parked in these spaces in the morning and left there the entire day. He added that police monitored the spaces and confirmed this.

Trustee Cargie noted that residents on Ashland complained about the parking on their block, and he inquired whether these residents have been notified. He stated he is concerned because only five residents signed the petition. Public Works Director Anderson stated that the Ashland parking situation was also discussed at the Traffic and Safety Commission meeting and it was determined that most of the people parking on Ashland were from Loyola. He said that it was communicated to Loyola to have their employees park in their lot and it seems to be working so far. Public Works Director Anderson stated that any time an issue goes before the Commission, the neighbors within 500 feet of the area are notified.

In response to a question from Trustee Gibbs, Assistant Village Administrator Scheiner stated that a business is required by Village Code to provide one parking spot for every two employees and one spot for every 400 feet of public space.

Trustee Henek stated that it was her understanding that none of the employees of the doctors' offices were using those spaces. President Adduci stated that if these spaces are to be for people patronizing these businesses two hour parking seems to be reasonable.

A discussion ensued regarding whether adequate parking is available for the businesses according to Village Code and whether approving this will push the problem elsewhere. Village Administrator Palm stated that parking is a challenge for many of the businesses that come into town and the Village should keep this in mind while it tries to redevelop North Avenue.

Trustee Corsini questioned whether another parking space could be installed near the cut-out. Police Chief Weiss stated the first twenty feet from the corner cannot be used for parking.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

Trustee Gibbs noted the number of non-residents who sign petitions such as this and asked other Board members for their thoughts. Trustee Cargie stated it is more important that the neighboring residents are aware of it. President Adduci stated this issue affects River Forest businesses. She said that it is issue dependent and she does not think that there should be a requirement of resident signatures across the board. Trustee Corsini suggested evaluating the petitions as they come in. Trustee Henek concurred with President Adduci and noted it is important for River Forest businesses to be successful.

- ii. Approve Recommendation to Renew Existing Crosswalk Striping and Formally Request that IDOT install Two-Sided Crosswalk Signs and Advanced Crosswalk Signs at the Intersection of Lake Street and Keystone Avenue.

Trustee Gibbs made a motion, seconded by Trustee Henek, to approve a recommendation to renew existing crosswalk striping and formally request that IDOT install two-sided crosswalk signs and advanced crosswalk signs at the intersection of Lake Street and Keystone Avenue.

Public Works Director Anderson stated that there have been ongoing discussions with IDOT to improve pedestrian safety at Lake and Keystone. He reported that the Traffic and Safety Commission recommended that the Village install signage, renew the striping, and formally request that IDOT install two-sided crosswalk signs and advanced crosswalk signs at the intersection.

In response to a question from Trustee Corsini, Public Work Director Anderson stated that currently there is no signage and the proposed signage is a diamond-shaped, yellow pedestrian crossing sign on both sides with an arrow pointing at the crosswalk.

In response to a question from Trustee Corsini, Police Chief Weiss stated vehicles are required by law to stop for pedestrians at marked pedestrian crossings. He noted that the signage proposed is an upgrade to the existing markings.

Trustee Conti stated it took too long for this issue to come before the Board. In response to a question from Trustee Corsini, Village Administrator Palm stated that the Village put signage up and IDOT forced it to take it down. He noted that staff has been actively engaged with IDOT but have to wait for responses from the IDOT staff. He said he will look into the history of this issue.

In response to a question from Trustee Gibbs, Public Works Director Anderson stated that the Village is doing as much as it can with IDOT approval to provide safety for pedestrians at this intersection. In response to a question from Trustee Henek, Public Works Director Anderson stated that the Village can request that IDOT install the signage but the Village will install it.

In response to a question from Trustee Vazquez, Village Administrator Palm stated an IDOT official saw the signage and directed the Village via a phone call to take it down. Trustee Vazquez stated that going forward the Village should request IDOT put it in writing.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

Trustee Corsini requested that there should be a "no parking here to corner" sign near the intersection of Ashland and North to allow two-way traffic.

b. Finance and Administration Committee

i. Recommendation to Accept FY 2017 Comprehensive Annual Financial Report

Trustee Corsini made a motion, seconded by Trustee Conti, to approve a recommendation to accept the FY 2017 Comprehensive Annual Financial Report.

Trustee Corsini reported that the Finance and Administration Committee met and she asked Finance Director Rock to present her analysis. Trustee Corsini noted that the Village received an award for the budget and thanked staff for their effort. She also thanked staff and BKD for their efforts on the Comprehensive Annual Financial Report (CAFR).

Finance Director Rock reported that overall actual revenues exceeded the budget by \$819,243 (approximately 5.35%). She noted that the increase was largely due to higher license and permit revenue, both commercial and residential. She stated that general expenditures were slightly lower than budgeted but are up approximately 3.8% from the prior fiscal year. She said that there was an increase of \$939,795 of the general fund in the fiscal year. Finance Director Rock noted that the Village financial policy requires that the unassigned fund balance plus the amount restricted for working cash be at least 25% of the subsequent year's expenditures. She stated that as of April 30, 2017 this amount is at 47.2% which is an increase over the prior fiscal year. She emphasized that this is not due to recurring revenue sources. Regarding the Waterworks and Sewerage Fund, she stated that the net position increased by \$581,286. Finance Director Rock noted that there was a 4% increase in billed consumption due to the warmer summer weather conditions and that there have been declines in usage during previous years. She indicated that rates were increased 8.7% on May 1, 2016 to cover increasing operating costs and the Northside Stormwater Management Project. She encouraged all to read the transmittal letter and management discussion and analysis at the beginning of the report.

In response to a question from Trustee Cargie, Finance Director Rock stated the TIF is in this year's report and TIF 31 is listed as a separate line item on page 109. She noted these were not separated out in the past because they were not yet established and are separated once established. She explained the structure of the report.

Scott Termine, auditor with BKD, reviewed Village-wide financial statements, which capture pension liability as well as Village funds and debt activity. He noted there was a new Governmental Accounting Standards Board (GASB) control that went into effect last year and this is the first year it has hit the balance sheet. He stated that BKD was able to issue a "clean" (or unmodified) opinion in the financial statements which means they are satisfied that the report is properly presented in accordance with generally accepted accounting principles. He said in addition to the financial statements they issue a "management letter" which would note any significant internal control related matters. Mr. Termine reported that there were no significant internal control deficiencies. He discussed the new GASB standards. He emphasized the importance of cyber security related concerns and said he learned in discussions with Finance Director Rock that the Village is considering some additional action.

Village President Adduci thanked Village staff and the Finance and Administration Committee for their efforts. She said she believes that the financial trends are in the Village's favor. Mr. Termine affirmed that the increase in the balance fund puts the Village in a great position and noted that all governments are struggling with the pension issue.

In response to a question from President Adduci, Trustee Corsini discussed the process of evaluating the pension funding policy noting it is an ongoing activity to enable the Village to reach the appropriate levels. Finance Director Rock stated that fiscal year 2019 is the last year of the transition plan and the Village anticipated reaching the pension funding policy level in FY 2019. She reported that the Village is in good shape in regard to the police pension. She stated the fire pension is not in a good position and that is why the policy needs to be looked at. She said in

addition to reviewing the policy the Village should also determine why the fire pension funding goals were not met. In response to a question from President Adduci, Finance Director Rock stated the fire pension shortfall was not due to the Village's contribution but due to other factors including changes made to mortality assumptions and due to investment earnings that were less than expected and less than the earnings on the police pension. She stated the investment consultant who works with both funds has been invited to the next meeting to explain the changes. She noted that the fire and police pension funding policies were not the same.

There was a discussion regarding the complexity of a funding policy. Finance Director Rock suggested looking into a one-time contribution and whether that would decrease future funding obligations. Trustee Corsini discussed the process of revising the policy and noted it is a fluid process that needs to be reevaluated on an ongoing basis. Finance Director Rock stated the policy needs to be addressed now so there is a number to put in the FY 2019 budget.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. Approval of Lease Agreement with West Suburban Consolidated Dispatch Center (WSCDC)

Trustee Vazquez made a motion, which was seconded by Trustee Gibbs, to approve the lease agreement with West Suburban Consolidated Dispatch Center.

Village Administrator Palm discussed the history of WSCDC and services required from the Village for operation of the center. He noted that it is an initial three year term with a 15 month notification for non-renewal in order to give them adequate time to equip a new facility. He discussed the factors that determined the gross rent of \$64,910 and service credit \$15,577 per year. He stated that the lease would take effect January 1, 2017 and the rent would increase by the Consumer Price Index (CPI) in subsequent years.

In response to a question from Trustee Corsini, Village Administration Palm affirmed that the lease is retroactive to beginning of calendar year 2017.

In response to a question from Trustee Cargie, Village Administrator Palm affirmed that there have been discussions regarding WSCDC moving out of Village Hall and said a location has not yet been identified. He noted that the center was renovated to provide space for additional dispatchers and they are hopeful it will expand further.

In response to a question from Trustee Conti, Village Administrator Palm stated each year the center creates their budget and the revenue from each municipality is based on its percentage of calls for service. In response to a follow up question from Trustee Conti, Village Administrator Palm stated the Village treats these as separate transactions and the Village will continue to pay the center and the center will pay the Village rent. He stated that theoretically if the WSCDC moved out the Village and the Village did not have a use for the space, it could rent the space to another governmental agency.

Trustee Corsini stated she believes the lease is a prudent thing to do. She invited WSCDC to come to a meeting to discuss what's new. Village Administrator Palm suggested that the trustees come to Village Hall for a tour and see the center's renovations. There was a discussion regarding other services the WSCDC provides. Trustee Gibbs suggested the Village recognize the WSCDC's service to the community.

Roll call:

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

Absent: None

Nays: None

Motion Passes.

Trustee Corsini inquired when the Board will meet regarding the Comprehensive Plan. Village Administrator Palm stated it will be discussed at the Committee of the Whole meeting on October 16 and a Joint Boards and Commissions Comp Plan workshop would be held on Thursday, October 19.

Trustee Corsini stated that residents are questioning whether CN Railroad will resume use of the tracks that run north/south through the Village. Trustee Gibbs suggested posting the letter from CN Railroad on Facebook to quell any rumors. In response to a suggestion from Trustee Gibbs, Village Administrator Palm stated a local realtor had recently contacted him about the tracks and staff could send out a communication to local realtors.

In response to a question from Trustee Corsini, Village Administrator Palm stated that Nicor is having difficulties repairing a pipeline on CN Railroad property and there is a concern about having an adequate natural gas supply in the winter for the area that pipeline services. He said he has noticed email traffic indicating that they are trying to resolve the issue.

10. EXECUTIVE SESSION

None.

11. ADJOURNMENT

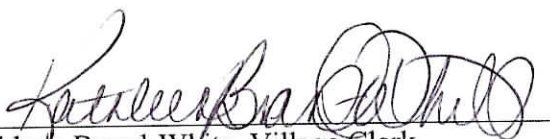
Trustee Gibbs made a motion, seconded by Trustee Vazquez, to adjourn the regular meeting of the Village Board of Trustees at 8:25 p.m.

Roll call:

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

Absent: None

Nays: None
Motion Passes.



Kathleen Brand-White, Village Clerk